

17/07/2025 Tbilisi

**Order N 1166/25**

**on establishing the procedure and deadlines for administrative registration for the examination determined by the university, conducting the examination, and enrolling in the educational program for the purpose of enrolling in the one-year Master's Program in Human Capital Management and Digital Transformation for the fall semester of the 2025-2026 academic year**

Within the framework of the powers granted to the Rector by the University Management Regulations (Article 5), based on the Order of the Minister of Education and Science of Georgia No. 227 “On Approval of the Regulations for Conducting Master’s Examinations and the Rules for Distribution of State Master’s Grants”, based on the Order of the Minister of Education, Science, Culture and Sports of Georgia No. 206/N of September 30, 2019 “On Approval of the Rules for Developing a Bachelor’s Degree Educational Program (Including at Least 180 Credits) and a Master’s Degree Educational Program (Including at Least 60 Credits)”, in accordance with the Regulations on Master’s Education

**I order:**

1. In order to obtain the right to study at the University of Georgia for a Master's degree program that includes at least 60 credits, a Master's degree candidate is required to:
* Pass an interview (HR role and functions in the organization; role of digital technologies in HR)
1. The term of registration of master's degree candidates for the program defined by the university shall be determined from July 21 to September 10, 2025.

• From July 21 to August 30 - registration shall be held from Monday to Friday, from 12:00 to 17:00 at the following address: Tbilisi, Kostava St. 77, IV Educational Building, Room 511.

• From September 01 to September 10 - registration shall be held from Monday to Friday, from 18:00 to 21:00 at the following address: Tbilisi, Kostava St. 77, IV Educational Building.

1. A candidate for a master's degree is obliged to submit during registration:
* 3. A candidate for a master's degree is obliged to submit during registration:
* •Resume;
* Copy of an identity document and an electronic version recorded on a CD in JPG format;
* Notarized copy of a bachelor's diploma and an electronic version recorded on a CD in JPG format. (If the diploma has not yet been issued by the university, a certificate of awarding the degree with a wet seal + an electronic version recorded on a CD in JPG format must be submitted);
* Certificate of at least 5 years of professional experience in the field of business administration;
* Copy of a document confirming military registration (in the case of boys) and an electronic version recorded on a CD in JPG format;
* 1 photograph (3X4) and an electronic version recorded on a CD in JPG format;
* Certificate of English language proficiency (e.g. TOEFL IBT – min. 80 points; IELTS – min. 6.5 points) or successful completion of a test conducted by the university. Students will also be recognized for their English level B2/2 taken at the University of Georgia.

4. It is preferable that all registration documents be recorded on one CD.

5. The interview scheduled by the university will be held on September 15, 16, 17, 2025 at the address: Tbilisi, Kostava St. 77a, IV Academic Building, School of Business and Administrative Sciences: Auditorium N 327 (IV Building);

6. Qualification to be awarded for the program specified in the first paragraph: Executive Master of Business Administration in Management; Language of instruction: Georgian, with partial English components; Tuition fee - 6000 GEL for the full course; Start date of study: 22.09.2025.

7. The one-year Executive Master's Program at the University of Georgia aims to prepare qualified HR managers for private and public organizations. The program is focused on preparing a competitive professional, which is reflected in the development of the graduate's business acumen, digital integration, data literacy, and human capital skills..

8. A master's degree candidate who has obtained the right to study at the University of Georgia must submit the following documents to undergo administrative registration from September 18 to September 25, 2025:

• A document confirming payment of the tuition fee in the amount exceeding the scholarship awarded

9. The Head of the Academic Administration Service, Teona Lagvilava, shall be entrusted with the control over the execution of the order.

10. The order shall be published on the university website ug.edu.ge.

11. For additional information, see the link https://online.ug.edu.ge/programs/programs\_full.php?programID[]=6053 or contact us at the following contact number: 591992999

12. The order may be appealed within one month of being notified in accordance with the procedure established by law to the Tbilisi City Court (address: Tbilisi, Agmashenebeli Khevani 12th km. N6).

Rector

Konstantine Topuria