

Approved by Resolution of Georgian Technical University Faculty of Engineering Economics, Media Technologies and Social Sciences Board

Modified by Resolution №19  
19.03. 2018

**Georgian Technical University**  
**Faculty of Engineering Economics, Media Technologies and Social**  
**Sciences**  
**Dissertation Board**

(Field/Specialty of Mass Communication, Archaeology, Economics, Theology, Social Sciences)

**Regulations**

Approved by Georgian Technical University  
Academic Board  
Resolution №2418 of May 8, 2017

Modified:

Tbilisi 2018

## **Article 1. The Purpose of the Bylaw**

The purpose of the Bylaw is to:

- Identify the rule of activity of the Dissertation Board;
- Determine the rule for electing the Chairperson of the Dissertation Board;
- Establish the competence of the Dissertation Board;
- Determine the rule of enrollment in doctoral studies;
- Determine the learning process in doctoral studies;
- Determine the thesis defense procedure.

## **Article 2. Dissertation Board**

1. The Dissertation Board is the body for awarding the academic degree of Doctor of Science. 1<sup>1</sup>. The Faculty Dissertation Board (in the field of Mass Communication, Archaeology, Economics, Theology, Social Sciences) is composed of all professors and associate professors of the respective field at the faculty.

2. Through the mediation of the Chairperson of the Dissertation Board, a person with a Doctor's academic degree who is not a university employee and has published at least three papers in the relevant field of science in the last 5 years may be invited to join the Dissertation Board.

3. The Chairperson of the Dissertation Board is elected with the open ballot at the session of the Board for a term of 3 years. One and the same person can only be elected twice in a row.

4. Upon the proposal of the Chairperson, the Dissertation Board may choose deputy chairperson / deputy chairpersons.

5. The candidature of the Dissertation Board Secretary (from the Board) is recommended by the Chairperson and approved by the Dissertation Board.

6. The Dissertation Board makes decisions at the Board sessions. The meeting is duly constituted if it is attended by more than half of its members' list. The decision is reached if more than half of those present votes for it.

7. The Dissertation Board conducts its activities under the present Bylaw approved by GTU Academic Board.

8. Any decision made by the Board is formalized in a resolution, signed by the Chairperson and the Secretary of the Board.

9. The instruction on the preparation of the doctoral thesis is approved by GTU Academic Board.

## **Article 3. Authority of the Chairperson of the Dissertation Board:**

1. Convening of a session of the Dissertation Board. In agreement with the Chairperson, the session may be convened at the initiative of the Vice-Chairman of the Board.

2. Management of the work of the Board between the sessions. In case of absence of the Chairman of the Board, and before the election of the new Chairman of the Dissertation Board, the Board is headed by the Vice-Chairman.

3. Presentation of the memorandum to the Department of Education:
  - A) on vacancies for relevant programs
  - B) on the approval of the composition of the Faculty Provisional Commission;
4. Putting forward the issues to be considered by the Dissertation Board:
  - on the approval / replacement / adding of the supervisor;
  - on the approval / change of the topic;
  - on the date of thesis defense, the composition of the Dissertation Board and reviewers;
  - on the coordination / management of preparation of the draft enrollment order in Doctorate.
5. Implementation of other powers defined by the Bylaw.

**Article 3<sup>1</sup>. Authority of the Vice-Chairman of the Dissertation Board**

- Coordination with academic departments regarding vacancies with the purpose of determining the number of students in doctoral studies;
- Preparing a proposal on the composition of the Faculty Temporary Commission;
- Monitoring of concluding and implementing study and financial agreements;
- Monitoring of taking study and research components;
- Management of the work of the Board in the absence of the Chairperson of the Board, and in the period before the election of the new Chairman of the Dissertation Board;
- Implementation of other powers defined by the Bylaw.

**Article 4. Authority of the Secretary of the Dissertation Board**

1. The authority of the Secretary of the Dissertation Board includes:
  - Organizing session of the Dissertation Board;
  - Providing timely public access to the Faculty website;
  - Examining applicants' documents;
  - Preparing the enrollment order project;
  - Preparing the issue about appointment / replacement of the doctoral student's supervisor, preparing the relevant University draft order;
  - Preparing the issue on approval / change / title correction of the doctorate topic, preparation of the relevant University draft order;
  - organizing seminars / colloquiums ( determining the composition of the Commission, the time and place of the meeting) and preparing the relevant faculty draft orders;
  - organizing the submission of the thesis to the field panel in the last semester of the final year, monitoring interim assessments;
  - Registering doctoral thesis documents;
  - Examining the documents for defense of the thesis, preparing of a draft order on the thesis defense;
  - Preparing a draft decree on issuing a Doctor of Science Diploma based on the decision of the Dissertation Board on granting the Doctor's academic degree;
  - Preparing of a registration card of the doctoral student.
  - Implementing other powers defined by the Bylaw.

2. In the absence of the Secretary, the Chairperson (deputy) is authorized to delegate the duties of the Secretary on one of the members of the Board.

#### **Article 4<sup>1</sup>. The Authority of the Doctoral Program Director**

1. Participation in the discussion on the dissertation topic / topics presented by the presumptive supervisor/supervisors of the relevant academic department;
2. Participation in the Faculty Temporary Commission, Seminars / Colloquiums Commissions, participation in the field and defense panels (selectively, by the Chairperson's decision);
3. Discussion / preparation of proposals on modification of the Doctoral Program;
4. Participation in determining the compatibility of learning outcomes in the framework of the previous program with the selected program for students who switched to it due to academic mobility.
5. Systematic monitoring and analysis of the program implementation;
6. Performing other functions defined by the relevant decree of the Academic Board.

#### **Article 4<sup>2</sup> Authority of the Head of the Academic Department**

1. Discussion of the issue of vacancies for doctoral students at the academic department session;
2. Discussion of the thesis topic / topics presented by presumptive supervisor / supervisors of the doctoral student/ students at the Academic Department session;
3. Participation in the Faculty Temporary Commission, Seminars / Colloquiums Commissions, participation in the field and defense panels (selectively, by the Chairperson's decision);
4. Development and discussion of the proposal on the composition of the sectoral commission at the academic department session;
5. Discussion of the second interim testing (preliminary presentation) results for “Completion and Defense” Component at the Academic Department Session for the purpose of recommending the thesis for defense;
6. Performing other functions defined by the relevant decree of the Academic Board.

#### **Article 5. Enrollment in Doctoral Studies**

1. The deadline for submitting doctoral candidates' applications and the enrolment of students shall be determined by the Academic Board's Department of Teaching. The enrollment must be carried out by Rector's order before the start of the study.
2. Each professor of the faculty (including invited), as well as a research worker with an academic degree of Doctor of the scientific institute integrated with GTU, an employee of Scientific Research Laboratory of GTU with an academic degree of Doctor within the relevant PhD program, has the right to submit the name of one or several dissertation topics to the Dissertation Board before the admission to doctoral studies is announced.
3. A professor, as a rule, may supervise no more than at 4 (four) doctoral students, including no more than two doctoral students in one year of study.

4. At the request of the Head of the Academic Department, the Faculty's Dissertation Board, may, as a rule, allow an associate professor to supervise a doctoral candidate in a given academic year.

5. Upon request of the Head of the Academic department, the Faculty's Dissertation Board may assign two supervisors (co-supervisors) from the second year of doctoral studies. One of the co-supervisors may be an employee of another (partner) institution if there is a contract / memorandum signed between GTU and this institution.

The Chairperson of the Dissertation Board will present the written information to the Department of Education with the request to allocate vacant seats to the relevant programs by the Academic Board and to approve the composition of the Faculty Commission/ Commissions.

The temporary commission of the Faculty should include at least 4 professors/associate professors of the Faculty who must submit their consent for participating in the temporary commission to the Chairperson of the Dissertation Board. The temporary commission is usually headed by the Chairperson of the Dissertation Board.

6. The main purpose of the Faculty Commission is to consider the applications of candidates for enrollment in doctoral studies, interview them and make decisions on giving or refusing them recommendations for doctoral studies. (20.03.2015, №1475)

6<sup>1</sup>. Vacancies on PhD programs and the composition of temporary commissions at the Faculty shall be approved by the Academic Board of the Department of Education. The list of approved doctoral programs vacancies will be posted on the GTU website by the Department of Education. (20.03.2015, №1475)

7. A person with a Master's or equivalent academic degree has the right to enroll as a doctoral student.

8. The condition of enrollment in doctoral studies is the compliance of the candidate's data with the provisions established by the Bylaw; also the following will be taken into consideration:

- Scientific publications;
- Participation in scientific conferences;
- Other documents and materials related to study/research activities (certificates, diplomas, patents, etc.).

9. Master's or equivalent educational program and the preferred doctoral program chosen by the applicant in regulated curriculum on doctoral programs should usually belong to one field of study; the compliance is established by the temporary commission of the Faculty.

10. Those willing to enroll in doctoral studies shall submit the following documents to the Dissertation Board:

- Application to GTU Rector with the indication of the Faculty and Doctoral Program (2 copies);
- Data on education and employment history (2 copies);

- Diploma certifying the academic degree and diploma supplement (academic certificate) and their copies (2 copies each);
- Identity card and its copy (2 copies);
- 2 photos, size 3X4 (cm), paper and electronic version on CD (CD);
- Military service registration certificate or military ID card (for those liable for military service) and its copy (2 copies);

11. If the presented documents fail to determine the duration of the educational program (no less than 5 years), the applicant is obliged to additionally present a certificate issued by the National Center for Educational Quality Enhancement, which confirms his/her right to continue learning at the third level of academic higher education (Doctorate). In case of not having such a certificate, the applicant's application may be accepted under the Rector's permission. The failure to present the certificate within two months after the start of the study is the basis for annulment of the order on the enrollment in the doctorate.

12. If scientific publications and participation in conferences are indicated in the data on education and labor activities, the applicant should also present these materials in the original. The initial examination of the documents is done at the Faculty, by the Secretary of the Dissertation Board. After the inspection the documents are returned to the applicant and the copies remain in his/her personal file.

13. The applicant submits the application endorsed by the Secretary of the Dissertation Board together with the other documents to GTU Rector's office. The registered application will be transferred to the Department of Education to be verified by the Rector's resolution. After examination the documents will be given to the Secretary of the Faculty Dissertation Board. Passing the exam in a foreign language/languages or a relevant international certificate certifying a certain level of foreign language knowledge may be the prerequisite for the admission to the Doctoral Program. Applicants who have received education abroad (have passed the relevant Foreign Language Program), do not have to take the exam or submit a certificate.

The exam in a foreign language is conducted in GTU examination center within the time specified by the Rector's order. The minimum competency limit for a foreign language exam is 35%.

14. Prior to expiration of the deadline of admission to doctoral studies, the Chairperson of the Dissertation Board holds a meeting of temporary Commission of the Faculty, interviews the candidates and presents the results of the data review to the Department of Education.

15. The minutes of the Faculty Temporary Commission session must include the following data on each candidate to be admitted to the doctoral studies:

- Surname, name, personal number;
- Date of birth;
- Education;
- Data on research activities;
- Name of Doctoral Program
- Results of examination/examinations in the foreign language or availability of a relevant certificate (if necessary);

- Decision on giving or rejecting a recommendation for the candidate's admission to doctoral studies.

16. The minutes of the session of the Faculty Temporary Commission are signed by the Chairperson and members of the Faculty Commission.

17. Minutes of the Faculty Temporary Commission together with the Report of the Chairperson of the Dissertation Board (which is the basis for enrollment in Doctorate), will be submitted to the GTU Department of Education, which will prepare the draft order in the timeframe defined by the Bylaw; the order shall be placed on the GTU website (20.03.2015, №1475).

18. Within a week after publishing the order of enrollment in Doctorate, a PhD student must enter into the Tuition and Financial Agreements with GTU.

19. In the next two weeks from the beginning of the study, the supervisor will present the Doctoral student's personal work plan to the Dissertation Board (Appendix 1). Based on the Dissertation Board Chairperson's report (together with the extract from the minutes of the Dissertation Board session), the Department of Education makes a draft order on the scientific supervisor approval. At least one week before the completion of the first semester of the first year of study, the Faculty Dissertation Board makes a decision on the approval of the Dissertation topics for Doctoral students. The order should be issued before the beginning of the second semester.

## **Article 6. Doctoral Studies**

1. The volume of Doctoral Education Program is 180 credits, 60 credits per year - 30 credits per semester; the PhD Education Scheme with the corresponding number of credits is given in the Appendix (Appendix 2);

2. The doctoral student's assessment is based on Order No. 3 of 5 January 2007 of the Minister of Education and Science of Georgia. The study and research components, except for the "Completion and Defense of the Thesis" component, are rated by a 100-point system that provides:

a) five types of positive assessment:

- (A) – excellent – maximum assessment 91% and more;
- (B) – very good – maximum assessment 81-90%;
- (C) – good – maximum assessment 71-80%;
- (D) – satisfactory – maximum assessment 61-70%;
- (E) – sufficient – maximum assessment 51-60%;

b) two types of negative assessment:

- (FX) – not passed – maximum assessment 41-50% – implies that a student needs to work harder to pass the exam and is allowed to take an additional exam after working independently.

- (F) – failed – 40% and less points of maximum assessment meaning that work accomplished by the student is not sufficient and he/she must take a course anew.

3. The Doctoral Program Study Component aims to provide the doctoral student with sectoral and methodological skills, assists him/her in preparing the thesis as well as in getting ready for future pedagogical and scientific activities.

4. Compulsory elements of doctoral program study component (for the programs approved from 2012-2013 to 2014-2015 academic years) are as follows:

- Academic Writing and Scientific Research Methods - 5 Credits;
- Teaching methods - 5 credits;
- Professor assistant - 5 credits;
- Special courses related to Doctoral Program - 15 credits;
- Two thematic seminars - 30 (15 + 15) credits;

5. Compulsory Elements of Doctoral Program Research Component:

- Thesis Research Project / Prospectus -1 - 10 credits;
- Thesis Research Project / Prospectus -2 - 20 credits;
- Theoretical / Experimental Survey / Colloquium -1 - 15 credits;
- Theoretical / experimental research / colloquium-2 - 15 credits;
- Theoretical / experimental research / colloquium - 3 - 30 credits;
- Completion and defense of the thesis - 30 credits.

5<sup>1</sup>. As a rule, it is unacceptable to complete other components alongside with "Completion and Defense of the Thesis" component. (20.03.2015, №1475)

6. Description of the methods, criteria and scales corresponding to the knowledge evaluation forms of the subjects provided by the Doctoral Educational Program are given in the syllabus, and are also available on the University website:

<http://www.gtu.ge/quality/axali/shefasebisforma.pdf>. The assessment rule for study and research components of the educational program is given as an Appendix (Appendix 3).

7. Accumulation of the research component credits by the doctoral student similarly to the training component is confirmed by the supervisor every semester in the timeframe defined by the Doctoral Educational Program Scheme according to the instruction on the study process;

8. The final assessment of seminars and theoretical/experimental research/colloquiums is carried out by the Commission; the process of preliminary review and defense of these processes as well as of the thesis will be recorded electronically. The record (on CD) is kept in the student's personal file.

9. The doctoral student must publish at least three scientific articles and participate in a scientific conference (make a personal report) before submitting his/her thesis to Dissertation Board for defense. The articles should reflect the main results of scientific research conducted on the topic of the thesis. Scientific articles should be published in foreign top-rating editions of international circulation, recommended by Dissertation Boards and in the editions recognized by GTU editorial publishing board and published in branch scientific journals that are spread internationally and are refereed in one of the international peer-reviewed journals. The work of the doctoral student is considered to be published if the relevant volume of the journal is already printed or the work is on the official website of the journal. The papers should be published in at least two entries.



## Article 2<sup>1</sup>. Evaluation of the Student

1. The evaluation of the student's learning outcomes for each component of the program should include the interim and final assessments.
2. For each form and component of the assessment the specific share from the total score (100 points) is determined (possible to be shown in percentage) in the final assessment. This specific share is determined by the Rector's Order on the schedule of the study semester.
3. It is not permissible to grant a credit using only one form of evaluation (either interim or final assessment). The student is credited to a positive assessment as set out in paragraph 9 of this article.
4. Each form of assessment includes assessment component/components comprising the evaluation method/methods, while the evaluation method/methods are measured by evaluation criteria.
5. The evaluation component, method and criterion should be adequate for evaluating the learning outcomes determined to be achieved by the component of the educational program.
6. In each form of assessment the minimum competence limit shall be determined. The minimum share of the minimum competency margin in the final assessment shall not exceed 50% of the maximum score. GTU is authorized to define the margin of competence in the assessment component, which is indicated by the Rector's order on the schedule of the study semester.
7. Assessment of the learning outcomes of educational program components should be completed in the same semester in which it was implemented.
8. The thesis should be assessed in the same or subsequent semester, in which the student will complete the work. The thesis should be evaluated once (with final evaluation). The relevant methodology / methods and criteria for evaluating the results should be used.
9. The assessment system has:
  - a) 5 types of positive assessment:
    - a.a) (A) – excellent – maximum assessment 91-100 points;
    - a.b) (B) – very good – maximum assessment 81-90 points;
    - a.c) (C) – good – maximum assessment 71-80 points;
    - a.d) (D) – satisfactory – maximum assessment 61-70 points;
    - a.e) (E) – sufficient – maximum assessment 51-60 points.
  - b) 2 types of negative assessment:
    - (FX) – not passed – maximum assessment 41-50 points – implies that a student needs to work harder to pass the exam and is allowed to take an additional exam after working independently.
    - (F) – failed – 40 and less points of maximum assessment meaning that work accomplished by the student is not sufficient and he/she must take a course anew.
10. In case of FX in the educational program component, the Dean is obliged to appoint an additional exam not less than 10 days after the final exam results. This obligation does not apply to the thesis, master's project/work, creative/performed work or other scientific project / work.

11. The number of points received at the final assessment is not added to the assessment received by the student at the additional exam.
12. The assessment obtained at the additional exam is final and will be reflected in the final evaluation of the educational program component.
13. In case of getting 0-50 points in the final evaluation of the educational component considering the assessment received at the additional examination, the student gets the F-0 points while not exceeding the minimum competency limit at the final/additional exam.
14. Total number of doctoral educational program study component/components credits should be no more than 60 credits.
15. The study component/components of doctoral education program should be assessed by means of the system set out in paragraph 9 of this article.
16. Scientific-research Component/Components Assessment System of Doctoral Educational Program:
  - A) excellent (summa cum laude) - excellent work;
  - B) very good (magna cum laude) - the result that exceeds the requirements in every aspect;
  - C) good (cum laude) - the outcome that exceeds the requirements set;
  - D) fair (bene) - medium-level work that meets the basic requirements;
  - E) sufficient (rite) - the result which, despite the shortcomings, still satisfies the requirements set;
  - F) insufficient (insufficiens) - unsatisfactory level, the work does not satisfy the requirements set out in it due to significant shortcomings;
  - (G) totally unsatisfactory (sub-omni canone) - the outcome does not meet the requirements at all.
17. **In the case of the assessment provided in subparagraph "f", the doctoral candidate is entitled to submit his/her dissertation thesis in one year, and in case of the evaluation provided by subparagraph "g", the candidate loses the right to present the same dissertation work.**

#### **Article 7. Replacement of Supervisor and Change of Thesis Topic/Title Correction, Suspension of PhD Student Status**

1. At least two weeks before the commencement of the next semester, in agreement with the Head of the Academic Department, at the request of the doctoral student, the supervisor may be changed or another supervisor be added on the basis of their consent; also, at the request of the supervisor, his/her obligations may be cancelled.
2. At the joint request of the doctoral student and the supervisor and in agreement with the Head of the Academic Department, at least two weeks before the commencement of the next semester, the thesis topic or its title may be changed within the same doctoral program. The correction of the thesis topic title is permissible before submitting the thesis to the Dissertation Council. It is impermissible to change the thesis topic and the supervisor or add another supervisor before or during the last semester.
3. Decision on the replacement or addition of the supervisor as well as the change of the topic or its title within the same doctoral program shall be made by the Faculty Dissertation Board. The corresponding memorandum of the Chairperson of the Dissertation Board together with the minutes of the Dissertation Board, shall be submitted to GTU Department

of Education, which, according to the existing rule, will provide the preparation of the relevant draft order.

4. Upon termination of the PhD educational program, in case of failing to complete the part of relevant study and research components, the doctoral student has the right to continue studying in doctorate for one or two additional semesters for the completion of the program; for this purpose, at the end of the program, the applicant should apply to the Rector no less than two weeks before the commencement of the next semester, and in case of issuance of the relevant order, the study and financial agreement shall be signed according to the existing rule.

5. The doctoral student, who has failed to complete the educational program in due time and has not applied to the Rector for further status extension in the next semester in order to complete the educational program, will be suspended student status on the proposal of the Dean.

6. The PhD student with the suspended status is entitled, within the time limit determined by the law, to apply to the Rector for restoring the student status in order to complete the educational program. The commission created by the Dean examines and evaluates the relevance of the doctoral student's thesis topic and the scientific value of the results obtained. As a result of the review, the Commission may determine the number of additional credits to be obtained and, therefore, the deadline for submitting the thesis. If more than 60 credits are needed, the doctoral candidate may change the specialty (program) in accordance with the instruction on the study process.

### **Article 8. Thesis Presentation**

1. After the completion of the study and research components, the doctoral student, on the basis of the completed work and the final results of the research, shall prepare the thesis and the extended abstract of the dissertation in the language of the Doctoral Program in accordance with the instructions (Appendix 4, 5) and the completed thesis and the extended abstract will be submitted to the Dissertation Board for defense.

2. The completed thesis will be submitted to the Dissertation Board not earlier than two months and no later than three months before the expiry of the PhD program term. The prerequisite for presenting the thesis is to pass the two intermediate tests in the component "Thesis completion and defense" and receive at least 15 points (at least 50% of the maximum assessment) for each test. The first midterm examination is administered directly **by** the scientific supervisor/co-supervisors and the second testing (preliminary defense) - **by** the sectoral board (section). The sectoral board (section) consists of the professors and associate professors of the academic department, who represent the field of the relevant science of the PhD program. Other qualified specialists of this field may be included in the sectoral board (section). The sectoral board (section) must consist of at least 5 members.

3. The Doctoral candidate must submit to the Dissertation Board:

- Application addressed to the Chairperson of the Dissertation Board on submitting the thesis;

- 4 bound copies of the thesis, 10 copies of the extended abstract in the language of the program and the electronic version of the extended abstract (in PDF format);

- Written conclusion of the supervisor/co-supervisors on the thesis;
- Scientific papers published on the thesis topic, materials of scientific seminars, forums and conferences, official documents confirming the invention / inventions (if any) and their list;
- The sheet of assessments (marks) reflecting the performance in the study and research components;
- A summary of the intermediate testing results in "Thesis completion and defense " component;
- Electronic records of workshops, colloquiums and of the second interim testing (pre-defense) of "Thesis completion and defense" component.

**Article 9. Approval of the Thesis Defense Date, Composition of the Board and Reviewers**

1. The thesis being submitted by the PhD student, the Secretary of the Dissertation Board shall examine the documentation within a week and submit it to the Dissertation Board for the consideration; upon nomination of the Chairperson the Board makes a decision on whether to take the thesis for defense or not; in case of positive decision, the date of the defense is appointed, the composition of the Dissertation Board (including the Chairperson of the Board) and two reviewers are approved. The Chairperson of the Board should belong to GTU academic staff.
2. The defense of the thesis is appointed no earlier than 40 and no later than 50 days from the meeting of the Dissertation Board.
3. A reviewer should have a doctor's or equivalent academic degree; he/she should be working at GTU or other institution and have at least 3 papers published in the relevant scientific field of the Doctoral Program. The reviewer cannot be a co-author of any scientific paper written by the doctoral student and/or cannot depend on the doctoral student for official position; it is unacceptable that both reviewers should be employed by one and the same structural unit (e.g., faculty) of any institution.
4. The Secretary of the Dissertation Board shall provide GTU library and reviewers with copies of the thesis within one week, place the extended abstract of the thesis on GTU website and distribute the extended abstracts to the reviewers and the Dissertation Board members; for the purpose of ensuring that, the doctoral student is obliged to present additional copies of the extended abstract.
5. Reviewers shall submit their written conclusions (reviews) in two copies within three weeks after submitting the thesis.
6. The review should reflect: the relevance of the doctoral topic, the scientific level of the research, the methods (methodology) used, the reliability of the results, the quality of thesis preparation, etc. The review should end in the reviewer's conclusion – whether or not the doctoral candidate deserves to be awarded the degree.
7. The reviewer's signature shall be confirmed by the seal of the organization in which the reviewer works.
8. If the reviewer is unable to present a review for a valid reason, the Dissertation Board shall appoint a new reviewer on the basis of the documents confirming the reason.

9. The Secretary of the Dissertation Board should notify the Doctoral candidate on the decisions made by the Board.

10. As a rule, at least 1 month prior to the defense, GTU Rector's order on the appointment of defense is issued; it should indicate the name, surname, personal number, doctoral program name and the thesis title, the composition of the Dissertation Board, indicating the working place of the chairperson and panel members, the identity and workplace of the supervisor/co-supervisors and reviewers, the date, time and place of the defense; the order should also include the information on credits and the fulfillment of financial liabilities. On the basis of this act, the Dissertation Board disseminates information through written notification or e-mail, and provides placing an advertisement on a prominent spot (spots) and on the faculty website.

11. At least 1 week prior to the defense, the doctoral candidate receives one copy of each review.

12. The doctoral candidate has the right to demand the thesis defense in case of negative conclusions from both reviewers; he/she also has the right to remove the thesis from defense on his/her own initiative at any stage. In the latter case, the thesis may be presented next semester/academic year, if the doctoral student has not made full use of the student status extension possibility.

13. The grounds for not admitting the Doctoral student to the defense are as follows:

- Failure to complete the study and research components (including intermediate tests for the component "Thesis completion and defense") prior to the defense;
- Incomplete documentation or falsification of documents;
- Plagiarism.

14. In case of not admitting the doctoral student to the defense, the thesis and the full documentation related to it are kept in the Dean's office. The doctoral student has the right to review the documentation. (20.03.2015, №1475)

15. Within a week the Chairperson should hand the summary record of the decisions made by the Dissertation Board over to the Dean's office to be included in the student's personal file..

#### **Article 10. Dissertation Panel**

1. The Dissertation Panel is created only once for the defense of a particular thesis.
2. The Dissertation Panel must consist of 7-9 representatives of the relevant scientific field of the Doctoral Program; 30% of them should not be members of the Dissertation Board. The supervisor of the topic and the reviewers should be included in the board as its members.

#### **Article 11. Defense of the Thesis**

1. The defense of the thesis takes place at the session of the Dissertation Panel; the Dissertation Panel session is duly constituted if it is attended by 3/4 of its members.
2. კვორუმის არსებობის დადგენის შემდეგ, სადისერტაციო კოლეგია ირჩევს მდივანს. კოლეგიის მდივანი უნდა იყოს კოლეგიის წევრი.

- 2 After the presence of the quorum is established, the Dissertation Panel elects the Secretary. The Secretary of the Panel must be a member of the panel.
3. If the reviewer fails to attend the defense for a valid reason, his/her review must be fully read in the course of the defense.
4. If the supervisor is unable to attend the defense due to the valid reason, he/she sends a corresponding report to the panel and the personal characteristic of the doctoral candidate.
5. 5. If the doctoral candidate has failed to attend the defense for a documented reason, or there was no quorum, or the defense was not held due to other reasons independent from the doctoral candidate, the Dissertation Board will appoint the additional defense before the beginning of the next semester.
6. At the Panel session the Chairperson of the Dissertation panel presents the name of the doctoral candidate, the topic of the thesis, the reviewers as well as the documents submitted by the doctoral candidate, including the results of the interim testing for “Thesis completion and defense’ component (preliminary defense), the thesis defense procedure and the short biographical information about the doctoral candidate.
7. The doctoral student outlines the main theses of his work and the results obtained, clearly formulates the scientific novelty of the thesis.
8. The doctoral student answers the questions asked by the members of the Panel and afterwards the Chairperson of the Panel introduces the results of the preliminary review of the thesis and gives the floor to the reviewers. After each reviewer’s speech, the doctoral student gives the explanations for the comments and questions raised in the review. After that the floor is given to the scientific supervisor/co-supervisors for personal characterization of the doctoral student. A discussion is held in which the members of the panel as well as representatives of the audience can participate.
9. The Dissertation panel determines the duration of the doctoral student’s and reviewers’ reports, as well as the duration of Panel members’ and others’ speeches.
10. The doctoral candidate can use any type of visual material during the thesis defense process.

## **Article 12. Evaluation of the Thesis**

1. The thesis is evaluated based on the interim assessments and on the conclusions of the Dissertation Panel members (Appendix 6), immediately after the defense at the closed session, in accordance with the established rule (Order No. 3 of January 5, 2007 of the Minister of Education and Science of Georgia):
  - A) excellent (*summa cum laude*) - excellent work (91% and more);
  - B) very good (*magna cum laude*) - the result that exceeds the requirements in every aspect (81-90%);
  - C) good (*cum laude*) - the outcome that exceeds the requirements set (71-80%);
  - D) fair (*bene*) - medium-level work that meets the requirements in every respect (61-70%);
  - E) sufficient (*rite*) - the result which, despite the shortcomings, still satisfies the requirements set (51-60%);

F) insufficient (*insufficiens*) - unsatisfactory level, the work does not satisfy the requirements set out in it due to significant shortcomings (41-50%);

(G) totally unsatisfactory (*sub omni canone*) - the outcome does not meet the requirements at all (40% and less);

2. During the defense of the thesis the following aspects will be evaluated:

- Relevance of the thesis topic;
- Novelty of the thesis;
- Presenting the problem in the thesis;
- Answers to the questions raised;
- Display of the visual material;
- Thesis design.

The final score of the defense is determined by the arithmetic mean of the points earned. Minimum positive assessment of the defense is half of the maximum assessment. The Chairperson of the Panel informs the doctoral candidate as well as the audience about the final score of the defense, the final assessment of the component "Completion and Defense of the Thesis" (the sum of the final assessment and the final score of the defense), as well as the decision of the Dissertation Panel about conferring qualification.

3. The Secretary of the Dissertation Panel prepares the thesis defense minutes (Appendix 7), which is signed by all members of the Panel. The Secretary passes the minutes to the Secretary of the Dissertation Board, who prepares the doctoral candidate's registration card (Appendix 8) within ten days. In addition, the Secretary of the Dissertation Board provides one copy of the dissertation to the National Library.

4. The doctoral candidate's registration card signed and sealed by the Chairperson and the Secretary of the Dissertation Board as well as the certified copies of the Dissertation Panel session minutes are transferred to the Dean's office of the Faculty.

5. The Dean's office prepares the draft order on the completion of the program and issuing the Doctor's Diploma. The draft of the above-mentioned order as well as the minutes, the copy of Diploma and the doctoral candidate's registration card will be handed over to the Department of Education where the documents will be checked, the doctoral candidate's registration card will be registered in the relevant register and the draft order will be submitted to GTU Rector.

After the issuance of the order, the certified copy and the accompanying documents will be handed over to the Dean's office of the Faculty to be placed in the personal file.

6. Issuance of the diploma and diploma supplement will be done in accordance with GTU regulations.

7. Upon receiving 11-19 points and/or receiving the total of 41-50 points for the thesis, the doctoral student is given the right to submit the revised thesis within one year (unless he/she has used the right to extend the student status). For this purpose, the doctoral student, within the time determined by the study process management guideline, should apply to the Rector of the University about the extension of student status, otherwise, the student's status will be suspended by the proposal of the Dean. If the doctoral student has already used the right to extend the student status for 2 semesters, his student status will be terminated.

8. Upon receiving an assessment of 0-10 points and/or total assessment of the thesis within 0-40 points or getting the points for the re-defense that are indicated in paragraph 7 of this Article, the doctoral student loses the right to present the same thesis. In this case his/her student status is terminated.

9. After the defense, the attestation file remains in the Dissertation Board archive; the file includes:

- Doctoral student's application endorsed by the Chairperson of the Dissertation Board on receiving the thesis for consideration;
- Thesis;
- The extended abstract of the thesis;
- Personnel record sheet, certified by the Faculty seal;
- The supervisor's (co-supervisors') written conclusion on the thesis;
- Electronic version of the thesis and the abstract (PDF format);
- Scientific works published by the doctoral student's authorship and/or co-authorship, reflecting the main results of the thesis, and published in accordance with this bylaw, Including scientific seminars, forums and conference materials, official documents / documents confirming the invention / inventions related to the dissertation (if any) and their list;
  - The sheet with assessments (marks) reflecting the completion of the study and research components;
- The reviewers' conclusions ;
- Minutes of the Dissertation Panel session, certified by the Faculty seal;
- A copy of the doctoral student's registration card, certified by the Chairperson of the Dissertation Board and the seal of the Faculty;
- Video recordings of workshops, colloquiums, of the thesis preliminary review and defense.

10. The documentation is kept in the Dissertation Board archive for four years, after which it is transferred to the University archive.

### **Article 13. Annulment**

Incorrect data submission or plagiarism in conducting research is the basis for not issuing the certificate confirming the academic degree of a doctor or annulment. The relevant decision is made by the Dissertation Board.

### **Article 14. Doctorate with Participation of Partner Institution**

1. GTU is entitled to sign a contract with a research institution for the implementation of doctoral programs.

2. GTU is authorized to jointly conduct a Doctoral Educational Program with the accredited higher education institution of Georgia and/or a foreign higher education institution recognized in accordance with the foreign legislation.



3. The implementation of the Doctoral Program with the participation of a partner institution shall be regulated by the Agreement on Cooperation and Joint Doctorate.
4. Candidates for enrollment in doctoral studies with the participation of partner institutions shall meet the conditions for admission to Doctoral studies as set out in the Joint Doctorate Agreement.
5. The application of a GTU doctoral candidate, together with the documents provided for by this Bylaw, shall be attached to the consent of the partner institution on co-supervising the topic.
6. In case of a partner institution participation, the thesis must be jointly conducted by GTU professor and professor of the partner institution or by scientific personnel having doctoral degrees.

#### **Article 15. Mobility in Doctoral Studies**

1. According to the Law of Georgia on Higher Education, the right to academic mobility is given to doctoral students after the first year of study, twice during the calendar year, within the timeframe established by the LEPL National Center for Educational Quality Enhancement.
2. Mobility is carried out in accordance with "GTU instruction on formation and mobility of student body".
3. The prerequisite for enrollment in doctoral studies through mobility is the compliance of the mobility applicant's PhD program with GTU Program.
4. In the PhD program competition the following will be taken into consideration:
  - Scientific publications;
  - Participation in scientific conferences;
  - Other documents and materials related to study/research activities (certificates, diplomas, patents, projects and so on).
5. The Faculty Temporary Commission shall determine the correspondence between Doctoral Programs, the compatibility of learning outcomes achieved by the mobility applicant in the other educational institution with the Doctoral Program selected, the recognition of the relevant credits, as well as the number of credits to be obtained.

#### **Article 16. Entry into Force**

The Bylaw enters into force upon approval.