

## **Rule on the Preparation and Defense of the Master's Thesis before the Commission**

### **Article 1. Purpose of Master's Thesis**

1. Master's thesis is the work performed by the student individually. It is not a group project. It should reflect the deep and systematic theoretical and practical knowledge acquired during the study period.
2. The student should be able to find new, original ways of solving a complex problem in the Master's thesis, to demonstrate the ability to carry out the research independently using the latest methods and approaches. The work should show that the student is able to formulate valid conclusions based on the critical analysis of current information, latest studies, make the innovative synthesis based on the latest data. In the thesis, modern information and communication technologies should be used creatively, taking into account the peculiarities of the field.
3. The aim of the Master's thesis is to systematize all the knowledge received in the learning process, to demonstrate field knowledge, as well as practical and creative skills.

### **Article 2. Master's Thesis Supervisor**

The Master's Thesis Supervisor may be a member of the academic personnel or an invited lecturer with a PhD or equivalent degree. The Master's thesis may have a co-supervisor (with relevant practical expertise).

### **Article 3. Selecting Master's Thesis Topic**

1. The student chooses the Master's thesis topic in agreement with the supervisor from the subjects of the Master's theses approved by the Faculty Council.
2. The title of the Master's thesis should be coordinated with the Master's Degree Program Supervisor in the third semester.
3. The title of the Master's thesis may be specified before the beginning of the fourth semester.
4. The verified version of the title of the Master's thesis must be approved in the first academic week of the fourth semester.

### **Article 4. The Language of Master's Thesis**

1. Master's thesis is written in Georgian.
2. Students of Master's Program submit their theses in the language of instruction.

### **Article 5. Structure of Master's Thesis**

1. The Master's thesis shall be composed of the following parts:
  - 1.1. The title page;
  - 1.2. Application page;
  - 1.3. Annotation (in Georgian and English);
  - 1.4. Contents (Table of Contents);
  - 1.5. List of tables, graphs and other illustrations (if applicable);
  - 1.6. Introduction;
  - 1.7. The main part of the text;
  - 1.8. Conclusion;

1.9. Appendices (if applicable);

1.10. Bibliography.

2. The essential component parts of the Master's thesis are:

2.1. Tables;

2.2. List of abbreviations used;

2.3. Appendices.

3. The title page (title sheet) shall be filled according to the following rules:

- The full name of the higher educational institution must be indicated below the logo (font size 14);
- The faculty must be indicated 2-3 cm below; (font size 14);
- The name and the surname (in the nominative case) of Master's candidate are written 2-3 cm below (font size: 14);
- The title of Master's thesis is written in the middle part (font size: 16); (it should not have the word "theme" and does not require placing in quotation marks);
- Name of the Master program after the title (font size: 14);
- The academic degree to be awarded, for which purpose the thesis is submitted for defense, is written below the name of the postgraduate degree program. (Font size: 14);
- Write the name, surname, scientific degree, rank, academic position of the supervisor, co-supervisor of Master's thesis on the lower right side of the title page;
- At the bottom of the title page, in the middle part, the place, city and year of completion of the Master's thesis are written; (e.g: Tbilisi - 2022; font size: 14);

(Please see the sample according to the programs)

4. Abstract – is the brief summary of the topic in approximately 150 words. The abstract should be written in Georgian and English. It is necessary to specify the name, surname of Master's student, as well as the title of the thesis topic together with the abstract in English.

5. Contents (table of contents) - refers to the exact title of each chapter and paragraph of the full text of the Master's thesis with the page number in the lower right corner of the pages. The numbering of pages must be written after the contents page, taking into account the number of pages for the title page, application, annotation and the contents. Pages are numbered in the lower right corner with Arabic numerals.

6. Introduction - is a general part of the work, (takes approximately 15% of the total volume of the paper) which should reflect:

- Significance of the topic;
- Research goals;
- Research tasks;
- Research question/questions and if necessary – hypothesis;
- Research subject and object;
- State of problem research (literature review);
- Theoretical framework of the research;
- Method/ methods used for research;
- Theoretical and practical significance of the research;
- How the Master's thesis is different from previous studies;
- Used material-technical base (taking into account the specifics of the field).

7. The main part of the text - the main text should be divided into chapters/subchapters. The chapters will be numbered consecutively. The paragraphs will be identified by the chapter numbers and subchapter numbers. The chapter title is written in the 14/16-sized font. The text can include 3-6 chapters, and each

chapter - 2-5 subchapters. The introduction, each chapter and the conclusion should start from the new page, while subchapters should continue on the same page.

**8. Conclusion** - is part of Master's thesis containing major theoretical and practical results (takes approximately 10% of the total volume of the paper). The conclusion can also contain relevant recommendations.

**9. Requirements to be taken into consideration in reference to the bibliography:**

- The reference list should be arranged in alphabetical order (first, Georgian, then foreign and eventually links);
- Illustrative material used in the text – tables, diagrams, pictures, histograms, charts should be renumbered. For example, the number of the chapter of the paper and the number of the table. For example: 2.1, 2.2, etc.
- If the master's thesis uses material that is protected by copyright (for example, illustrations, spectra, drawings, etc.), then the author is obliged to obtain permission for its use from the relevant publishing house or the author. The appropriate letter of copyright permission should be included in the paper as an appendix.
- Each graduate program uses the Chicago or APA citation styles,

In particular:

Postgraduate Educational Program in International Business Management, Postgraduate Educational Program in International Marketing offered in Georgian, Postgraduate Educational Program in International Marketing offered in English, Postgraduate Educational Program in International Relations and International Security, Postgraduate Educational Program in Global Policy and Security Studies offered in English, Postgraduate Educational Program in Law – use **Chicago Citation Style**.

Postgraduate Educational Program in Media Studies and Multimedia Production and Postgraduate Educational Program in Georgian Viticulture and Winemaking - use **APA Citation Style**.

Bibliography is formed according to the appropriate academic style.

**10.** Only those formulas in the text that are referred to later should be numbered. The numbering of the formulas should be in Arabic numerals, e.g. (4.5) means formula 5 of chapter 4.

**13.** Notes and additional information in the form of footnotes will, if necessary, be attached to the end of each page by continuous numbering. Font size for notes/footnotes: 10.

#### **Article 6. Text Formatting**

1. The text must be typed on A4 size standard sheet;
2. Type of font - Sylfaen;
3. Text font size - 12;
4. The size of the chapters/sub-chapters - 14/16;
5. Footer font size - 10;
6. Interline spacing -1.5;
7. Line spacing for small sections (Table of Contents, List of Tables and Figures, Summary, Footnotes, Notes, etc.) – 1.
8. Text margins: left – 38mm, right – 15mm, top – 25mm, bottom - 25mm.
9. Page numbering - distance from the bottom edge - 13 mm, from the right - 25 mm.
10. The volume of the work, depending on the specifics of the field, can vary - from no less than 60 pages to no more than 75 pages.

### **Article 7. Plagiarism**

1. The use of others' opinions, phrases and sentences in the work by inappropriate rules (without a reference to a literary source) is called plagiarism.
2. Plagiatus (Latin) means captured. Plagiarism in science means passing others' ideas off as one's own, intentionally or not intentionally. These "ideas" can be in printed or electronic form, starting with simple sentences and ending with the whole paragraphs; besides, they can be statistical data, results of laboratory research, works of art, and so on.
3. In case of detecting plagiarism, disciplinary measures shall be taken against the student, as envisaged in the Internal Regulations of the university. **(01-03, 22.01.2018)**

### **Article 8. Presentation and Defense of Master's Thesis**

1. The master's thesis should be submitted to the respective faculty, program supervisor, towards the end of the semester, at the end of week 15;
2. The Master's thesis should be bound and printed in A4 format;
3. The Master's student must also present the full electronic version of the work on a CD drive;
4. The Master's thesis must be accompanied by the supervisor's written conclusion;
5. The Master's thesis will be proceeded if a positive conclusion of the supervisor is issued.
6. Program supervisor will appoint an assessor (reviewer) for the Master's thesis;
7. The work assessor (a reviewer) must be the specialist of the field, who holds academic degree of doctor or its equivalent academic degree and does not hold an academic position at the university. In addition, he has published works in the field relevant to the Master's program during the last 5 years.
8. The thesis must be submitted to the reviewer 15 days prior to the defense. The reviewer shall submit the review in the written form 5 days prior to the defense;
9. The Master's thesis will be accepted for defense if the reviewer issues a positive review. If the reviewer's conclusion is negative, the thesis supervisor has to prepare a reasoned response to the reviewer's conclusion. The supervisor of the thesis has the right to agree with the reviewer's conclusion and not allow the paper to be submitted to the defense commission to disagree with the negative evaluations and to allow the paper to be submitted to the commission based on a reasoned written respond.
10. In case of delay in the submission of the paper, the defense will be postponed for one semester.
11. The committee evaluates the Master's thesis in accordance with the criteria established by Article 9 of this rule.
12. If the Master's thesis is evaluated by the committee from 41 to 50 points, the thesis will be defended in the next semester. One Master's thesis can be submitted for defense only twice in different semesters.
13. If the Master's thesis is evaluated by the defense committee with 40 or less points, the master's student is not allowed to work on the same topic in the next semester.

### **Article 9. Assessment Criteria:**

1. The Master's thesis is evaluated once, with the total score of the reviewer and the defense commission, immediately after the defense of the Master's thesis, in a closed session. The reviewer evaluates the Master's thesis with a maximum of 40 points (its evaluation is announced at a closed session), and the members of the defense commission/examiners - with a maximum of 60 points (the score is determined by the arithmetic average of the received points - the sum of the received points divided by the number of members/examiners of the

defense commission of the Master's theses).

2. The thesis is evaluated by an assessor (a reviewer) and Master's Thesis defense commission applying the following criteria:

**Assessment criteria for a reviewer of Master's Thesis:**

<b>1. The relevance of the research topic and problem – 10 points</b>	
10-9 points	The relevance of the research topic is logically interpreted and justified
8-7 points	The relevance of the research topic is logically interpreted but lacks clarity/reasoning
6-5 points	The relevance of the research topic is clarified, but not fully justified
4-3 points	The relevance of the research topic is formulated in a superficial and unreasoned way
2-1 points	The relevance of the research topic is formulated in an unqualified way, without any justification
0 points	The relevance of the research topic is not formulated
<b>2. Structure of the Thesis, Lawful usage of information, Application of academic writing – 10 points</b>	
10-9 points	The structure of the thesis fully corresponds to its title. The information applied in the text is in the legal framework. Extracts from other sources and quotations are properly cited; The thesis is written without mistakes, coherently.
8-7 points	The structure of the thesis corresponds to its title but needs to be clarified. Extracts from other sources and quotations are honestly cited; The thesis is written without mistakes, relevant terminology is properly applied.
6-5 points	The structure of the thesis partially corresponds to its title. The source of the small part of information is not indicated, quotation is provided properly from ethical point of view. Minor mistakes are observed, relevant terminology is properly applied.
4-3 points	The structure of the thesis is not adequately worked out and analyzed. The source of a large amount of information is unknown and several parts of quotation lack qualified indication. Grammar errors, observed in the text, make it difficult to read. The text is not properly organized from structural point of view.
2-1 points	The structure of the thesis lacks correlation and quality. Quotations are indicated without source. A number of errors related to terminology and concept are observed, thus making the content difficult for understanding.
0 points	The structure of the thesis does not correspond to the research requirements at all. The information applied is from uncertain origin. Quotations are used without indication of source. False terminology is observed. The content is unclear.

<b>3. Research Methodology, Methods and Selected Material, Scientific Literature – maximum 10 points</b>	
10-9 points	Research methods are thoroughly selected in a complex and qualified way. Through the selected methodology, the Master's student will be able to cope successfully with the main problems of the research. The selected material and scientific literature are completely in line with the research requirements.
8-7 points	Research methods are selected in a qualified way. Through the selected methodology the Master's student will be able to cope with the main problems of the research. The selected material and scientific literature correspond to the research requirements but need to be supplemented.
6-5 points	The research methods are not fully selected. Through the selected methodology, the Master's student will not be able to fully cope with the main problems of the research. The selected material and scientific literature meet the research requirements only partially
4-3 points	The selected methodology is outdated and irrelevant to the topic. The Master's student will not be able to cope with the main problems of the research. The selected material and scientific literature are not adequately worked out and analyzed.
2-1 points	The methods of research are selected in an unqualified way. The selected material and scientific literature are randomly selected, lack correlation and quality
0 points	Research methods have not been selected at all. The selected material and scientific literature do not meet the requirements of the research at all.
<b>4. Final Results of the Research – maximum 10 points</b>	
10-9 points	The final results of the Master's thesis are substantiated by logical reasoning. It is possible to get theoretical and applied results of high importance.
8-7 points	The final results of the Master's thesis are substantiated by logical reasoning. It is possible to get academic results and those of for practical application.
6-5 points	The final results of the Master's thesis are substantiated by logical reasoning. It is possible to get results for academic application.
4-3 points	The final results of the Master's thesis are not fully substantiated by logical reasoning. For obtaining the results further specification is required.
2-1 points	The final results of the Master's thesis have no logical reasoning. Getting the results is questionable.
0 points	The Master's student has no idea about the final results of the research. It is impossible to achieve any meaningful results.

**Assessment criteria for a defense commission of Master's Thesis:**

<b>1. Relevance of the Selected Topic and Problem – 10 points</b>	
9-10 points	The relevance of the research topic is logically interpreted and justified
7-8 points	The relevance of the research topic is logically interpreted but lacks clarity/reasoning
5-6 points	The relevance of the research topic is clarified, but not fully justified
3-4 points	The relevance of the research topic is formulated in a superficial and unreasoned way
1-2 points	The relevance of the research topic is formulated in an unqualified way, without any justification
0 points	The relevance of the research topic is not formulated
<b>2. Structure of the Thesis – 10 points</b>	
10-9 points	The structure of the thesis fully corresponds to its title.
8-7 points	The structure of the thesis corresponds to its title but needs to be clarified.
6-5 points	The structure of the thesis partially corresponds to its title.
4-3 points	The structure of the thesis is not adequately worked out and analyzed.
2-1 point	The structure of the thesis lacks correlation and quality.
0 points	The structure of the thesis is does not correspond to the research requirements at all.
<b>3. Research Methodology, Methods and Selected Scientific Literature – maximum 10 points</b>	
9-10 points	The research methods are thoroughly selected in a complex and qualified way. Through the selected methodology, the Master's student will be able to cope successfully with the main problems of the research; the selected material and scientific literature are completely in line with the research requirements
7-8 points	The research methods are selected in a qualified way. Through the selected methodology the Master's student will be able to cope with the main problems of the research; the selected material and scientific literature correspond to the research requirements but need to be supplemented
5-6 points	The research methods are not fully selected. Through the selected methodology, the Master's student will not be able to fully cope with the main problems of the research; the selected material and scientific literature meet the research requirements only partially

3-4 points	The selected methodology is outdated and irrelevant to the topic. The Master's student will not be able to cope with the main problems of the research; the selected material and scientific literature are not adequately worked out and analyzed
1-2 points	The methods of research are selected in an unqualified way; the selected material and scientific literature are randomly selected, lack correlation and quality
0 points	The research methods have not been selected at all; the selected material and scientific literature do not meet the requirements of the research at all.
<b>4. Final Results of the Research – maximum 10 points</b>	
9-10 points	The final results of the Master's thesis are substantiated by logical reasoning. It is possible to get theoretical and applied results of high importance.
7-8 points	The final results of the Master's thesis are substantiated by logical reasoning. Academic and practical results can be obtained.
5-6 points	The final results of the Master's thesis are substantiated by logical reasoning. It is possible to get academic results.
3-4 points	The final results of the Master's thesis are not fully substantiated by logical reasoning. For obtaining the results further specification is required.
1-2 points	The final results of the Master's thesis have no logical reasoning. Getting the results is questionable.
0 points	The Master's student has no idea about the final results of the research. It is impossible to achieve any meaningful results.
<b>5. Usage of Information Legally and Ethically, Application of Academic Writing – maximum – 10 points</b>	
10-9 points	The information applied in the text is within the legal framework. The extracts from other sources and quotations are honestly cited. The linguistic structure of the work is correct and the conceptual part is consistent. No mistakes are observed. Relevant terminology is appropriately used.
8-7 points	The information from other sources and quotations are honestly indicated. No grammatical and stylistic mistakes are observed. Ideas are properly connected and consistently expressed. Relevant terminology is appropriately used.
6-5 points	The source of the small part of information is not indicated, quotation is provided properly from ethical point of view. Minor mistakes are observed, ideas are properly connected and consistently expressed. Relevant terminology is correctly applied.
4-3 points	The source of a large amount of information is unknown and several parts of quotation lack qualified indication. Grammar errors observed in the text make it difficult to read,



	the text is not properly organized from structural point of view. Mistakes related to terminology are observed.
2-1 points	The information is questionable. Quotations are indicated without source. A number of errors related to terminology and concept are observed, thus making the content difficult for understanding.
0 point	The information applied is from uncertain origin. Quotations are used inadequately without indication of source. The text is written vaguely. False terminology is observed. The content is unclear.

### **6.1. Presentation Skills - maximum 5 points**

5 points	During the presentation, the content and formal aspects are perfect and there is a great contact established with the audience. The issue is precisely posed and presented comprehensively, a deep analysis has been conducted and reasoned conclusions have been made. The visual design of the project is perfect, and MA student fully establishes rapport with the audience and demonstrates thorough knowledge of all questions;
4 points	The content and formal aspects are perfect and there is a great contact established with the audience during the presentation. The issue is precisely posed and presented comprehensively, a deep analysis has been conducted and reasoned conclusions have been made. The visual design of the project is high, and the master's student fully establishes rapport with the audience, however cannot demonstrate thorough knowledge to all questions;
3 points	The content side is perfect, and the formal side is imperfect. There is a low contact with the audience during the presentation. The question is precisely stated, but not expressed fully. The master's student has difficulty communicating with the audience, s/he cannot demonstrate thorough knowledge of most of the questions;
2 points	The content, formal side is imperfect and there is a low contact established with the audience during the presentation. The question is precisely stated, but expressed fully. The visual design of the project is average, the master's student has difficulty communicating with the audience, shows little knowledge;
1 points	Content, formal side is imperfect. Only some issues are presented. The master's student cannot present the material.
0 points	The presentation is performed inefficiently and the master's student discusses the issues that are different from the topic.

### **6. 2 The accuracy and depth of the answers given to the reviewer's comments and recommendations, to the questions asked by the commission- maximum 5 points**

5 points	The student convincingly and argumentatively answers the commission's questions, s/he has deeply thought-out answers to the reviewer's remarks and recommendations.
4 points	The student answers the commission's questions convincingly, although some answers lack argumentation. The student understands the responses to the reviewer's comments and recommendations.
3 points	The student answers the commission's questions, but the answers lack persuasiveness and argumentation. Not all responses to reviewer comments and recommendations are considered.
2 points	The answers to the commission's questions are unconvincing and lack of argumentation. The student does not understand and cannot convincingly respond to the reviewer's comments and recommendations.
1 points	The student cannot answer the questions asked by the commission. There are no valid responses to reviewer comments and recommendations.
0 points	The student cannot answer the questions asked by the commission. There are no valid responses to the reviewer comments and recommendations.

3. Depending on the specifics of the master's program, based on the justified submission of the program supervisor, it is possible by the order of the rector to approve different criteria for the evaluation of the Master's thesis, which cannot be substantially different from the principles of evaluation defined in paragraph 2 of this article.

#### **Article10. The Commission**

1. The Master's thesis is defended before a specially created commission, the composition of which is approved by the Rector's order.
2. The Commission must consist of at least three members and the Secretary of the Commission.
3. The Commission has a chairperson who is a specialist in the field and is not a member of the university academic staff at the time of the defense.

#### **Article11. Final Provisions**

1. The Rule on the preparation and defense of the Master's thesis before the commission is approved by the Order of the Chancellor of the University.
2. Amendments and additions to the Rule are made by the Chancellor's Order.
3. With the approval of the mentioned rule, the "Rule on the Preparation and Defense of the Master's Thesis before the Commission" approved by the order of the Chancellor of March 27, 2014 #01-36 was declared invalid.