

## **Rule on Preparation and Defence of Bachelor's Thesis before the Commission**

### **Article 1**

Bachelor's thesis represents a summarizing work, through which students' skills of argumentation, analysis and synthesis, as well as vision of the problem and evaluation possibilities in the specialty are checked.

### **Article 2**

1. The format of Bachelor's thesis involves selecting the topic of research and analysis by a student, as well as choosing a supervisor for the thesis, consulting with him/her, pursuing independent work, collecting, processing and making a critical analysis of the information related to Bachelor's thesis.
2. Bachelor's thesis aims at developing students skills for working independently, analyzing and synthesizing information, giving them an opportunity to form, express and defend research methodology, as well as integrate theoretical knowledge and empirical material with research topic.

### **Article 3**

1. A topic for Bachelor's thesis and a supervisor is chosen by a student. The topic for Bachelor's thesis is selected on the basis of compiling the opinions of student and a supervisor from the topics approved by the Faculty Council. **(01-33, 31.03.2020)**
2. Bachelor's thesis is to be accomplished in the final term of educational programme and it is to be defended at the end of the term.
3. Bachelor's thesis is selected by the student during the academic registration of the graduating semester. **(01-33, 31.03.2020)**
4. The head of the bachelor's thesis may be a person elected to the academic position of the university or a specialist in the invited field, who has a doctorate degree in the relevant field. **(01-33, 31.03.2020)**

### **Article 4**

1. After preparing Bachelor's thesis, a student shall gain in-depth theoretical knowledge regarding the selected topic. He/she will be able to search and process information and make a comparative analysis.
2. The volume of Bachelor's thesis is to be no less than 20 and no more than 30 pages designed in compliance with the present rule. The number of pages includes every page except annex and bibliography. **(01-58, 03.06.2016) (01-33, 31.03.2020)**
3. Bachelor's thesis is evaluated with a 100-point system. The thesis is evaluated by a supervisor (30 points), a reviewer (40 points) and commission during public defence (30 points). **(01-33, 31.03.2020)**

### **Article 5. Removed (01-33, 31.03.2020)**

### **Article 6**

1. The structure of Bachelor's thesis is selected by an author in compliance with the topic.
2. Bachelor's thesis is to be prepared on A4 size (297×210mm) 80 GSM paper with vertical orientation. The text is to be typed on one side of the page. Photographs and other charts having special purposes can be placed on the A4 format photographic paper. In case of using large sheets of paper (e.g. for charts) any format can be applied. However, the above-mentioned pages are not to be bound with the main body (text).
3. While designing a Bachelor's thesis, the following procedure is to be applied in terms of margins: 38 mm on the left side, 15 mm for the right side, 25 mm for the top and bottom part of the page.
4. The main body of a Bachelor's thesis is to be typed applying the following criteria: font- Sylfaen, font size 12. Font size 14/16 can be applied in terms of the titles of chapters and sub-chapters. Tight fonts cannot be accepted.
5. Every page of a Bachelor's thesis is to be numbered in sequence. Leaving empty space or pages is prohibited. Page repetition is banned. Minimal font size for the page number is 10. Introductory pages, apart from a title page, are numbered with low cases of Roman Numerals (i, ii, iii, etc.) on the right side of the page bottom. The rest part of the thesis is to be numbered with Arabic Numerals.

6. Line spacing for the main body of the Bachelor's thesis is 1.5. For short size sections (e.g. contents, a list of charts, abstract, footnote, remark, etc.) line space - 1 is applied.
7. Title of every chapter and sub-chapter of the Bachelor's thesis is to be indicated in the content. Larger fonts can be applied for chapters and sub-chapters in comparison with the main body. Every chapter is to be started with a new page and sub-chapter is to be continued with the same page.
8. The literature in the Bachelor's thesis is to be cited in the main text (as a rule, at the end of the paragraph) with square brackets in Arabic Numerals. The font is to be relevant with size of the text. A list of cited literature can be placed at the end of Bachelor's thesis.
9. A footnote can be placed at the end of the page or chapter/sub-chapter. Font size – 10. In case a footnote is placed at the end of the chapter, it is to be numbered applying Arabic Numerals and is subsequent throughout the whole chapter. In case of placing a footnote at the end of the page, numbering is carried out with symbols or Arabic Numbers, which can be started from the beginning on each page. Indication of footnotes in the main text is carried out applying superscript.

#### **Article 7**

1. The essential parts of Bachelor's thesis include:
  - a. Title page;
  - b. Content;
    - b.a. Introduction;
    - b.b. Outcomes and their judgment;
    - b.c. Conclusion.
  - c. Bibliography or a list of references.
2. Non-essential parts of Bachelor's thesis include:
  - a. Charts;
  - b. A list of applied abbreviations;
  - c. Annexes

#### **Article 8**

1. A title-page of Bachelor's thesis is to include: a title of Bachelor's thesis, first name and surname of the student of Bachelor's studies, name of the university, city and date of thesis completion. The number of the above-mentioned page is (i). However it is not indicated.
2. A Bachelor's thesis is to include a table of contents (content). Line spacing – 1. Font size -12. Paragraph spacing: 6-12. Page numbers are to be indicated in the right margin. Filling space between a title and page numbers applying the following symbols „ .“, „-“, „\_“ is permitted.

#### **Article 9**

1. The main text of Bachelor's thesis is to be divided into chapters and sub-chapters. The following parts are necessary to be included: introduction, the outcomes received by an author, judgement and conclusion.
2. The topicality of the problem is to be described in the introductory part of Bachelor's thesis. The volume of the introduction should not exceed 5% of the main text volume.
3. A structure of outcome judgement depends on the topic of the Bachelor's thesis and an author is entitled to present it in a desired format. He/she is not restricted with the number of sub-chapters.
4. Bachelor's thesis is to include the conclusions elaborated.

#### **Article 10**

1. A list of references applied in Bachelor's thesis is to be indicated at the end of thesis in compliance with the sequence appeared in the main text. The following format is to be applied while indicating the source:
  - a. an article: surname and initial letter. Full title. Full name of the journal or abbreviation. Year, volume, [number,] pg. beginning-ending (e.g. 1. Machavariani S., The Issue of Departmental Subordination and Jurisdiction in accordance with the Procedural Legislation of Georgia. J. Justice, 2007, 2, pg. 186-213.).
  - b. a book:
    - b.a. while indicating separate pages: Surname and initial letter. Full title. Place of issue: Publishing house. Year, [volume] pg. beginning-ending (e.g. 1. Melkadze O., Dvali B., Judicial Power in Foreign Countries. Tbilisi: Merani – 3, 2000, pg. 68-86.).

b.b.while indicating a full book: Surname and initial letter. Full title. Place of issue: publishing house. Year, [volume,] number of pages pg. (e.g. 1. Melkadze O., Dvali B., Judicial Power in Foreign Countries. Tbilisi: Merani – 3, 2000, pg. 379.).

c. Global network of information: name of web-page, Last checked – day, month, year.

(e.g.: 1. [http://untreaty.un.org/ilc/teksts/instruments/English/draft%2520articles/74\\_1996.pdf](http://untreaty.un.org/ilc/teksts/instruments/English/draft%2520articles/74_1996.pdf)  
Last checked - 5.03.2011.).

2. Pages of list of references are numbered consistently with main text: line spacing -1, Paragraph spacing -6-12, font size 12.

### Article 11

1. In case, Bachelor's thesis includes a list of charts, diagrams, schemes and illustrations, recommended to be placed in the end part of Bachelor's thesis. line spacing 1.5. For the paragraph whose length exceeds one line, 1.0 is applied for spacing. Font size -12. Page numbers are to be indicated at the right margin. Filling space between a title and page numbers applying the following symbols „.“, „-“, „\_“ is permitted. **(01-33, 31.03.2020)**

2. Application of charts, diagrams, schemes and illustrations, its position and format depends on the specificity of the thesis. Copyright must not be violated while applying charts, analytical procedures, diagrams, schemes and illustrations from other sources. Charts, analytical procedures, diagrams and schemes are to be elaborated in black and white. In addition, colourful diagrams and illustrations may be applied.

3. Titles of charts, diagrams, schemes and illustrations are to be indicated directly above or below them. Font size for titles is to be one size smaller than those of main text. Semi dark font can be applied. Line spacing -1.

4. Charts, diagrams, schemes, illustrations and their titles can be placed both in the main text and in separate pages as annexes. Line spacing between charts, diagrams, schemes, illustrations and texts is to be 1.5-2. In case of necessity horizontal orientation of the pages may be applied. Page margins and page numbering of horizontal pages are to be analogical to those of vertical pages.

5. In case data charts, diagrams, schemes and illustrations are attached to Bachelor's thesis as annexes, they are to be placed after bibliography or a list of references. Continuous page numbering of data charts, diagrams, schemes and illustrations is applied in the main text. Charts, diagrams, schemes and illustrations in the annexes are numbered from the beginning.

6. For the abbreviations applied in the thesis, which are not universally accepted, it is desirable if an author provides a list and explanation, making the thesis easily understandable. A list of the applied abbreviations is to be placed in the introductory part after a table of content or a list of charts.

### Article 12

1. A thesis is to be submitted to the corresponding faculty at no later than the 13th week after the start of the semester and a reviewer is to be determined, being a specialist of the field. **(01-33, 31.03.2020)**

2. A thesis is to be submitted to the reviewer no later than 10 days earlier before defence. He/she has to present a review in the written form 5 days earlier before defence. **(01-33, 31.03.2020)**

3. A Bachelor's thesis is to be bound with a spring on A4 format paper.

4. A written conclusion made by a supervisor, with the register of assessment is to be provided with Bachelor's thesis.

5. A student of Bachelor's studies is to submit a full electronic version of thesis on CD;

6. In case of late submission of thesis, defence shall be postponed for one term.

### Article 13

1. A supervisor of Bachelor's thesis makes his/her conclusion alongside with assessment before a thesis is submitted to a reviewer.

2. A supervisor of Bachelor's thesis indicates a description of the work performed by a student during the whole term in his/her conclusion. In addition, a supervisor assesses a research part of the thesis, design quality and writes an assessment within 30 points. **(01-58, 03.06.2016) (01-33, 31.03.2020)**

3. The following criteria are applied by a supervisor while assessing a Bachelor's thesis:

|   | Criteria of Assessment                      | points    |
|---|---|-----------|
| 1 | Topicality of the theme and problem vision  | 5 points  |
| 2 | Research component and a skill for analysis | 10 points |

|   |   |          |
|---|---|----------|
| 3 | Conclusions supported with arguments                    | 5 points |
| 4 | Quality of thesis design                                | 5 points |
| 5 | The work performed on Bachelor's thesis during the term | 7 points |

(01-58, 03.06.2016) (01-33, 31.03.2020)

#### Article 14

1. A review of Bachelor's thesis with an assessment elaborated by a reviewer is to be presented in no later than 5 days earlier before the defence.
2. The following points are to be indicated in the review: general assessment of the thesis, analysis of processed material; language and style applied. Remarks and recommendations are provided by a reviewer.
3. A reviewer assesses a Bachelor's thesis within 20 points applying the following criteria:

|   | Criteria of Assessment   | Points    |
|---|--|-----------|
| 1 | Topicality of the theme and problem vision   | 10 points |
| 2 | Research component, Research methods and analysis skills   | 10 points |
| 3 | The final results of the bachelor's thesis   | 10 points |
| 4 | The structure of the paper, the adequacy of the literature used, the culture of academic writing, the legal use of information | 10 points |

(01-58, 03.06.2016) (01-33, 31.03.2020)

#### Article 15

1. A membership for Bachelor's Thesis Defence Commission is approved by Rector in agreement with the faculty.
2. A commission membership includes at least 3 members and a secretary of session.
3. A commission has a chairman who is a field specialist and does not hold an academic position at the moment of defence.
4. At least 15 points written by a supervisor and at least 20 points written by a reviewer are necessary preconditions for allowing a Bachelor candidate to defend a thesis before the commission. (01-58, 03.06.2016) (01-33, 31.03.2020)
5. A commission assesses a thesis within 30 points. A final assessment is arithmetic average of evaluation provided by every member of the commission. For positive evaluation, the assessment provided by the commission is to be no less than 16 points. (01-58, 03.06.2016) (01-33, 31.03.2020)
6. A commission assesses a Bachelor's thesis applying the following criteria:

|   | Criteria of Assessment  | ქულა     |
|---|---|----------|
| 1 | Topicality of the topic and vision of problems  | 5 points |
| 2 | Research component and analysis skills  | 5 points |
| 3 | Argumentative conclusions of the bachelor's thesis  | 5 points |
| 4 | The quality of the presentation of the bachelor's thesis                                  | 5 points |
| 5 | The accuracy and depth of the answers given to the reviewer's remarks and recommendations | 5 points |
| 6 | Argumentative answers to the questions asked by the Commission                            | 5 points |

(01-58, 03.06.2016) (01-33, 31.03.2020)

7. Under e-learning conditions, a bachelor's thesis can be defended through an interactive method, through direct electronic communication. (01-33, 31.03.2020)

#### Article 16. Final Regulations

1. The rule of accomplishing Bachelor's thesis and defending before the commission is approved with a decree issued by Chancellor.
2. Amendments and changes in the present rule are made/added by Chancellor's decree.