



Sulkhan-Saba Orbeliani
UNIVERSITY

Ph.D Educational Program

Name of the program	Public Administration	
Supervisor	Professor George Goradze	Associate Professor Nato Gugava
Language	Georgian	
Academic Degree	Doctor of Public Administration (Ph.D.)	
Program volume with credits	46 ECTS	
Program approval date and protocol number	08.12.2021	
	№08-21	
Program renewal date and protocol number	14.07.2022	
	№04-22	

Goal of the Program

The aim of the doctoral program in public administration is:

- (A) Based on a deep scientific analysis of current issues in the practice and theory of public administration, results-oriented research and the creation of new knowledge;
- (B) Training of highly qualified researchers and academic staff focused on challenges the problems of public administration;
- (C) Contribute to the development of public administration and administrative law by creating high-quality scientific works.

Learning Outcomes

Graduate will be able to:

- (A) Determines current public administration issues, the need for their research, selects appropriate research methods and determines expected results;
- (B) Researches and critically analyzes the problematic issues of public administration, develops its own strategic, original, comprehensive and profound conclusions.
- (C) Plans and conducts lectures and seminars using modern and innovative teaching methods, participates in scientific-research discussions in the field of public administration,

(D) Creates and publishes high-quality scientific works in compliance with the principles of academic integrity and ethics, takes responsibility for his own research and results.

Program Admission Requirement

Master Equivalent academic degree is a prerequisite for admission to the program .

It is necessary to have an interview with the field commission and to have a international certificate at least B2 level of English, German, or French. Another prerequisite for enrolling in the doctoral program is the summary evaluation by the field commission, which is determined by the "Sulkhan-Saba Orbelian Doctoral Regulations" approved by the rector of Sulkhan-Saba Orbelian University (hereinafter - doctorate).

It is possible to enroll in the doctoral educational program of public administration on a mobility basis twice a year, within the time limits established by the legislation of Georgia and in accordance with the established rules. Applicants for mobility must meet all mandatory prerequisites for admission to the doctoral program.

Enrollment in the doctoral educational program of public administration or enrollment in the manner of transfer from a recognized higher educational institution of a foreign country is carried out within the time limits established by the legislation of Georgia and in the established manner.

Candidates who have a certificate of English/German/French language proficiency at least B2 level are exempted from English/German/French language testing, as well as candidates who have completed a full or partial bachelor's or master's course in English/German/French. The language center of Sulkhan-Saba Orbelian University ensures the recognition of certificates and courses.

List of the certificates and scores for English Language B2 level

TOEFL PBT	Points required: not less than 513 points
TOEFL IBT	Points required: not less than 65 points
IELTS	Points required: not less than 5.5 points
Cambridge Exam	Level of knowledge: not less than FCE

List of the certificates and scores for German Language B2 level

Goethe Zertifikat B2; TestDaF B2; DSH Certificate B2; Telc Deutsch B2; TestAS B2

List of the certificates and scores for French Language B2 level

Delf B2; TCF B2; TEF B2; DLC B2; Dalf
C1

Teaching and learning methods

☒ lecture ☒ work in a working group ☒ practical work ☒ seminar ☒ E – resource training

Student knowledge assessment system

mastering of the educational component provided by the doctoral program of public administration takes into account the active participation of students in the teaching process and is based on the principle of continuous evaluation of acquired knowledge. During the implementation of the doctoral program of public administration, the level of achievement of the student's learning results is evaluated in accordance with the evaluation system approved by the Order N3 of the Minister of Education and Science of Georgia dated January 5, 2007 "On the method of calculating credits for higher education programs".

Assessment of the level of student learning achievement in the educational component of the educational program includes assessment forms – midterm (single or multiple) and final assessment, the sum of which is a final grade (100 points).

Midterm and final assessment (assessment forms) include component/components, determines the method / methods for assessing student knowledge and / or skills and / or competencies (oral / written exam, homework, practical / theoretical work, etc.). Assessment component combines common assessment methods (test, essay, demonstration, presentation, discussion, practical / theoretical assignment, working in a group, participating in a discussion/simulation, etc.). Method / Methods of assessment are measured by assessment criteria, i.e. through unit of measurement of the assessment method, which determines the level of achievement of learning outcomes.

Each form and component of assessment from the assessment total point (100 points) has a specific share in the final assessment, which is reflected in the specific syllabus and is reported to the student at the beginning of the semester.

During the implementation of the Public Administration Doctoral educational program, the specific share of minimum competence limit of student's midterm and final assessment will be reflected in the specific curriculum and will be communicated to the student at the beginning of the semester. The assessment system includes:

Five types of positive assessment:

(A) Excellent	81-90% of max grade
(B) Very good	71-80% of max grade
(C) Good	61-70% of max grade
(D) Satisfactory	51-60% of max grade
(E) Sufficient	41-50% of max grade

Two types of negative assessment

(FX) Unsatisfactory	41-50% of max grade - meaning a student needs more effort to pass an examination and is given an extra chance to pass an additional examination through independent work;
(F) Failed	40% and less of max grade - meaning the student's effort is not enough and he has to learn the subject anew.

In the training component of the educational program, in the event of receiving FX, an additional exam will be scheduled at least 5 calendar days after the announcement of the results of the final exam. The points earned in the final assessment are not cumulative with the points obtained in the additional exam. The additional exam's assessment is a final assessment and will be reflected in the final assessment of the training component of the educational program. Given the grade obtained on the additional exam, if the student earns 0-50 points in the final grade of the educational component he will be given F-0 points.

The evaluation of doctoral thesis (dissertations)

Five positive and two negative evaluations are used to evaluate the dissertations.

positive evaluation of the work is done according to the following system:

- summa cum laude – excellent work – 91% of the maximum grade and above;
- Very good (magna cum laude) – a result that exceeds the requirements in every way – 81-90% of the maximum grade;
- Good (cum laude) – a result that exceeds the requirements - 71-80% of the maximum grade;
- Average (Bene) – the result that meets the requirements in every way – 61-70% of the maximum grade;

e. Satisfactory (ritual) - the result, which, despite the shortcomings, still meets the requirements - 51-60% of the maximum grade; If a positive grade is obtained, the thesis is considered defended.

In case of receiving an insufficient evaluation, the doctoral candidate is allowed to submit a revised thesis within one year. For this purpose, he/she has the right to submit an application to the Secretariat of the Dissertation Council within one month from the announcement of the result, requesting reworking of the thesis and re-defense of the thesis. In case of receiving a completely unsatisfactory (sub omni canone) assessment, the doctoral student loses the right to present the same thesis and the status of the doctoral student is terminated.

Field of Employment

The field of employment of a doctor of public administration is diverse.. In addition to government institutions and agencies, the Doctor of Public Administration also opens the way to higher education institutions (assistant professor, associate professor and professor in academic positions), research organizations, international academic associations

Continuous Learning Opportunities

The Doctor of public administration can take an active part in postdoctoral programs, obtain postdoctoral research and educational grants both nationally and internationally, and benefit exclusively from grants and scholarships provided for postdoctoral students and young researchers by universities and research foundations.

Material resource necessary for the program implementation

To achieve the learning outcomes envisaged by the PhD Program in Public Administration, the University ensures unhindered access to its infrastructure and material and technical resources for the students. Namely:

lecture halls and conference rooms equipped with the proper inventory;

library and reading rooms equipped with computer technologies and information-communication technologies;

computer classes, computer devices switched to the internet and internal network, adequate software for teaching/learning process; various technical devices etc. The academic program is ensured with the respective books and methodology literature.

The university library provides the students with the printed and electronic books envisaged by the syllabuses of the teaching courses, also with the book fund data base of the library and electronic catalog posted on the university website.

Material resources owned by the University ensure realization of the goals of the PhD Education Program in Public administration and achievement of the set learning outcomes:

Buildings-premises - PhD Education Program in public administration is implemented at the buildings and premises owned by the University, where sanitary-hygienic and security norms are protected (alarm signals are installed at the buildings, there are fire extinguishers, the premises are controlled by the video surveillance, the order is protected by the security employee of the University). The building fully meets the technical requirements established for the higher educational institutions. Classrooms, designated for lecturing and practical training, are equipped with appropriate technical resources and inventory (projectors, chairs, desks, blackboards, etc.).

Library- The University library has the printed and electronic fund appropriate for the PhD program. It is accessible for the students, invited and academic personnel. The library has a reading room equipped with appropriate inventory (chairs, tables, computers). The library has a multi-functional copy machine and a student can use it with the help of library staff. In the reading hall, students have the opportunity to use the internet and various international electronic resources (Legislative Herald, EBSCO, HeinOnline). The University library has an online catalog. In addition to the central reading hall, PhD students can also use the reading rooms named after Davit Batonishvili and the Zubalashvili brothers.

Working space for academic personnel - The working environment is equipped with appropriate inventory and technical resources (chairs, tables, closets, computers connected to the internet, multi-function copy machine).

Informational-communication technologies - In order to implement the PhD Education Program in public administration and support its administration, the University uses informational-communication technologies. Proper program/software support is available for the PhD Education Program in public administration. The existing computer technology responds to modern requirements, is connected to the Internet and is available to students, academic, invited and administrative staff. In order to provide students with access to assessment, monitor student performance and facilitate the learning process, the University uses computer-based online management system to assess student's knowledge and organize teaching process. By using the University website, which contains a catalog of educational programs, other information related to the implementation of educational programs and operation of the academic process, etc. the University ensures the publicity and accessibility of information.

The structure of the program

The PhD Program in public administration consists of study and scientific-research components. The volume of the study component is 60 ECTS credits, which include compulsory and elective courses. The total amount of credits for compulsory courses is 36 ECTS, and for elective courses - 10 ECTS. Study courses are divided into 3 semesters.

The research component involves the completion of a doctoral dissertation. The credits for the doctoral dissertation are taken by the PhD student after the full completion of the scientific-research component, the defense of the dissertation. While working on the research component, the doctoral student completes three colloquia, which involve the elaboration of a part of the dissertation with the prior agreement of the research supervisor, writing and reviewing it before the field commission. When defending each colloquium, PhD student should receive a positive recommendation, which implies a positive evaluation of the colloquium by the majority of the field commission. No credits are awarded to the PhD student while performing the colloquium.

Doctoral dissertations can be defended in the 6th semester. Issues related to the defense of the doctoral thesis, program preconditions and implementation are determined by "PhD Provision of Sulkhan-Saba Orbeliani" approved by the University Rector.

For a student enrolled in the PhD program via mobility, a course within 10 credits may also be recognized in elective courses, if its goals and results correspond to the level of the PhD program. The qualification requirements for the applicants of the PhD Program in public administration apply to those wishing to use mobility.

№	Prerequisites	Moduls/Courses	ECTS						Workload Schedule	
			I year II year III year						Total contact hours	ndependent work hrs
			Semester							
I	II	III	IV	V	VI					
Program Component										
Compulsory study courses										
1.	Without Prerequisites	Research Methods in Public Administration	5/125						33	92
2.	Without Prerequisites	Academic Writing and Dissertation Architectonics		10/250					40	210
3.	Without Prerequisites	Modern teaching methods		6/150					33	117
4.	Modern teaching methods	Professor's Assistance			5/125				11	114
5.	Research Methods in Public Administration	Academic research seminars			10/250				8	242

Elective courses										
1.	Without Prerequisites	University Curricula Development Principles	10/250						33	217
2.	Without Prerequisites	Preparation and management of research projects	10/250						35	215
Semester			15	16	15					
Per Year			31		15					
Total			46							

Map of the program objectives and learning outcomes

Program objectives	Learning Outcomes			
	A	B	C	D
Based on a deep scientific analysis of current issues in the practice and theory of public administration, results-oriented research and the creation of new knowledge;	✓	✓		
Training of highly qualified researchers and academic staff focused on challenges the problems of public administration;			✓	✓
Contribute to the development of public administration and administrative law by creating high-quality scientific works.			✓	✓

Map of learning outcomes and compulsory training courses of the program

№	subjects	Course Status	The program Learning Outcomes			
			A	B	C	D
1.	Research Methods in Public Administration	M	+	+		
2.	Academic Writing and Dissertation Architectonics	M	+			+
3.	Modern teaching methods	D	M		+	
4.	Professor's Assistance	D	M		+	
5.	Academic research seminars	M	+	+		+

Course Status

I - Introduction Courses (Introduction)	D - Developing Courses (Developing)	P - Practical Courses (Practical)	M - Master Courses (Master)

Map of the learning outcomes of the compulsory and elective courses of the program

№	subjects	Learning Outcomes		
		Knowledge and understanding	Skill	Responsibility and Autonomy
Compulsory study courses				
1.	Research Methods in Public Administration	+	+	
2.	Academic Writing and Dissertation Architectonics	+	+	+
3.	Modern teaching methods	+	+	
4.	Professor's Assistance	+	+	+
5.	Academic research seminars	+	+	+
Elective courses				
6.	University Curricula Development Principles	+	+	
7.	Preparation and management of research projects	+	+	