



Sulkhan-Saba Orbeliani University

Ph.D. Program in Public Administration

Program Title:	Public Administration
Program Director	Professor George Goradze Associate Professor Nato Gugava
Language of Instruction:	Georgian
Degree Awarded	Doctor of Public Administration (Ph.D.)
Program Volume	49 ECTS
Date of Program Approval & Protocol No.	08.12.2021 №08-21
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Program Objectives

The objective of the Ph.D. Program in Public Administration is:

- (A) Results-oriented research and creation of new knowledge based on in-depth scientific analysis of current issues in public administration practice and theory.
- (B) Training of highly qualified researchers and academic personnel oriented toward public administration challenges.
- (C) Contributing to the development of public administration and administrative law through the creation of high-quality scientific works.

Learning Outcomes

Graduate:

- (A) Identifies current issues in public administration, the need for their research, selects appropriate research methods and determines expected results.
- (B) Researches and critically analyzes problematic issues in public administration, develops their own strategic, original, comprehensive and in-depth conclusions.

- (C) Plans and conducts lectures and seminars using contemporary and innovative teaching methods, participates in scientific research discussions in the field of public administration.
- (D) Creates and publishes high-level academic works while observing the principles of academic integrity and ethics, takes responsibility for research conducted under their supervision and its results.

Admission Requirements

A prerequisite for admission to the program is a Master's academic degree.

For admission to the doctoral program, an interview with the subject committee is required, as well as knowledge of English at no less than B2 level or knowledge of one Western European language (German or French) at no less than B2 level and knowledge of English at no less than B1 level. Other prerequisites for admission to the doctoral program, as well as evaluation criteria for doctoral program admission applicants by the subject committee, are determined by the "Sulkhan-Saba Orbeliani University Doctoral Studies Regulations" approved by the Rector of Sulkhan-Saba Orbeliani University (hereinafter - Doctoral Studies Regulations).

A doctoral student enrolled in the Public Administration doctoral educational program may be assigned to take specific study courses from educational program(s) operating at the university, taking into account the specifics of the dissertation work, by decision of the program director and the dissertation council. After completing the study courses, the doctoral student is not awarded study credits and points. A course is considered successfully completed upon receiving a positive evaluation as provided for in the corresponding syllabus.

Enrollment in the Public Administration doctoral educational program through mobility is possible twice a year, within the timeframes established by Georgian legislation and according to the established procedure. A mobility applicant must satisfy all mandatory prerequisites for admission to the doctoral program.

Enrollment or transfer enrollment in the Public Administration doctoral educational program from a recognized higher educational institution of a foreign country is carried out within the timeframes established by Georgian legislation and according to the established procedure.

Candidates are exempt from English/German/French language testing if they present a certificate confirming knowledge of English/German/French at no less than B2 level, as well as candidates who have completed a full or partial bachelor's or master's course in English/German/French. Recognition of certificates and course completion is ensured by the Language Center of Sulkhan-Saba Orbeliani University.

Accepted English language (B2) proficiency certificates and scores:

TOEFL PBT	≥ 513
TOEFL IBT	≥ 65
IELTS	≥ 5.5
Cambridge Exam	≥ FCE.

Accepted German language (B2) proficiency certificates and scores:

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

Accepted French language (B2) proficiency certificates and scores:

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

Teaching and Learning Methods

- ☒ Lectures ☒ Group work ☒ Practical work ☒ Seminars ☒ Instruction using electronic resources
☐ E-learning ☒ Other

Student Knowledge Assessment System

The mastery of the study component provided for by the Ph.D. Program in Public Administration implies the active participation of students in the learning process and is based on the principle of continuous assessment of the acquired knowledge. In the implementation of the Ph.D. Program in Public Administration, the level of achievement of the student's learning outcomes is assessed in accordance with the assessment system approved by Order No. 3 of 5 January 2007 of the Minister of Education and Science of Georgia, *On the Rule for Calculation of Credits of Higher Educational Programs*.

In the study component of the Ph.D. Program in Public Administration, the assessment of the level of achievement of the student's learning outcomes includes the assessment forms – midterm (one-time or multiple) and final assessment (a particular course may be based on a different principle), the sum of which constitutes the final assessment (100 points).

Midterm and final assessments (assessment forms) include assessment component(s) that determine the method(s) of assessing the student's knowledge and/or skills and/or competences (oral/written examination, oral/written quiz, homework, practical/theoretical work, etc.). An assessment component unites homogeneous methods of assessment (test, essay, demonstration, presentation, discussion, completion of practical/theoretical tasks, work in a group, participation in discussion, preparation of a research paper, preparation of components of a research paper). The assessment method(s) are measured by assessment criteria, i.e., the unit of measurement of the assessment method, which determines the level of achievement of the learning outcomes.

Each assessment form and component has a specific share in the total score (100 points) of the final assessment, which is reflected in the specific syllabus and is communicated to the student at the beginning of the academic semester. It is not allowed to award credits using only one assessment form (midterm or final assessment). A student is awarded credits only in the case of receiving a positive assessment.

In the implementation of the Ph.D. Program in Public Administration, the minimum competence threshold for midterm and final assessments is indicated in the specific syllabus and is communicated to the student at the beginning of the academic semester. The assessment system allows for:

Five types of positive evaluations:

(A) Excellent	91-100 points
(B) Very good	81-90 points
(C) Good	71-80 points
(D) Satisfactory	61-70 points
(E) Sufficient	51-60 points

Two types of negative evaluations:

(FX) Fail – Retake	40 points and below, which means that the student's work is insufficient, and the course must be retaken.
(F) Fail	40 points and below, which means that the student's work is insufficient, and the course must be retaken.

In the study component of the educational program, in case of receiving an FX grade, the additional examination shall be scheduled no earlier than 5 calendar days after the announcement of the final examination results. The score obtained by the student in the additional examination shall not be added to the score received in the final assessment. The score obtained in the additional examination shall be considered the final assessment and shall be reflected in the final grade of the educational program's study component. If, taking into account the score obtained in the additional examination, the student receives 0–50 points in the final assessment of the educational component, the student shall be assigned a grade of F – 0 points.

Doctoral Dissertation (Thesis) Assessment

For the assessment of the dissertation, five types of positive and two types of negative grades are used.

Positive assessment of the dissertation is carried out according to the following system:

- A. Summa cum laude (Excellent) – an outstanding work – 91 points and above (max. 100 points);
- B. Magna cum laude (Very Good) – a result that exceeds the set requirements in all respects – 81–90 points;
- C. Cum laude (Good) – a result that exceeds the set requirements – 71–80 points;
- D. Bene (Average) – a result that fully meets the set requirements – 61–70 points;
- E. Rite (Satisfactory) – a result that, despite shortcomings, still meets the set requirements – 51–60 points.

Negative assessment of the dissertation is carried out according to the following system:

- A. Insufficenter (Unsatisfactory) – a result that fails to meet the set requirements due to significant shortcomings – 41–50 points;
- B. Sub omni canone (Completely Unsatisfactory) – a result that completely fails to meet the set requirements – 40 points and below.

In the case of receiving a positive assessment, the dissertation is considered successfully defended.

In the case of receiving (an Insufficenter) grade, the doctoral student is granted the right to submit a revised dissertation within one year. For this purpose, the student has the right, within one month from the announcement of the result, to submit to the Secretariat of the Dissertation Council a written request for revision of the dissertation and for a repeated defense.

In the case of receiving (a Sub omni canone) grade, the doctoral student loses the right to submit the same dissertation and the doctoral student status is terminated.

Employment Field

The employment field of a Doctor of Public Administration is diverse. In addition to those institutions and agencies where it is possible to be employed in public service, a Doctor of Public Administration is additionally eligible to work in higher education institutions (in the academic positions of Assistant Professor, Associate Professor, and Professor), in research organizations, and in international academic associations.

Opportunities for Further Study

Doctor of Public Administration may actively participate in post-doctoral programs, obtain post-doctoral research and teaching grants both at the national and international level, and benefit from grants and scholarships established exclusively for post-doctoral researchers and young scholars by universities and scientific foundations.

Material Resources Necessary for the Implementation of the Program

To achieve the learning outcomes provided for by the Ph.D. Program in Public Administration, the University's infrastructure and material-technical resources, which are available to students without restriction, are used, namely:

- Classrooms and conference halls equipped with appropriate inventory;
- A simulated courtroom;
- A library equipped with computer equipment and information-communication technologies;
- Computer laboratories, computer equipment connected to the Internet and internal network, and appropriate computer programs for the learning/teaching process;
- Various technical devices, etc.

The educational program is supported with relevant textbooks and methodological literature. The University library provides students with printed and electronic textbooks, teaching-methodological and scientific literature provided for in the syllabi of study courses, as well as access to the library's book collection database and the electronic catalog available on the University's website.

The material resources owned and possessed by the University ensure the realization of the objectives of the Ph.D. Program in Public Administration and the achievement of the planned learning outcomes:

Buildings and facilities – The doctoral educational program is implemented in buildings and facilities owned and possessed by the University, which comply with sanitary-hygienic and safety standards (the buildings are equipped with an alarm system, fire extinguishers, perimeter video surveillance, and are guarded by the University's security personnel). The building fully meets the technical requirements set for a higher education institution and has lecture and practical classrooms equipped with appropriate technology and inventory (projector, chairs, desks, boards, etc.).

Library – The University library holds a relevant printed and electronic collection for the doctoral educational program, which is accessible to students, invited lecturers, and academic staff. The library has a reading hall equipped with appropriate inventory (chairs, tables, computers). The library is equipped with a photocopier, which students can use with the assistance of library staff. In the reading hall, students have access to the Internet and to national and international electronic resources (Legislative Herald of Georgia, EBSCO, HeinOnline, Elsevier). The University library has an electronic catalog. In addition to the central reading hall, doctoral students can use the David Batonishvili and Zubalashvili Brothers reading rooms.

Workspaces for academic staff – Appropriate inventory and equipment (chairs, tables, cabinets, computers connected to the Internet, multifunctional copier) are provided for academic staff.

Information and communication technologies – For the implementation and administration of the Ph.D. Program in Public Administration, the University uses information and communication technologies. There is software relevant to the Ph.D. Program in Public Administration, the available computer equipment meets modern requirements, is connected to the Internet, and is accessible to students, academic, invited, and administrative staff. For providing students with access to assessments, enabling the administration to monitor students' academic performance, and supporting the learning process, an electronic system for student knowledge assessment and organization of teaching is used. Through the University's website, which contains the catalog of educational programs, as well as information related to the implementation of educational programs and the organization of the learning process, the University ensures the publicity and accessibility of information.

Program Structure

The Ph.D. Program in Public Administration consists of study and research components. The volume of the study component is 49 ECTS credits, which consists of compulsory and elective study courses. The total volume of mandatory study course credits is 39 ECTS, while elective study courses account for 10 ECTS. The study courses are distributed over 3 semesters: the doctoral student must accumulate 22 credits in the first semester, 17 in the second semester, and 10 ECTS credits in the third semester.

The scientific-research component involves the completion of a doctoral dissertation. While working on the scientific-research component, the doctoral student completes three colloquia, which involves developing, writing, and presenting a portion of the dissertation before the subject committee in prior agreement with the scientific supervisor. Performance of the doctoral colloquium is possible from the third semester, provided that the doctoral student has a positive evaluation in the "Academic Writing and Dissertation Architecture" study course. When defending each colloquium, the doctoral student must receive a positive recommendation, which means a positive evaluation of the colloquium by the majority of the subject committee. Upon completing a colloquium, the doctoral student is not awarded credits and is not evaluated with any points.

Defense of the doctoral work is possible in the 6th semester. Issues related to the defense of the doctoral work, as well as its prerequisites and program implementation, are determined by the Doctoral Studies Regulations.

A student enrolled in the doctoral program through mobility may be recognized, within the framework of 10 credits in elective study courses, for study courses not provided by this study program, whose objectives and outcomes correspond to the doctoral study level. Qualification requirements established for applicants seeking enrollment in the Public Administration doctoral program apply to mobility applicants.

Educational Program Curriculum

№	Prerequisite	Module / Course	ECTS Credits						Student Workload	
			I Year		II Year		III Year		Contact Hours	Independent Hours
			Semester							
			I	II	III	IV	V	VI		
Compulsory Study Courses										
1.	None	Academic Writing and Dissertation Architectonics	6/150						42	108
2.	None	Qualitative Research Methods		7/175					39	136
3.	None	Quantitative Research Methods			7/175				39	136
4.	None	Modern Teaching Methods	6/150						30	120
5.	Modern Teaching Methods	Professorial Assistantship			3/75				11	64
6.	Academic Writing and Dissertation Architectonics	Research Seminar		10/250					8	242
Elective Study Courses										
1.	None	Philosophy of Higher Education	10/250						29	221

2.	None	Principles of University Curriculum Design	10/250						33	217
Per Semester			22	17	10					
Per Year			39		10					
Total			49							

Program Objectives and Learning Outcomes Map

Program Objectives	Program Learning Outcomes			
	A	B	C	D
Results-oriented research and creation of new knowledge based on in-depth scientific analysis of current issues in public administration practice and theory.	✓	✓		
Training of highly qualified researchers and academic personnel oriented toward public administration challenges.			✓	✓
Contributing to the development of public administration and administrative law through the creation of high-quality scientific works.			✓	✓

Map of Compulsory Courses and Program Learning Outcomes

№	Module/Course	Status of the Course		Program Learning Outcomes			
				A	B	C	D
1.	Qualitative Research Methods	D	M	+	+		+
2.	Quantitative Research Methods	D	M	+	+		+
3.	Academic Writing and Dissertation Architectonics	M		+			+
4.	Modern Teaching Methods	D	M			+	
5.	Professorial Assistantship	D	M			+	
6.	Research Seminar	M		+	+		+

Status of the Course

I – Introductory Courses	D – Developing Courses	P – Practical Courses	Master Courses

Mapping of Learning Outcomes – Competences for the Program's Compulsory Courses

#	Course	Learning Outcomes		
		Knowledge and Awareness	Skill	Responsibility and Autonomy
	Compulsory Study Courses			
1.	Academic Writing and Dissertation Architectonics	+	+	+
2.	Qualitative Research Methods	+	+	+
3.	Quantitative Research Methods	+	+	+
4.	Modern Teaching Methods	+	+	+
5.	Professorial Assistantship	+	+	+
6.	Research Seminar	+	+	+
	Compulsory Study Courses			
7.	Philosophy of Higher Education	+	+	
8.	Principles of University Curriculum Design	+	+	