



**Legal Entity of Public Law -  
Batumi Shota Rustaveli State University –Academic Council**

**Decree №19**

Batumi

Codified  
05 April 2017

**On Approving the Regulation of the Doctoral Studies**

Based on the Law of Georgia “On Higher Education” article 21, paragraph 1, BSU Charter, article 8, paragraph 4 and the interoffice memo from Tamar Matchutadze, the Head of the Master, Residency and Doctoral Studies Management Service (MES 1 17 00310172, 31.03.2017), the Academic Council

**Stated:**

1. To approve the BSU Doctoral Studies Regulation in accordance with **the annex 1**;
2. To cancel:
  - a. The Decree N 69 of the Academic Board of BSU on “Approving the Regulation of the Minimum Standard of Doctoral Studies at BSU”
  - b. N 87 Decree of August 19 2013 of the BSU Academic Board on “Approving the Rule of Implementation of the BSU Doctoral Studies”;
  - c. The Decree N 134 of July 27 2010 of the Academic Board “On Approving the Rule of Enrolment at the Doctoral Educational programme at BSU” ;
  - d. To publish the Decree on the BSU web-site and send to BSU Faculties and Structural Units;
  - e. The Decree to become into force upon signature;

Chair of the Academic Board  
Rector, Associate Professor

**Merab Khalvashi**

*Approved by the Decree N19 of 05 April 2017 of BSU Academic Council  
Amended by Decree N20 of 20 February 2018 of BSU Academic Council,*

## **BSU Regulation of Doctoral Studies Programme**

### **Article 1. General Provisions**

The given regulation regulates the process of announcing, enrolling and studying at doctoral programs (further "Program") of Legal Entity of Public Law - Batumi Shota Rustaveli State University (hereinafter "BSU" or "University") according to the Law of Georgia on Higher Education, the BSU Statute and the given Regulation.

### **Article 2. Doctoral Studies**

1. Doctoral studies (PhD) is a third level of higher academic education, a combination of study and research components aimed at preparing scientific personnel which is completed by awarding doctoral degrees.

2. The goal of Doctoral studies is to facilitate the development and introduction of the intellectual growth of the doctorate, based on the Doctoral Program.

3. Doctoral student must acquire no less than 180 ECTS credits within 3 (three) academic years, including study/learning (60 ECTS credits) and research (120 ECTS credits) components.

4. The decision on the approval of the title of the dissertation thesis is made by the Faculty Council, at the suggestion of the Dissertation Board, no later than the second month after the enrollment of the doctoral student.

5. The correction of the dissertation paper / title can be made before the advance defense. In such case, the scientific director of the doctorate will apply to the relevant Dissertation Board with a reasonable motion, which within a month exams the solicitation and in case of a positive decision, the Faculty Council shall submit the recommendation. In the next one month from the registration of the submission, the Faculty Council shall make a decision on the change of title of the Doctoral topic. The decision is final and the doctorate is obliged to fulfill the requirements of the programme within the established deadlines.

6. The doctoral degree is the highest academic degree awarded to a Doctoral programme graduate after the admission of the relevant PhD programme requirements and public defense of the dissertation thesis.

7. Doctoral programme graduate is awarded with academic degree by the Faculty Dissertation Board. The academic degree is awarded according to the Georgian legislation, indicating direction and / or field / specialty.

### **Article 3. Development of Doctoral Programme and its Supervision**

1. The BSU PhD programme is developed by the faculty academic staff or through collaboration with other faculties of the University, partner universities, and academic or scientific institutions, based on the contract between the university and the institution.

2. In case of a joint doctoral programme with the BSU's other educational/scientific research institution, the procedure for supervision and granting the degree is defined by the relevant agreement and the given Regulation.

3. Programme development and effective implementation is coordinated by the programme leader, who is the faculty professor or associate professor. He/She coordinates the implementation of the program, the scientific supervisor of the programme deals with issues related to implementation of the organizational aspects of the programme (scientific advice to the heads of the individual doctoral study and research components for optimal planning, monitoring the implementation of these components and so forth.).

4. The same person can be the supervisor of only one Doctoral Program.

5. BSU Professor or Associate Professor, Partner of the Study or Scientific-Research Institute or invited specialist with relevant academic degree envisaged by the Doctoral Programme participates in the implementation Doctoral Program.

#### **Article 4. Rule of Announcement and Enrollment into the Doctoral Program**

1. The University Academic Council, based on the faculty's appeal defines the contingent of the PhD programs.

2. Contest for doctoral studies is announced on the basis of the Rector's Order for the Autumn Semester, which determines the list of the documents to be submitted; Place and date of their submission; List of entries for each programme (foreign language and interviews in specialty), dates of their conduct and appeals; Composition of registration, examination and submission (appellation) commissions.

3. The right to study at Doctoral Programme is given to a person with a Master's or equivalent degree. The right to study at doctoral studies can also be granted to the alumni of the higher education institution of the foreign country in accordance with the Georgian legislation.

4. For participation in the contest, the candidates for doctoral programs are required to:

a) Provide an abbreviated annotation of the PhD research project and consent of the supposed scientific supervisor (in accordance with attached form - Form N1);

b) Proficiency of English at least B2 level; *(Amended by Decree N20 of 20 February 2018 of BSU Academic Council, the Amendment concerns the PhD students enrolled since 2018-2019 academic year).*

c) Provide certificate of A2 level of Georgian language or passing examination at BSU in Georgian language (for candidate for whom the Georgian language is not native and wants to study at Georgian language programs);

5. The PhD candidate passes interview with the Sectorial Examination Commission. In the case of contest, the results of the specialty test (interview) are given. Additional programs for doctoral candidates can be determined by the PhD program.

6. At least 2 working days prior to the interview with a doctoral candidate, short summary of the research project of the candidate and the consent of the scientific supervisor shall be forwarded to the members of the examination commission. Interview with a doctoral candidate will be evaluated by a 100-point system (enclosed form N2).

7. After interview / foreign language examination with a PhD candidate, the chairperson of the Commission shall ensure the completion of the relevant statement (Form Attached Form N3). The maximum score is 100 points, and the minimum is 51 points.

8. The agreement is signed with the doctoral programme candidate winning the contest according to the rules established by the University, after which the Rector upon nomination of the relevant faculty Dean issues a Decree on enrollment of the candidate in the doctoral program.

## **Article 5. Research work Supervisor of the Doctoral Student**

1. The Supervisor of PhD student can be a BSU Professor as well as BSU scientific staff (Senior/Chief Researcher) with PhD or equivalent degree. The supervisor must have research experience and relevant publications related to the PhD student's dissertation topic (among the high-rate peer-reviewed academic journals approved by the Academic Council, including at least one publication in a highly rated, impact factor journal). *(Amended by Decree N20 of 20 February 2018 of BSU Academic Council, the Amendment concerns the PhD students enrolled since 2018-2019 academic year).*
2. Doctoral students may have more than one scientific supervisors, including a professor from other authorized higher educational institution, as well as a person with a doctoral degree, who has experience in scientific and practical work in the relevant field. The supervisor may also be a person from the foreign higher educational or scientific-research institution, with the PhD in the relevant direction (in this case, the doctorate is exempt from international reviewing of an Abstract from the dissertation). *(Amended by Decree N20 of 20 February 2018 of BSU Academic Council, the Amendment concerns the PhD students enrolled since 2018-2019 academic year).*
3. The decision of appointment of the Scientific Supervisor, as well as the appointment of more than one scientific supervisor or from other institution, shall be made by the Rector based on the Faculty Council proposal, no later than the second month after the enrollment of the PhD student. (in case of exceptions, upon argumentative proposal of the Faculty Council, the appointment of an additional supervisor is permitted within the terms). *(Amended by Decree N20 of 20 February 2018 of BSU Academic Council).*
4. Resigning from the academic positions at the BSU by the Scientific Supervisor does not cause the loss of the status of the supervisor. In such case, the Faculty Council decides to invite the Faculty Dissertation Board and, based on the Rector's Order, is entrusted with the relevant labor agreement.
5. The Doctorate Scientific Supervisor controls the study and research components of the individual doctoral program, and leads to the preparation of assisting professor of the doctorate.
6. If the scientific supervisor of the PhD student refuses to be a supervisor, in this case, before the start of the second academic year, he/she should apply to the Faculty Council with justification. The decision of the Faculty Council will be submitted to the Rector of the BSU to issue the relevant legal act, and in case of exception, on the basis of the argument justification, the supervisor can be changed within other timelines.

## **Article. 6 Study and Research Components of the Doctoral Programmes**

1. Study and research components of Doctoral Studies are aimed at developing the doctoral and methodological skills, facilitate the implementation of doctoral thesis dissertation and prepare the future pedagogical and scientific activities.
2. Study component implies compulsory and optional lectures and seminars (total of 60 credits), and research component includes 2 colloquiums and dissertation paper (120 credits).
3. Compulsory and elective courses and seminars shall be defined within the BSU relevant doctoral programme within the framework of the study component.
4. Schedule of seminars and colloquiums and composition of the assessment commission shall be approved by the Rector upon Dean's nomination no later than one month prior to the conclusion of the final exams.

## **Article 7. Individual Study and Research Plan of the Doctoral Student**

1. Each PhD student shall prepare individual study and research plans within two months from the beginning of the academic consultation with the Supervisor/Supervisors of the relevant PhD programme (attached forms N4 and N5). Individual research plan of the PhD student is created for implementing the dissertation work (specific research project). The doctoral individual research plan provides the goal of research, the structure of the dissertation thesis and the probable schedule of research.

2. The doctorate's individual study and research plan is kept in the doctorate's personal case.

## **Article 8. Assisting Professor**

1. Assisting professor is an integral part of the study component and implies assisting academic personnel by the doctoral student in the educational process. These include for undergraduate and master students: work in the group, laboratory work, practical training, preparation of the intermediate and final exam tests / tests, etc.

2. The performance of the work assigned to the professor's assistant is calculated by considering the volume of the corresponding training course.

3. The doctoral student submits to the Supervisor the report on completed work in accordance with the attached form (Form N6), which will provide the relevant assessment statement and submit to the faculty administration (in the doctorate's personal case).

4. Assistant professor is evaluated by a 100-point system. In case of less than 51 points, the doctorate is considered to be failed.

## **Article 9. Doctoral Seminar**

1. In the framework of the study component, the PhD student is obliged to prepare two doctoral seminars in the field and subfield of study. For the seminar, the study semester and the number of credits will be determined by the appropriate PhD programme (curriculum).

2. Doctoral seminar should not be a part of the thesis. The theme of the seminar shall be dedicated to the topical issues of the field and subfield.

3. The seminar shall be chosen by the doctoral student in the course of academic registration with the scientific supervisor. The doctoral student is consulted by the scientific supervisor / supervisors.

4. The seminar is evaluated by a 100-point system (60 points - content and 40 points - presentation).

5. 10-15 calendar days before the seminar, a seminar will be presented to the scientific supervisor who will evaluate the content of the seminar based on the following criteria: Identifying the problem, the ways to solve the problem; received outcomes; their argumentative justification and so forth. - Maximum rating - 60 points. The essential prerequisite for participating in the seminar is to evaluate the contents of the Seminar's work with at least 31 points.

6. The presentation of the seminar and participation in the discussion (15-25 minutes) is evaluated by the special commission created by the Rector's Order (not less than 3 persons, including the scientific supervisor).

7. The final assessment of the seminar will be reflected in the sheet (attached form N7). The seminar will be considered completed if the doctorate will finally get 51 points.

8. Doctoral seminar should be presented in compliance with the following requirements:

a) Print version of seminar topic (25-30 pages, A4 format, Font-Sylfaen, font size - 12, spaces between strings -1,5, distance 3-1.5 cm);

b) Electronic version of seminar topic on SD disk;

### **Article 10. Doctoral Colloquium**

1. During the study at the BSU doctoral student is due to conduct two colloquiums. Colloquium is a part of doctoral thesis dissertation, preparation of which aims to:

- a) Expand the area of knowledge based on the latest achievements of the field;
- b) Development and perfection of the methodology of innovative research of the field independently;
- c) Critical understanding of scientific literature on the colloquial topic;
- d) Development and perfection of the presentation skills and the art of the dispute;
- e) Preparation of a scientific publication for a reputable journal.

2. The doctoral student shall submit a printed and electronic version of the doctorate programme to 10-15 calendar days prior to the colloquial of the colloquium, which will be awarded to the person with the relevant academic quality / reviewer and the scientific supervisor.

3. Colloquium includes the report of the doctoral student, review and conclusion of scientific supervisor.

4. The decision of the department on the colloquial results is kept in the personal files of the PhD student and student is notified of the results.

5. The colloquium should be concluded in accordance with the following requirements:

A) The technical parameters of the work: marginal volume - 50-60 p.

B) The work must be accompanied by a list of used literature; Sheet size - A / 4; The text must be typed in a 12-character font, the type of font - Sylfaen; Distance between strings - 1,5; Page boundaries: 3 cm from left, 1 cm from right, 2,5 cm from the top, 2,5 cm from the bottom.

### **Article 11. Preliminary discussion of the dissertation thesis (Approbation)**

1. After the completion of the credits (educational and scientific component) envisaged by the Doctoral Programme (at the end of the 6th semester), the relevant department conducts preliminary discussion of the Dissertation Thesis (Approbation)

2. The doctoral student shall present 2 printed and electronic versions of the dissertation work to the relevant field department 10-15 calendar days prior to approbation. In order to evaluate the thesis, the department allocates two reviewers with the relevant qualification and academic degree (the persons with whom the doctorate does not have general and research interest related to the dissertation work).

3. Approbation includes presentation of doctoral report, the conclusions of reviewers and scientific supervisor, discussion and assessment (Positive - Access to Public Safety or Negative - Return to Work / To Improve Gaps).

4. In case of negative assessment of the approbation, the doctorate is given time to correct deficiencies in the next semester and present is again taking into consideration the remarks of the reviewers. The doctoral student is obliged to present the paper along with the supplementary documents to the Dissertation Boar no later than 6 (six) months upon approbation.

5. The decision of the Department on the results of the Approbation is kept in the Doctorate's Personal Case and is notified to the Doctorate.

### **Article 12. Prerequisite for Presenting the Dissertation Paper for Public Defense**

1. The prerequisite for submitting the dissertation thesis to public defense:

a) At least five papers/articles of the Doctoral student on the doctoral topic shall be published or printed abroad or published in the electronic or printed journal that are indicated in the relevant international classification or in the international scientific conference

materials, including high-profile impact-factor journals. (The list of publications will be developed by the Faculty Dissertation Board, approved by the Academic Council, to differentiate the demand for publications, based on the specifics of the directions);

b) Internationalization of dissertation paper assessment process - the doctoral student can have foreign scientific co-supervisor along with the Georgian one; or by the decision of the Dissertation Board, the evaluator of the dissertation paper is a foreign person with relevant qualification and academic degree; or a short version of the thesis (Abstract) has an international review (BSU Research Service, in cooperation with foreign experts, creates a database and ensures English review of the Abstracts according to Form N8).

2. For internationalization of the Dissertation Papers for Humanitarian Sciences, particularly the dissertations of Kartvelian Studies and Caucasiology, it is enough to satisfy the requirement of the paragraph "b" of this article in order to get acquainted with the English language authors' references in leading universities and scientific-research centers, whose list is distinguished by relevant dissertations

### **Article 13. Preparation and Submission of Dissertation Paper**

1. The Chairman of the Dissertation Board shall submit the dissertation presented by the PhD student, the Georgian and English version of the Abstract (printed and electronic version) as well as the publications for technical expertise and international review to the Research Service.

2. The Research Service:

A) Implements the technical expertise of the thesis and Abstract

B) In agreement with Quality Assurance Service reviews compliance of publications published by the doctorate with the existing requirements

C) Ensures the international review of the English language abstract and convey the relevant conclusions to the Dissertation Board.

3. The chairperson of the Dissertation Board shall present 3 (three) evaluators within 10 (ten) days after submission of conclusions and international reviews by the Research Service, who shall approve the Dissertation Board by a majority of the list.

4. Evaluator shall be a representative of the field of science / direction in which the thesis is performed.

5. The evaluator shall not be the supervisor of the Doctoral student or co-author of the Doctoral paper

6. If 2 evaluators negatively evaluate the dissertation, dissertation will not be allowed to be protected.

7. Evaluators should present their written conclusion no later than 1 month after the dissertation.

8. Evaluators convey conclusions to the Dissertation Board. The conclusion should be assessed by the actuality, novelty, theory, theoretical and practical value, the adequacy of research design and methodology, the objectivity and reliability of the primary material of the research, the thesis structure, the quality of the formation and the leniency.

9. The conclusion should indicate a decision on the acceptance or refusal of the paper to the defense.

10. The chairperson of the Dissertation Board shall inform the Doctorate in writing about decisions made by the evaluators. In case of defense, the notification should indicate the date of the defense. From the date of receiving the notification until the date of defense, doctoral student will be given no less than 15 days to prepare for defense.

11. In case of non-defense, the dissertation and the written conclusions of the evaluators shall be kept in the Dissertation Board. The doctorate is authorized to get acquainted with these documents.

12. The Doctorate will be responsible to prepare the thesis (dissertation) according to the given Regulation.

13. The thesis should reflect the scientifically justified results of theoretical and / or experimental research contain scientific innovation and contribute to the development of the field (if the doctorate is involved in the research group, it should clearly be seen in the research).

14. Thesis should be prepared in Georgian. The issue of its preparation in English language shall be made by appropriate Dissertation Board (in such case, the doctorate will provide a short version of the dissertation (summary) in Georgian and English).

15. The dissertation must be printed and bid in accordance with the following requirements:

a) Full title of the BSU on the front page of the dissertation (Legal Entity of Public Law - Batumi Shota Rustaveli State University). In the next lines, 1,5 intervals, the name of the faculty and department, then the name and surname of the doctorate, subject to the thesis title (font size 16), then in the brackets, the academic degree, the bottom, the right side, the academic Position / Academic Degree, Initials and Surname. At the end of the cover the place of performance and year of submission of the work (e.g., Batumi - 2017);

a<sup>1</sup>. The front page must be followed by the author's Statement on the absence of plagiarism in the thesis work. It is preferable to use text similar to as follows: "I, the author of the presented work, hereby confirm that it is my original work and does not contain materials already published, in-print or pre-defense state by other authors that are not mentioned or cited in accordance with the approved rules". (At the bottom the author's name, surname, signature and date must be provided). (*Amended by Decree N20 of 20 February 2018 of BSU Academic Council*).

b) To content shall reflect the full text of the dissertation and the exact name of the paragraph, indicating the pages;

c) Introduction - The reasoning, objectives and tasks of research topic, research subject and object, research methodology, the study of the problem, the scientific novelty, the theoretical and practical significance of the work;

d) The main text - should reflect the contents of the work. The chapters and paragraphs should be included in it;

e) Conclusion - should be part of the main outcome of the research;

f) List of used literature - must be indicated in accordance with the BSU citation order.

g) Illustrative materials.

16. The technical parameters of the dissertation work are: marginal volume - 100-200G. (Depending on the specifics of the field); Conclusion - 10-12 p. Sheet size - A4; Font size - 12, type of font - Sylfaen; Distance between strings - 1,5; Page boundaries: 3 cm from left, 1,5 cm from right, from top and bottom - 2,5 cm.

17. A copy of the dissertation will be transferred to the BSU library 15 days prior to the BSU website.

18. The dissertation prepared in accordance with the procedure prescribed by this regulation shall be submitted to the relevant Dissertation Board in 5 copies with the following:



- a) Doctorate's application to the Rector (It should be noted that the PhD student's study and research components are ready for public protection of the dissertation work and the work is not a plagiarism);
- b) Copy of identity card;
- c) Autobiography;
- d) The conclusion of the scientific supervisor on the readiness of publication of the dissertation thesis;
- e) Electronic version of the dissertation CD;
- f) List of published scientific works / articles (attached sources and copies);
- g) The preliminary review of the dissertation (protocol of appeal) and reviewers' conclusions;
- h) Abstract in Georgian and English (30-40G) printed and electronic version

#### **Article 14. Public Defense of Dissertation Paper**

The public defense procedure of the dissertation paper and the procedure of its evaluation shall be determined by the Georgian legislation and the BSU corresponding Dissertation Board regulation.

#### **Article 15. Granting doctoral degrees, Publishing dissertation and Issuance of a doctorate diploma**

1. BSU doctoral student is awarded Academic Degree (PhD) by the respective Faculty Dissertation Board. The academic degree that has to be awarded is formulated according to the National Qualification Framework Qualification Formulation Rule, through indication of direction/ field/specialty.

2. The doctoral student is obliged to publish a dissertation in print or electronic form (one printed or electronic copy of the dissertation should be delivered to the university library and the dissertation must be published on the university website) within the timeframe established by the Faculty (1-3).

3. The PhD diploma will be issued with the standard Appendix after publishing the thesis.

#### **Article 16. Academic and Administrative Registration of the Doctoral Student**

1. At the beginning of each academic year (semester), the order of the Rector establishes the period of BSU students (including doctoral students) academic (taking obligation to the study and research component) and administrative registration - the date of payment of the semester fee for study.

2. The payment of less than 60 credits by the Doctorate student for the study component is carried out in the first academic year. The obligation to pay the amount of money required to perform the scientific component (invitation of scientific supervisor, administrative expenses, etc.) is evenly distributed within the next two academic years of the doctoral; studies.

3. The tuition fee for doctoral studies is determined by the decision of the BSU Representative Council. Doctoral commitment to the tuition fees will be reflected in the "Doctoral Study Expense Index" (Form No. 9) signed by him/her, which is an integral part of the contract signed between BSU and PhD student. The cost estimate is at the beginning of the first academic year. In case of existence of relevant grounds, the Order of the head of the administration may be amended in the expenditure, which will be informed by the doctorate within a reasonable time.

#### **Article 17. Suspension and termination of the status of BSU PhD student**

1. The basis for suspension of BSU student status for doctoral students is:

- A) Administrative (payment of tuition fees) and / or failure to pass academic registration;
- B) Personal statement (without reason);

C) Pregnancy, childbirth, childcare or deterioration of health conditions;  
D) Study in a higher education institution in a foreign country (except for study within the exchange education program);

2. The doctoral student must submit to a Rector to the student for suspension of the status of the student no later than 15 days after the commencement of the semester. Long or serious illness, or in other cases when it is documented to be unable to participate in a doctoral student's education, an exception may be determined by the Rector's order.

3. The basis for termination of the status of BSU student for doctorate is:

A) Personal statement;  
B) Granting doctoral degree;  
C) Failure to meet the requirements of the relevant educational program;  
D) If the same training and scientific (colloquium) component is not compromised three times;

E) Withdrawal of 5-year term from suspension of student status of BSU, except for cases prescribed by law;

F) Transfer to other higher education institution (mobility);

G) Plagiarism from the doctorate;

H) Cases foreseen by the Regulations, the Code of Ethics and the Doctoral Agreement;

I) Death.

4. In the case of subparagraph "g" of paragraph 3 of this article, the decision of awarding a Doctorate degree to the doctoral student will be annulled by the decision of the relevant Dissertation Board.

5. After the completion of six semesters from the enrollment, the prerequisite for registration in the subsequent (not more than four) semester is the motion of the scientific supervisor in which it is necessary to prove the feasibility of continuing the study / research. After the completion of six semesters, the issue of continuing study (review of the solicitor's solicitation, the number of semesters / semesters etc.) is considered at the Faculty Board meeting and the final decision is taken by the Academic Council only if the programme does not expire the term of accreditation.

#### **Article 18. Mobility of Doctoral Students**

1. The PhD student has the right to move to another higher education institution. In this case, the doctoral student is terminated by the BSU student status.

2. Doctoral student has the right to change the Doctoral Programme at BSU (Internal Mobility) during the period defined by the Rector's Order, on the mobility of spring or autumn semester.

3. The change of PhD programme in the BSU is drawn up by the Rector's Order, according to the results of internal mobility.

#### **Article 19. Transitional Provisions**

The doctoral students enrolled in the 2016-2017 academic year, instead of the prerequisites for submission of the Dissertation Paper to the public defense, referred to in Article 12, paragraph "a" of this provision, shall be required to have at least three works / articles published or printed abroad or in Georgia in the electronic or printed high-profile impact-factor journals of the relevant scientific field or international scientific conference materials.

Brief annotation/abstract of the PhD research project and the consent of the scientific supervisor

Name, surname of doctoral candidate: Doctoral program: -----

Brief annotation of research project (project title, objective, expected outcome, project implementation stages): -----

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Consent on supervision of above-mentioned research project:

Name, surname and academic degree, position held -----

Articles published by the candidate of scientific supervisor in the relevant field (title of the publication and place of publication) -----

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Signature of Doctoral Candidate -----

Signature of Scientific Supervisor Candidate -----

Date -----

## PhD Applicant's Interview Assessment Form

” \_\_\_\_” -----

Faculty -----

Doctoral Programme -----

Name and Surname of Board Member, Academic Position-----

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Nº	Name, Surname of PhD Applicant	Research Objective and Tasks, Research Topics and/or hypothesis – Max 40 points	Literature review, methodology and research stages - maximum 20 points	Logical and argumentative ability of judgment - maximum - 20 points	Academic /Professional achievements, planning of learning process, understanding of their capabilities, communication skills - maximum 20 points

Signature of Member of Examination Board:

## Assessment Sheet of Interview/Examination of PhD Applicant

” \_\_\_\_” \_\_\_\_\_

Faculty \_\_\_\_\_

Doctoral Programme \_\_\_\_\_

Specialty (Field) \_\_\_\_\_

№	Name, Surname of PhD Applicant	Personal Number	Evaluation	
			Point	In words
1				
2				
3				
4				

## Members of Examination Board

№	Name, Surname	Academic Position	Signature	
1			Chairman	
2			Member	
3			Member	
4			Member	
5			Member	

Faculty Dean \_\_\_\_\_ (stamp)

## Individual Curriculum of Doctoral Student

Name, Surname of Doctoral Student-----

Faculty: -----

Name of Doctoral Programme -----

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Leader/Leaders of the Doctoral program:

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Scientific supervisor/supervisors of doctoral student:

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Date and number of the Order on enrollment in the Doctoral programme -----

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Study Component	Number of Credits Accumulated by the PhD Student	Assessment

Signatures:

PhD Student -----

Scientific Supervisor/Supervisors:

Programme Leader/Leaders:

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Date: -----

## Individual Research Plan of the PhD Student

Name and Surname of Doctoral Student: -----  
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Faculty: -----

Name of Doctoral Program: -----

Leader/Leaders of doctoral program:  
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-----Scientific supervisor/supervisors of doctoral student:  
-----  
-----Date and number of the Order on enrollment in the doctoral programme -----  
-----Title of the Dissertation Thesis -----  
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Brief description of the Dissertation Thesis:

a) The purpose of the research:

b) Actuality, innovation and importance of the issue:

c) Structure of the dissertation thesis:

d) Estimated schedule of performance of the dissertation work (research):

Signatures:

PhD Student: \_\_\_\_\_

Scientific Supervisor/Supervisors: \_\_\_\_\_

Programme Leader/Leaders: \_\_\_\_\_

Date: \_\_\_\_\_

Report on Implemented Work  
(Professor's Assistance)

Name and Surname: -----

Faculty: -----

Name of Doctoral Program: -----

Scientific Supervisor of the PhD student: -----

Supervisor of PhD Professor's Assistance: -----

Implemented Work	Point
Preparation of study material (maximum 30 points)	
Organize the learning process in the group (maximum - 30 points)	
Preparation of exam materials (maximum - 20 points)	
Organizing the examination process (maximum - 20 points)	
Final Assessment	

PhD student's signature: -----

Signature of Supervisor of Professor's Assistance: -----

Signature of Scientific Supervisor: -----

Date: -----



## Doctoral Seminar Evaluation Sheet

»\_\_\_\_\_ « \_\_\_\_\_ , \_\_\_\_\_

PhD student's name, surname: -----

Name/surname of the Programme leader: -----

Name of the Scientific Supervisor: -----

Name of the Doctoral Program: -----

Title of the Doctoral Seminar: -----

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Evaluation Board:

Member 1. -----

Member 2. -----

Member 3. -----

№	Seminar Paper Evaluation Components	Maximum Point of Evaluation by Components (Prerequisite to Pass to the Defense min. 31 points)	Evaluation
1	Contents of the paper	60 points	
2	Paper presentation (formal part and participation in the discussion)	40 points	
Total		100 points	

Signatures of Board Members: -----

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Date: -----

Faculty Dean: ----- (stamp)

### **Rule of Submission and Evaluation of Brief Version of Dissertation (Abstract) for International Review**

1. The electronic version of the English language summary (30-40GV) presented by the PhD student will be sent by BSU Master's, Residency and Doctorate Management Service with no less than two foreign experts employed in the foreign educational and / or scientific-research institution, taking into account the specifics of the field.

2. An expert may be a person with doctoral degree, or with relevant field qualification. His/her identity is confidential until the receipt of the assessment by BSU.

3. The short version of the doctorate dissertation can be reviewed as well by: 1) Professor and / or researcher of the foreign partner university and / or scientific research center in the case of the consent of Professor (visiting professor) in the university; 2) Foreign professor and / or researcher who is research grant in a university scholarship in the university, in case of its consent (e.g. DAAD, Fulbright scholarships, etc.).

4. The time allocated for the expert conclusion shall be determined for a period of one (one) month from the date of receiving consent on review. If the expert does not respond in this time, the referral will be sent to another expert.

5. Remuneration paid for the review shall be issued on the basis of the employment agreement signed by the experts.

6. The reviewed will be evaluated positively by the reviewer if it collects at least 12 points.

7. If the evaluation of the expert is at least 12 points, the conclusion is positive. If the expert's assessment is negative, the work is sent to another expert. In case of receiving two negative conclusions, the paper returns to the doctorate for processing.

8. The assessment is based on the following criteria:

a) Content (maximum 4 points) - is checked: the actuality of the problem; Independent Discussion; Clarity of the purpose of the author; Accurate, concrete and complex arguments; Concentrate on the main research issues of the work;

b) Analysis depth and research quality (maximum 4 points) - Verified: The complete development of all ideas by the author in a thorough study of the issue; Study of the study examination thoroughly; The author's position is strengthened by a clear and credible reasoning; Is there a sufficient number of supporting literature? Is there a supportive literature specific and not general; Do we have a balance of academic and ongoing work?

c) Data reliability (maximum 4 points) - checked: correctness of data; The work written by the competent author is used as a source of information published by the organizers and institutions of good reputation; Does the author get the information from modern science? How precisely the quotations cited in the text are combined; Are data from relevant sources and is all the cited sources in the Ashram bibliography.

d) Structure (maximum 4 points) - is checked: Is the work well structured; Whether more emphasis is on the most important issues, and lesser - less relatively low value; The article is well or not unorganized and its parts are logical. What is the paragraph of paragraph? Each paragraph is fully expanded.

e) Results (maximum 4 points) - Verified: Results are new, important and positive; whether a new approach has been developed; Is there new data for new conclusions? Are there weak points in conclusions? Is it logical or not?

## LEPL Shota Rustaveli Batumi State University

Faculty -----

Doctoral Programme -----

PhD student -----

## Study Cost Estimates

№	Price	Dimension Unit	Quantity	Cost of Unit (GEL)	Total Amount in GEL	Remarks
1	Study Component					
2	Scientific Supervision of PhD Student					
3	International Review of Dissertation Thesis					
4	Evaluation of the dissertation paper and public defense by the Dissertation Board					
5	Administrative Costs					
Total						

PhD Student Signature: -----

Signature of Scientific Supervisor: -----

Date: -----