

Provision of Post-graduate Studies at Caucasus International University

Chapter I General Provisions

Article 1. Scope of the Provision

The present provision is elaborated in compliance with Law of Georgia on Higher Education and regulates the rule for carrying out post-graduate studies and post-graduate programmes at university, as well as essential minimal standards for conferring Master's Academic Degree.

Article 2. The Purpose and Aim of Post-graduate Studies

1. Post-graduate studies is the second cycle of academic higher education, a combination of educational programmes including research elements.
2. Post-graduate studies aims at preparing a specialist of next level of Bachelor or a researcher and prepares the individual to work with the gained qualification.

Chapter II Tuition at Post-graduate Programmes

Article 3. A right for studying at Post-graduate Programmes

1. An individual having a Bachelor's or equal academic degree is entitled to study at Post-graduate programmes at Caucasus International University.
2. An individual graduated from foreign university may be granted a right to study at the Post-graduate programmes in accordance with the requirements of Article 50 – Law of Georgia on Higher Education.

Article 4. Terms for Enrollment in Post-graduate Programmes

1. Enrollment in Post-graduate Programmes is announced within the framework of accredited Post-graduate Programmes.
2. The bases for gaining a student status for Post-graduate Educational Programme are the results of Master's Examinations including Unified Post-graduate Examinations conducted by National Examination Centre and internal examinations at Caucasus International University.
3. An internal examination is conducted in the specialty. An examination in the foreign language may also be conducted.
4. The students enrolled in the programme, not having relevant competences for acquiring the academic courses within the framework of the programme in foreign languages (in case the precondition for enrollment does not include an examination in a foreign language), are offered an intensive course in a foreign language in CIU Language Centre.
5. The candidates for Post-graduate Programmes are enrolled in compliance with the competition under the framework the contingent announced in advance.

Article 5. Document Submission

1. A candidate for Post-graduate programme is to submit a statement addressed to Rector to CIU Accepting Commission, in which favourable Postgraduate Programme is to be indicated. The following documents are to be attached to the statement:
 - a. The original and copy of ID card (passport);
 - b. The original and copy of Birth Certificate;

- c. A certified copy of Bachelor's Diploma/diploma certifying equal academic degree and its supplement;
 - d. A reference;
 - e. 2 photos (3X4);
 - f. **A copy of a military recruit card (for military liability);**
 - g. The original certificate verifying passing Unified Post-graduate Examination corresponding to the programme from National Assessment and Examinations Centre (if applicable), or a printed version of received points in Unified National Examinations by the candidate from the website of National Centre for Examinations (www.naec.ge).
2. In case of failure to submit the above-mentioned documents, the statement shall be rejected.

Article 6. Preconditions for Admission to the Examination

1. The candidate, fully submitting the documents envisaged in the Article 5 of this provision, satisfying the preconditions for being accepted in the Post-graduate Programme, shall be permitted to take an exam (exams) organized by Caucasus International University.
2. The candidate takes an exam (exams) with the introduction of Faculty Dean before the commission created under the decree issued by CIU Rector.

Article 7. Enrollment in Postgraduate Programme

1. The candidate, successfully passing an exam (exams), shall be accepted in the corresponding Post-graduate Programme. In addition, entrants/ candidates for Post-graduate Programms/ students being entitled to continue studies in Higher Educational Institution without taking Unified National Examinations/ Unified Postgraduate Examinations are accepted in compliance with the Regulation for Submitting Documents by Candidates and Reviewing and Mobility Results.
2. An individual shall be accepted in Post-graduate Programmes under the individual administrative-legal act issued by Rector, which is to be uploaded on the university website.
3. A financial and academic agreement is concluded between CIU and a student of Post-graduate studies within one week after the order of enrollment is issued. Rights and responsibilities of the parties are determined in the agreement.
4. During studies a student of Post-graduate studies enjoys the rights granted with Law of Georgia on Higher Education. He/she is obliged to obey University Statute and other internal acts, fulfill the obligations envisaged in the agreement and determined by the Legislation of Georgia.

Article 8. Semester Registration, Cancellation of Registration

1. A Master's student is entitled to participate in the academic process and conduct scientific work after going through administrative and academic registration for the corresponding term.
2. Going through semester registration by a Master's student involves his/her readiness to participate in the academic process.
3. A Master's student, failing to go through semester registration, is terminated a student status and he/she loses a right to acquire credits in the given semester.

Chapter III Post-graduate Programme

Article 9. Elaboration and Submission of Post-graduate Educational Programme

1. Post-graduate educational programme is elaborated:
 - a. by academic personnel at university; **(01-03, 22.01.2018)**
 - b. with a partner university.
2. Post-graduate educational programme is supervised (co-supervised) by a Professor or Associate Professor at Caucasus International University.
3. Post-graduate educational programme and Programme supervisor (co-supervisor) are presented Faculty Council to review by Dean of the Faculty. In case of positive conclusion made by Faculty Council, Post-graduate educational

programme and Programme supervisor (co-supervisor) are approved by University Academic Council. Rector's decree is issued on the basis of it.

4. The syllabi of academic courses envisaged in Postgraduate educational programme are to be attached with Post-graduate Educational Programme.

5. Postgraduate educational programme may be implemented by:

- a. University Professor or Associate Professor;
 - b. A scientist from the partner educational or scientific institution;
 - c. A visiting specialist having corresponding academic degree envisaged in Postgraduate educational programme.
6. a supervisor (co-supervisor) of Post-graduate programme controls the implementation of academic and scientific components, as well as ensures signing agreements with partner organizations.

7. Postgraduate educational programme is to include:

- a. Name of Post-graduate educational programme;
- b. Academic degree to be granted;
- c. Information (CV) on the supervisor (co-supervisor) of Post-graduate educational programme;
- d. Qualification description of Post-graduate educational programme (goal and topicality of Post-graduate educational programme, anticipated outcomes, specific qualification, knowledge, competence, skills, field of employment);
- e. Preconditions for accepting to Post-graduate educational programme;
- f. Structure of Post-graduate educational programme;
- g. Syllabus of every academic course/module involved in the programme.

7. Post-graduate educational programme may be elaborated and implemented via participation of a partner university. In this case, except for item 6 of the present article, a partner university shall be additionally indicated in the programme and an agreement on implementing joint Post-graduate educational programme with the partner university is to be attached.

Article 10. The Volume of Post-graduate Educational Programmes

1. Academic process for post-graduate studies is conducted within the framework of post-graduate programmes.
2. Post-graduate educational programme includes 120 credits: 60 credits per one academic year, 30 credits – per term. Correspondingly, optimal duration of studies for post-graduate programme is 2 academic years.
3. Academic year for post-graduate studies is based on 2-term principle.
4. Post-graduate program is to be composed of academic, practical and research components. Final component of post-graduate studies includes completion of Master's Thesis and its public defence.
5. Evaluation patterns and criteria of the academic components are described in the syllabus of the corresponding academic course. Evaluation patterns and criteria of practical and research components are determined in the present provision.

Chapter IV

A Practical Component of Post-graduate Educational Programme

Article 11. A Practical Component

1. Internship aims at:

- a) acquiring the activity of an enterprise directly by a student and developing practical skills;
- b) facilitating to strengthen and enhance the knowledge received at university;
- c) merging theory closely with practice, e.g. linking academic education and theory with real environment/practice;
- d) involving in the processes, which are not easily achievable at university (modern technology, working environment and business communication);
- e) applying acquired and formed competences during the academic process in practice and acquiring new knowledge and competences;
- f) preparing for further professional activity on the basis of forming practical skills and developing.

2. A practical component of Post-graduate Educational Programme includes – Business Communication (language of instruction – English) – 6 credits in volume and conducting internship (10 credits -in volume) in those organizations, with which the university has signed an agreement.
3. A student of post-graduate studies, working according to the specialty, is entitled to conduct internship in the institution he/she works. He/she is able to accumulate 10 credits envisaged for practice, in case fulfilling all the requirements provided in the syllabus because credits can be received only if a student achieves the learning outcomes determined in the syllabus, according to the decree #3 /January 5, 2007/ issued by Minister of Education and Science of Georgia.
4. A working schedule of internship, assessment regulation and criteria for interim and final presentations are described in the syllabus for Internship.

Chapter V

A Research Component of Post-graduate Educational Programme

Article 12. Aims and Parts of Research Component

1. Research component of Post-graduate Educational Programme aims at forming a student a skill for carrying out research independently in the selected field, depicting the received outcomes and presenting his/her own judgement publicly supported with arguments. **(01-03, 22.01.2018)**
2. Research component of Post-graduate Educational Programme as compulsory elements includes:
 - Completion and Defence of Master’s Thesis - 30 credits. (01- 03, 22.01.2018) (01-41, 23.04.2019)
3. Research component of Post-graduate Educational Programme may also include theoretical courses – Academic Writing and Scientific Research Methods in a specific direction/specialty. **(01-03, 22.01.2018)**
4. Research component of specific Post-graduate Educational Programme may include preparation of project of Master research/prospectus. **(01-03, 22.01.2018)**

Article 13. Selection of Topic for Master’s Thesis and Scientific Supervisor

1. A topic for Master’s thesis and scientific supervisor within the framework of corresponding Post-graduate educational programme is selected by a student of post-graduate studies at the beginning of the third term. Registration of a title of Master’s thesis and scientific supervisor is conducted with a Head of Post-Graduate Educational Programme.
2. An individual being conferred PhD or equal academic degree, being a Professor or Associate Professor or invited person for the educational programme, having research experience in the scientific field related to Master’s Thesis may become a scientific supervisor.
3. The procedure of selecting a topic for Master’s Thesis, approving a scientific supervisor, thesis preparation and defence is envisaged in compliance with Regulation of Completion Master’s Thesis and Defence before Commission.

Article 14. Scientific Supervisor of Master’s Thesis

1. A scientific supervisor is obliged to assist a student to select a Master’s Thesis, make a plan and elaborate bibliography, check the process of working on the topic on a regular basis, make remarks and in case the research is pursued in an incorrect way, he/she must facilitate the author to correct it.
2. In case a scientific supervisor refuses to supervise, he/she is obliged to provide a head of Post-graduate Educational Programme with a statement supported with arguments and proof no later than one month after the thesis is approved.

Article 15. Removed (01-126, 12.11.2020)

Chapter VI

Preparation, Presentation and Defence of Master’s Thesis

Article 16. Master’s Thesis

1. The outcomes of the research conducted by a student of post-graduate studies independently shall be depicted in the thesis completed by him/her.

2. A Master's Thesis represents completed work, which is to depict a skill of graduate to conduct research or other kinds of work. During the defence of the presented thesis a student of post-graduate studies has to present the work accomplished by him/her and a skill for participating in the discussions.
3. A Master's thesis is to be written in Georgian without spelling, stylistic and grammar mistakes in compliance with the patterns and regulations determined in the present provision.
4. The volume, format, style and other technical data are determined in the present provision.

Article 17. An Assessor of Master's Thesis

1. After presenting Master's Thesis, in case of a positive conclusion made by the Scientific Supervisor, Faculty Dean, makes a decision in agreement with Program Supervisor on appointing a reviewer in no later than 2 days after submission of the thesis. (01-03, 22.01.2018)
2. The evaluator (reviewer) of a master's thesis can only be a person with a doctorate or equivalent academic degree, who has published works in the field of science relevant to the master's program within the last 5 years. The evaluator (reviewer) cannot be the master's supervisor. (01-36, 23.03.2022)
3. **Removed (01-03, 22.01.2018) (01-41, 23.04.2019)**

Article 18. Approval of a Date for Defence of Master's Thesis and Membership of the Committee (01-03, 22.01.2018)

1. The resolution on a date for defence of Master's Thesis and membership of the committee (including a head of committee) is made under the decree issued by Rector based on the proposal of the program supervisor.
2. Master's Thesis defence committee is to be composed of at least 3 members of the corresponding science of post-graduate programme.
3. University Professor or Associate Professor, as well as an individual having PhD or equal academic degree is entitled to be a member of the defence committee.
4. In addition to the members of the master's thesis defense commission, the master's thesis defense must be attended by the master's supervisor and reviewer (reviewer). (01-36, 23.03.2022)
5. The defence committee is headed by a chairperson who must not be the University Professor.
6. A session of the defence committee is authorized if it is attended by at least three members of the committee.

Article 19. Defence of Master's Thesis (01-03, 22.01.2018)

1. Master's Thesis is defended publicly. A student of post-graduate studies presents the outcomes of the conducted research.
2. Members of the committee pursue their activities independently during the defence of Master's Thesis.
3. Each student of post-graduate studies is examined individually during the defence of Master's Thesis. The duration of the examination should not exceed 30 minutes.

Article 20. Evaluation of Master's Thesis (01-03, 22.01.2018)

1. Master's Thesis is assessed once, during the defence of Master's Thesis. Master's Thesis is evaluated by assessors of Master's Thesis/reviewers and the members of the defence committee/examiners at the closed session after the completion of the defence. Assessors/reviewers give maximum 40 points while evaluating Master's Thesis and the members of defence committee evaluate within 60 points. A final point is determined with arithmetic average of the received points (The sum of received points is divided into the number of assessors/reviewers and members of the defence committee). (01- 59, 03.06.2016) (01-03, 22.01.2018) (01-41, 23.04.2019)
2. The following criteria are applied while evaluating Master's Thesis by members of defence committee within 60 points:
 - Significance of the selected theme and problem – 10 points;
 - Structure of the thesis – 10 points;
 - Research methodology and selected bibliography – 10 points;
 - Final outcomes of the research – 10 points.
 - Lawful usage of information and application of academic writing – 10 points;
 - Presentation skill – 10 points. (01-03, 22.01.2018) (01-41, 23.04.2019)
3. The following criteria are applied while evaluating Master's Thesis by assessors/reviewers within 40 points:
 - Significance of the selected theme and problem – 10 points;
 - Structure of the thesis, lawful usage of information and application of academic writing – 10 points;
 - Research methodology and selected bibliography – 10 points;
 - Final outcomes of the research – 10 points. (01.41, 23.04.2019)

Article 21. Final Evaluation of Master's Thesis

1. Completion and defence of Master's Thesis is evaluated applying a 100-point system. (01-03, 22.01.2018)
2. The master's thesis is considered protected if it is evaluated by evaluators (reviewers) and defense commission members/examiners with 51 or more points. (01-03, 22.01.2018) (01-41, 23.04.2019) (01-36, 23.03.2022)

Article 22. Results of Positive Evaluation of Completion and Defence Master's Thesis

1. In case of completion and defence of Master's Thesis with a positive evaluation, a graduate finishes research component envisaged in the program and if other academic and internship components are fulfilled, he/she is conferred Master's Academic Degree. (01-03, 22.01.2018)
2. A diploma, verifying Master's academic degree is signed by Rector and Faculty Dean. An official university stamp is put on the diploma.
2. In case, Master's academic degree is conferred on the basis of mutual agreement between universities, the provision of the agreement has superior power.

Article 23. Results of Negative Evaluation of Completing Master's Thesis and Oral Post-Graduate Examination/Defence

1. In case of completion of the master's thesis and a negative assessment of the oral master's exam/defense (41-50 points), the master's student undergoes semester registration in an additional semester and is given the right to present a new/same master's thesis. (01-36, 23.03.2022)
2. If the master's thesis on the defense is evaluated with no more than 40 points, the master's student is not allowed to prepare a master's thesis on the same topic. (01-36, 23.03.2022)

Article 24. Invalidity of Completion of Master's Thesis and Oral Post-Graduate Examination/Defence

Violation of academic honesty (detecting plagiarism) is a basis for declaring completion of Master's Thesis and oral post-graduate examination invalid, annulling diploma and conferred academic degree.

Chapter VII**Post-graduate Studies via Participation of Partner University****Article 25. Agreement on Implementing Post-graduate Educational Program**

1. Caucasus International University is entitled to implement joint Post-graduate Educational Programmes with the universities accredited in Georgia and/or the university recognized by legislation of foreign countries.
2. Implementation of Post-graduate Educational Programmes with participation of the partner university is regulated by the agreement concluded with the university on cooperation and joint post-graduate studies.
3. Post-graduate programme patterns between universities are as follows:
 - a. Organization of joint teaching;
 - b. Co-supervision of a student of post-graduate studies;
 - c. Conferring a joint degree.

Article 26. Statement on Enrollment in Post-graduate Studies

A candidate is to meet preconditions (elaborated by both universities) for enrollment in Post-graduate educational program implemented with the participation of the partner university, determined in the agreement on joint Post-graduate studies.

**Chapter VIII
Funding****Article 27. Sources of Funding**

A tuition fee of post-graduate studies can be paid via academic grant, university funding, scholarships, target programmes, charity and self-financing.

**Chapter IX
Transitional and Final Provisions**

Article 28. Transitional Provisions

The credits accumulated and activities performed by the students of post-graduate programmes before validating the present provision are not subject for review.

Article 29. Final Provisions

1. Academic process for Post-graduate educational programmes at university is regulated on the basis of Law of Georgia on Higher Education, requirements of Bologna Convention, University Provision, Regulation for Academic Process and present provision.
2. Changes and additions/amendments in the present provision are made under Chancellor's decree.
3. The provision becomes invalid in case of approving a new one.