# CAUCASUS SCHOOL OF BUSINESS



PhD Application

## FIELD: PhD in Management

**INSTRUCTIONS FOR COMPLETING THIS APPLICATION**



### Please print carefully in ink (no pencil). Answer every question completely.

**Submit all materials, including transcripts and letters of recommendation, with your application in one envelope.**

**The application, together with all supporting materials, becomes the property of the PhD Program of Caucasus School of Business (CSB). We are unable to return anything submitted.**

* **A research thesis in English that matches the candidate's research interests**

As part of the application process, candidates are required to submit a research thesis proposal in English that aligns with their academic and research interests. The proposal should demonstrate a clear research focus, a well-defined problem statement, and a structured approach to addressing the research question(s).

**The proposal should include:**

* Title: A clear and concise title.
* Abstract: A brief summary (150–250 words) outlining the research focus, objectives, and methods.
* Introduction: Background, research problem, and significance.
* Research Questions and Objectives: Key questions and aims.
* Literature Review: Summary of at least 10 relevant research papers on the topic at a hand
* References: A list of cited sources.
* **Master or equivalent Degree Diploma** notarized photocopy from an accredited university
* **Diploma Transcript** notarized photocopy
* **English Language Certificate** of B2 level or Bachelor or Master Diploma of English program (if such proof/certificate is not presented, applicant will have to undergo an exam)
* **Letters of Recommendation**

Two letters of recommendation are expected. Fewer than two will probably diminish your chances of admission, but more than two are unlikely to improve those chances. The letters should be from those who have taught you most recently in the field in which you wish to do graduate work. If you recently have been out of school, one letter should be from your employer, supervisor, or other person familiar with your most recent activities.

* **Resume**

You must submit a current resume that describes your work history and education.

* **The application cannot be processed until you have signed it**. Please make sure that you have signed all other forms on which your signature is required.

***Submit your completed application and supporting documents to:***

### Caucasus School of Business, Caucasus University

1 Paata Saakadze Str. 0102 Tbilisi, Georgia

Tell: (+995 32) 2377777

Email: mjinchveleishvili@cu.edu.ge

**PhD Program APPLICATION FORM FOR ADMISSION**



**Name** \_ Surname First Name Middle

* **Sex** □ Male □Female ●**Date of Birth** / /

DD MM YYYY

* **Nationality** ● **Country of Citizenship**
* **Current Address** ●**Permanent Address (if different)**

| Number and Street: | Number and Street: |
| --- | --- |
| Apartment Number: | Apartment Number: |
| City and Zip Code: | City and Zip Code: |
| Country: | Country: |

* Home Phone ●Work Phone ● Fax
* E-mail: ●Home page URL:
* **EDUCATION INFORMATION** (If more space is needed, please attach addendum)

(The official copies of all transcripts must be enclosed along with the application)

| Name and Location of the Educational Institution | Degree | Major | Dates Attended |
| --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Scholarships, prizes and other distinctions obtained (list only the most important):

| **Name of Award** | **Reason for Award** | **Date of Award** | **Value of Award if any** |
| --- | --- | --- | --- |
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|  |  |  |  |

* **Professional Examinations Passed: EMPLOYMENT HISTORY**
* Please list articles, books, or any other materials published, or any inventions patented:



* **Please attach a detailed statement explaining why you are interested in PhD Program.**

**I certify that the information provided on this form and on any attached documents is true and accurate to the best of my knowledge. I understand that omissions or falsifications may result in denial or revocation of admission. I understand that this form is only one part of the application process and that all application materials required by the Caucasus School of Business must be submitted for me to be considered for admission.**

**Signature of Applicant Date: \_**

**CAUCASUS SCHOOL OF BUSINESS**

**SUPPORTING REFERENCE**



| **Organization** | **Location** | **Period of****Employment** | **Title** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**INSTRUCTION FOR A REFEREE SUPPORTING AN APPLICATION TO A PHD PROGRAM**

**To be completed by the applicant**

Name(legal) / /

Last (family) First Name Title (Mr/Mrs/Miss/Dr etc)

Date of Birth / /

DD MM YYYY

Sex: □Male □Female

Email Telephone

**Major Area** □ Finance □ Marketing □ Management

**To be completed by the referee**

Referee / / / Name Position

Institution / / / Name Faculty

Address / Telephone / /

City / E-mail: /

Country

#### This form is not the reference. Please now write your reference or recommendation on a separate sheet of paper. The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card and make sure you sign and date the reference.

CSB would appreciate a statement form from you concerning how well you think this applicant will do as a PhD student in preparation for a career in research and teaching. It would be helpful to the selection committee if you could include in your statement answers to the following questions:

* How long have you known the applicant and in what capacity? Please include the context of your interaction
* What do you consider to be the applicant’s talents and strengths?
* What do you consider to be the applicant’s weaknesses or development needs?
* How well suited is the applicant to conducting independent and original research?
* As a member of the CSB community, the applicant would be expected to participate in intellectual discussion with both faculty and students. How would you expect him/her to engage in this lively academic debate and criticism?

Referee’s signature Date

#### To deliver, please:

1. Enclose one copy of this form and your recommendation in a SEALED envelope.
2. Sign your name across the seal and cover it with clear tape.
3. Return the envelope to the applicant. **Please do not send it direct to CSB.**

**CAUCASUS SCHOOL OF BUSINESS**

**SUPPORTING REFERENCE**



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