



## Business School

### Business Administration Doctoral Program

Curriculum
<b>Name of the educational program</b>
Business Administration
<b>The Highest Level of Academic Education</b>
Doctorate / Doctoral Program
<b>Academic Degree / Qualification to be Conferred</b>
Doctor of Business Administration
<b>Language of Instruction</b>
Georgian
<b>Volume of the Program</b>
The Business Administration Doctorate Program comprises educational and research components. The educational component can have no more than 60 credits. The duration of the studies cannot be less than 3 years.
<b>Program Objectives</b>
The business administration doctoral program aims to: <ul style="list-style-type: none"><li>• In accordance with the requirements of the scientific-technical progress, prepare a graduate for scientific activities, who'll be able to conduct a broad, thorough systematic research.</li><li>• Recognizing existing problematic issues and conduct a scientific research on them in business administration;</li><li>• Search for ways to integrate the results of the scientific research in practice and create necessary recommendations;</li><li>• Produce a high-quality scientific work in the field of business administration, which will show innovation in the study and development of the issue at hand;</li><li>• To ensure the further success of the higher education system, produce a graduate equipped with contemporary teaching and learning methodology;</li></ul>
<b>Program Prerequisites</b>
A person holding a Master's degree or equivalent degree / qualification as defined in accordance with the Georgian legislation, has the right to study on the business administration doctoral program.  According to the requirements of the Article 50 of the Law of Georgia on "Higher Education", a graduate of a foreign university may be granted the right to study on a doctoral degree program.

A doctoral candidate is required to demonstrate a minimum B2-level knowledge of the English language that will be proved by testing. A person holding a relevant-level language proficiency certificate or has completed English-medium first, second, and / or third level degree academic educational program, is exempt from testing.

The enrollment procedure in the business administration doctoral program is defined by the Regulatory Statement of the Doctoral Program of Business School and the Dissertation Council.

**The admission to the business administration doctoral program opens twice a year – for the fall and spring semesters.**

### **Employment Field**

In accordance with the legislation of Georgia, a graduate of business administration doctoral program has the right to hold an academic position in a higher education institution and / or work on any post that requires an academic degree of a doctor.

### **Learning Outcomes**

A doctorate program graduate can:

- Conduct a scientific research using innovation methods and the profound knowledge based on the latest accomplishments within the field of business administration and write a dissertation;
- Explore the contemporary problems of business administration within multidisciplinary and interdisciplinary contexts, based on systemic and critical comprehension of the study or activity field;
- Work on a publication that may be internationally referred to or reviewed in the fields of business administration;
- Prepare reports for participation in scientific conferences;
- Correctly assess the language situations, foresee and peacefully regulate potential language conflicts;
- Participate in debates, understand different opinions and substantiate own stance when analyzing business administration issues; seek, understand and use all possible sources; combine and objectively assess facts and theoretical knowledge;
- Create a fitting research method and design depending on the problematic situation;
- Make conclusions and recommendations based on the conducted research;
- Acknowledge existing or potential problematic situations and formulate hypotheses;
- Independently analyze various problems of business administration, plan and conduct a scientific research based on the latest accomplishments within the field of business administration;

### **Teaching-learning methods**

Lecture  Working in groups  Seminar  Practical work

Project  e-learning  Other

A professor may use one or more methods from above or any other method they deem needed based on the needs of a specific course. The teaching-learning methods of a course are presented in the course's syllabus.

### Assessment System

Business administration doctoral program comprises 180 credits, out of which 60 are allocated for the study/free component.

The study component of the business administration doctoral program and its assessment procedures:

A study component of the doctoral program aims at helping a doctoral student to master his/her research and methodological skills to carry out dissertation research and other academic activities.

A study component of the doctoral program is divided into core and elective parts. Within one month of enrollment in a doctoral program, a doctoral student drafts individual study and research plans in agreement with the academic supervisor. The contents and assessment criteria of the study program are described in the relevant syllabus and a doctoral student is informed about them in the beginning of a semester.

#	Subject code	Study component	Prerequisite for admission	Expected semester	ECTS credit	Number of hours		
						Contact	Independent	Total
<b>Core Study Component 30 Credits</b>								
1	PhD8006	Research Methods (Qualitative or Quantitative)	N/A	1-2	10	24	226	250
2	PhD0003	Professor's assistantship	N/A	1-2	10	64	186	250
3	PhD8007	Academic Writing	N/A	1-2	10	21	229	250
<b>It is mandatory to accumulate 30 credits out of the 40 offered credits from the elective study component</b>								
1	PhD7011	Statistics and Forecasting Methods in Business	N/A	1-2	5	48	77	125
2	PhD9001	Foreign Language - English (C1-I)	B2	1	5	46	79	125
3	PhD9002	Foreign Language - English (C1-II)	PhD9001	2	5	46	79	125
4	PhD8005	Teaching Methods	N/A	1-2	10	24	226	250
5	PhD7001	Mathematical Modeling	N/A	1-2	5	46	79	125
6	PhD1001	Thematic Seminar	N/A	2-3	15	32	343	375

The doctoral program also contains a free component, which is accumulated by a doctoral student in place of an elective study component at Business School or from any other equivalent academic program at Georgian American University; or through any accredited equivalent academic programs of other higher education institutions of Georgia; or through equivalent academic programs at foreign universities, in the case of recognition of the accumulated credits according to the Georgian legislation.

The accumulation of credits in the relevant study component by a doctoral student involves his/her active participation in the study process and is based on the principle of continuous assessment of the acquired knowledge. The evaluation of the level of the achieved study results is carried out in accordance with the assessment system approved by the order # 3 of January 5, 2007, of “The Rule of Conducting Assessment of Higher Education Programs with Credits” issued by the Minister of Education and Science of Georgia.

The evaluation of the achieved level of study results comprises the following assessment forms – midterm and final assessments the sum of which makes up the final assessment – 100 points. The assessment forms are made up of the assessment component(s) that define the ways of evaluating a doctoral student’s knowledge/realization and / or skills and /or autonomy/responsibility (oral/written test, oral/written quiz, practical/theoretical work, home task and others). The assessment component comprises assessment methods (test, essay, presentation and others). The assessment method is measured by the assessment criteria.

Each form and component of assessment is allotted a certain share out of the total of 100 points, which is reflected in a relevant syllabus. Each form of assessment has a minimum competence threshold, which may also be defined for assessment component(s), and which is described in a study course syllabus.

Using solely one form of assessment is not allowed for granting a student a credit. A student is granted a credit in the case of earning a positive evaluation.

The assessment system of the study component of the doctoral program:

**Positive evaluations:**

- (A) Excellent – outstanding performance with only minor errors, 91-100 points;
- (B) Very good –above the average standard but with some errors, 81-90 points;
- (C) Good –generally sound work with a number of notable errors, 71-80 points;
- (D) Average – fair but with significant shortcomings, 61-70 points;
- (E) Poor –performance meets the minimum criteria, 51-60 points.

**Negative evaluations:**

- (FX) Fail – some more work required before the credit can be awarded, 41-50 points
- (F) Fail – considerable further work is required.
- (FX) Fail – student with negative evaluation has right to pass the repeated final exam.
- (F) Fail – student with this negative evaluation is obliged to pass the teaching course again.

Additional final exam for the student should be in the same semester with at least 5 days interval with previous exam;

The scientific-research component of the business administration doctoral program and its assessment rules:

A mandatory scientific-research component of the business administration doctoral is a scientific work – a dissertation, the fulfillment of which is verified by the presentation and defense of the dissertation.

A dissertation must present the result of scientific-research work conducted independently by a doctoral student. A dissertation must reflect the validated results of theoretical and / or experimental research, must solve a significant scientific issue, must contain scientific novelty and must contribute to the development of the scientific field. A doctoral student works on dissertation independently under the supervision of academic advisor.

The evaluation of the scientific-research component of the program is carried out in accordance with the assessment system approved by the order # 3 of January 5, 2007, of “The Rule of Conducting Assessment of Higher Education Programs with Credits” issued by the Minister of Education and Science of Georgia.

A dissertation work is assessed in the same or in the following semester of its completion by a student. It is assessed by a final evaluation conducted once. The defense of a dissertation is held publicly at the session of dissertation committee. The dissertation committee makes a decision at the closed meeting. The members of the committee give a confidential assessment to the dissertation on a 100-point scale system, whereupon the average of total points is calculated (the sum of the received points is divided by the number of the committee members).

The evaluation of the dissertation topic is carried out by the following assessment system:

**Positive assessments:**

A - Excellent (summa cum laude)- an excellent piece of work - 91-100 points;

B - Very good (magna cum laude) – the result which exceeds the set requirements in all respects - 81-90 points out of maximum;

C - Good (cum laude) - the result which exceeds the set requirements - 71-80 points out of maximum;

D - Average (bene) – the work of average level, which meets the major set requirements - 61-70 points out of maximum;

E - Satisfactory (rite) – the result, which still meets the set requirements despite certain faults - 51-60 points out of maximum;

**Negative assessments:**

FX - Unsatisfactory (insufficient) – unsatisfactory-level piece of work, which does not meet the set requirements owing to the serious faults and lapses - 41-50 points out of maximum;

F - Totally unsatisfactory - (sub omni canone) – the result, which does not meet the set requirements at all - 40 points and less.

If a student receives a positive assessment, the doctoral degree is conferred upon him/her.

In the case of receiving unsatisfactory assessment (insufficient), the doctoral student is given an additional time within one-year period to present a fully revised dissertation.

In the case of receiving the assessment of totally unsatisfactory - (sub omni canone) the doctoral student is not permitted to present the same dissertation. Methods and criteria used in the evaluation of a dissertation:

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**Methods and criteria used in the evaluation of a dissertation by the members of  
dissertation committee**

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**Written assessment of dissertation - 60 points**

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Contribution made by a doctoral student to the development of the field / sub-field and / or to the development of interdisciplinary studies - 5 points

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Visualizing the problem, critically analyzing it and presenting the issue clearly - 5 points

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An appropriate structure and system of the dissertation, which provides an optimal opportunity to resolve the issue detailed in the research – 5 points

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Selecting adequate research methods – 5 points

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Innovative thinking - 5 point

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Coherent and concise discussion of the subject – 5 points

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Practical significance of the research – 5 points

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The completeness of the processing and critical analysis of the sources, scientific and cited literature and factual data related to the research topic – 5 points

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Appropriate and ethical use of information – 5 points

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Conclusions and results, problem solving – 5 points

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The quality of academic writing – 5 points

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Adhering to the dissertation formatting rules (citation and referencing specifications among others) - 5 points

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**Presentation – 30 points**

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Presentation of relevance and innovation of the dissertation topic – 5 point

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Systematic research of the dissertation topic and connection to the goals and outcomes – 5 points

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Material delivery skills – based on sources, scientific literature and factual data – 5 points

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Clearly presenting the problem(s) outlined in the dissertation – 5 points

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Presentation structure (visuals and contents) – 5 points

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Presentation organization – 5 points

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**Scientific debates / disputations - 10 points**

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Confident participation in the scientific debate, referencing relevant arguments – 5 points

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Complete and adequate answers to the questions – 5 points

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Evaluation of the set requirements:

- 5 – fully meets the requirements;
- 4 – significantly meets the requirements with minor inaccuracies;
- 3 – meets the requirements but with flaw(s);
- 2 – essentially meets the requirements but with considerable flaw(s);
- 1 – partially meets the requirements with essential flaw(s);
- 0 – does not meet the requirements.

The formatting regulations of the dissertation submitted for gaining the academic degree of doctor:

The length of the dissertation must be no less than 120 pages and no more than 150. The dissertation council may re-consider the upper threshold of the page number.

The dissertation must be written in the Georgian language. The dissertation council may grant the permission to the student to write the dissertation in the English language

The dissertation must be printed on A4 size (297X210 mm) 80 g/m<sup>2</sup> thick paper. A different size (larger) paper may be used (e.g. for technological schemes), however, they may not be bound with the main dissertation text.

Left margin of the paper must be 40 mm, other margins – 25 mm.

The main text of the dissertation must be typed in standard Sylfaen font (size 12). A larger font size may be used for headings and sub-headings of chapters and sub-sections.

The pages must be numbered sequentially. The minimum page number size is 10. Introductory pages, except for title page, are numbered in the lower right-hand corner in Arabic numerals.

The spacing for the main text is 1.5. For lesser sized sections (table of contents, tables and diagrams / drawings, abstract, footnotes, endnotes, comments, etc.) the spacing is 1.

All headers and sub-headers of chapters and sub-sections must be included in the table of contents. The font size of headings and sub-headings may exceed the size of the font size of the main text. Each chapter must start with a new page. Each sub-section may continue from the same page.

Both footnotes and endnotes may be used in the dissertation with the font size 10. The endnotes use Arabic numbering and are sequential

dissertation work must consist of the following sections:

- Title page
- Copyright page;
- Table of contents;
- List of used abbreviations (as necessary);
- Main body of the text: introduction, results and discussions, conclusions;
- Endnotes (in the case of using them);
- Bibliography or referencing of the used literature;
- Appendices.

Title page – must necessarily contain the title of the dissertation, name and surname of the doctoral student and the following text “A Dissertation Business School in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy”, “Georgian American University, LLC”, “Tbilisi, Georgia”. The page must also indicate month and year of the dissertation defense. The title page is number (1) but it is not indicated.

Copyright page – the standard version of the original copy of the dissertation must have the original signature of the author. The indicated page must contain the text: “Georgian American University, LLC”, the year of its submission to the dissertation council, the name and surname of the author, the title of the dissertation, the name of the School / faculty / department, the title of the degree sought, the date of the defense. The page must also contain the standard texts: “The University has the right of uncommercial copying and distribution of the dissertation at the request of individuals or the University for the purposes of familiarizing with the dissertation text” and “The author retains all other publishing rights. Copying or reproducing the entire work or its parts are not permitted without written permission of the author. The author pledges that permission has been obtained for using the copyrighted materials in the dissertation (with the exception of those minor citations that are duly referenced in the text as accepted by the citation regulations used in the scientific literature) and bears responsibility for each of them”.

The dissertation must include table of contents. The spacing must be 1, the font size-12. The spacing between the paragraphs must be 6-12 points. The page numbers must be placed at the right margin. It is acceptable to fill in the space between the title and the page number with the following symbols: „·“, „-“, „\_“.

The list of abbreviations (in the case of necessity) – the author should provide the list and explanations for the abbreviations which are not widely used to make the dissertation text easily comprehensible.

The main body text – must be divided into chapters and sub-chapters / sub-sections of various levels. It must necessarily contain the introductory part, the results obtained by the author, their discussions and concluding remarks. The introduction must include problem statement, its scientific novelty, topicality and practical significance. The structure of the obtained results and their discussions depend on the theme of the dissertation and the author has the right to present them as desired. The conclusion should cover the results concisely and clearly.

The list of the used literature must be placed at the end of the main body of the dissertation. The following referencing styles must be adhered to while indicating the sources:

- Article - [Surname] [Initial.] [Initial]. Full title. Full title of the journal or abbreviation. Year, volume, [issue,] pp. start page-end page.
- Book - [Surname] [Initial] [Initial]. Full title. Publication place: publication. Year, [volume,] pg.
- Information from the website – the web address. The information obtained on – date, month, year.

The appendices may include tables, diagrams, schemes, drawings, etc.

The dissertation must be copied to CD-ROM or DVD-ROM discs in pdf format. The disc must indicate the name of the author and dissertation title.



### **The material-technical basis of the program**

The doctoral student has full access to the university infrastructure and material-technical basis, namely:

- To duly equipped study auditoria; conference halls, offices of academic and administrative staff;
- to the library equipped with modern technologies where all the necessary literature and electronic resources as defined by the program syllabi are available;

To the research institutes existent in the School where a doctoral student can participate in the projects under the supervision of an academic advisor to develop necessary research skills.

### **Financial support of the program**

The program is financially supported both by the School and by the University budgets.

The allocated sum is used for continuous update of the material-technical resources, for the purchase of new publications for the enrichment of the library resources, for the organization of student scientific conferences, for publications of scholarly works by the professors, for publications of new and supplementary textbooks, and for numerous similar activities.

### **Program Supervisor**

Teimuraz Toronjadze (see the full information on the program director, and on his qualifications in the attached CV).

### **Human resources**

The doctoral program is carried out by the relevant human resources. The realization of the program is facilitated by the University academic staff and by the invited specialists possessing the qualifications, competences, study and research experience necessary for meeting the doctoral level requirements and accomplishing the appropriately set goals.

Teimuraz Toronjadze	Professor
Mikheil Mania	Professor
Revaz Tevadze	Professor
Dina Aslamazishvili	Professor
Archil Iakobashvili	Professor
Nanuli Lazrieva	Professor
Eka Nadareishvili	Associated Professor
Tamaz Uzunashvili	Professor
Levan Jamburia	Associated Professor
Nino Toronjadze	Professor
Mikheil Chkhenkeli	Professor
Manana Tabidze	Invited Lecturer
Mari Bandzeladze	Invited Lecturer
Ketevan Kalandadze	Invited Lecturer

## Target benchmarks of learning outcomes of the business administration doctoral program

Outcomes	Courses
<p>A doctorate program graduate can:</p> <ul style="list-style-type: none"> <li>• Conduct a scientific research using innovation methods and the profound knowledge based on the latest accomplishments within the field of business administration and write a dissertation; Explore the contemporary problems of business administration within multidisciplinary and interdisciplinary contexts, based on systemic and critical comprehension of the study or activity field;</li> </ul>	<p>In order to assess the learning outcomes, students are evaluated according to their accomplishments in the compulsory courses:</p> <p>PhD0001 Theoretical/Scientific Research and Dissertation Completion and Defense            PhD8006 Research Methods (Qualitative or Quantitative)            PhD8007 Academic Writing</p>
<ul style="list-style-type: none"> <li>• Work on a publication that may be internationally referred to or reviewed in the fields of business administration;</li> <li>• Prepare reports for participation in scientific conferences;</li> </ul>	<p>Business administration problem:</p> <p>2.1.1 Identification            2.1.2 Analysis            2.1.3 Research method selection            2.1.4 Solution method search</p>
<ul style="list-style-type: none"> <li>• Correctly assess the language situations, foresee and peacefully regulate potential language conflicts;</li> <li>• Participate in debates, understand different opinions and substantiate own stance when analyzing business administration issues; seek, understand and use all possible sources; combine and objectively assess facts and theoretical knowledge;</li> </ul>	<p>2.2.1 Presentation structure;            2.2.2 Demonstrate new knowledge with a high level of confidence;            2.2.3 Present the knowledge clearly and in a substantiated manner;            2.2.4 Take into consideration the interests of the target audience when delivering information;            2.2.5 Bring relevant arguments during scientific debates;</p>
<ul style="list-style-type: none"> <li>• Develop appropriate research methods and design based on the analysis of the problematic situation;</li> <li>• Make conclusions and recommendations based on the conducted research;</li> <li>• Acknowledge existing or potential problematic situations and formulate hypotheses;</li> </ul>	<p>2.3.1 Analysis            2.3.2 Forming conclusions;            2.3.3 Interpreting the results;            2.3.4 Presenting in a written and/or oral form to an audience;</p>
<ul style="list-style-type: none"> <li>• Independently analyze various problems of business administration, plan and conduct a scientific research based on the latest accomplishments within the field of business administration;</li> </ul>	<p>3.1.1 Plan the work            3.1.2 Use contemporary innovative theories and practical methods in the work;</p>

### Knowledge and realization results assessment criteria:

A weighted sum of the core courses will be calculated.

The weight depends on the course credits and is calculated using the following formula:

$$\text{Weight} = \frac{\text{Course credit}}{\text{Total credits for core courses}}$$

To assess each course, the students' average grade within the course is used.

Students' Course-Based Average Grade	Target Benchmark
91-100	5
81-90	4
71-80	3
61-70	2
51-60	1
0-50	0

Core Study Courses:	Credits	Weight	Maximum Grade
PhD0001 Theoretical/Scientific Research and Dissertation Completion and Defense	10	0.33	5
PhD8006 Research Methods (Qualitative or Quantitative)	10	0.33	5
PhD8007 Academic Writing	10	0.33	5

### Target Benchmark Assessment Criteria:

Each target benchmark is assessed using a 0 to 5 scale.

<b>A</b>	-	<b>5</b>
<b>B</b>	-	<b>4</b>
<b>C</b>	-	<b>3</b>
<b>D</b>	-	<b>2</b>
<b>E</b>	-	<b>1</b>
<b>F</b>	-	<b>0</b>

