

Georgian Technical University

Provision for Doctoral Degree

Proved by the academicboard, according to resolution of 27th of February №2323

Area of regulation

Purpose of the thesis is to define:

- Rules of enrolment to the Doctorate
- The learning process in the Doctorate

GTU's independent scientific research unit(institute, center)

Article 1. Enrolment to the Doctorate

1. Faculty's Professors, associate professors (included invited professors),emeritus,head/senior research employee with the doctoral degree of independent scientific research unit(institute, center) of GTU, are authorized to manage a doctoral students scientific work, within the field of doctoral program.

2. Faculty's Professor, associate professor (included invited ones) ,emeritus, head/senior research employee with the doctoral degree of independent scientific research unit(institute,

center) of GTU, before announcement of enrolment within the corresponding program of the Doctorate, needs to apply to academic department with the written appeal according to vacant places and the name of the thesis, field of research, probable title and its actuality, which have to be mentioned, together with budgeting (what is the probable cost of the research and what are the remedies to be implemented).

3. Professor, as well as the head science employee supervises of maximum four doctoral students, max 2 of them may be on the same studding year.

4. Faculty's Professors, associate professors (included invited ones),emeritus,head/senior research employee, can supervise maximum 2 doctoral students and maximum 1 Doctoral student on the same studding year .

5. The head of academic department, after discussion within the department, applies request to deanery for assignment of vacant places to Doctoral programs.

6. Dean of the faculty discusses together with the faculty board, the requests of academic departments regarding to assignment of vacant positions and staff members of the faculty's temporal committee's projects. According to board decision , the Dean reports to studding department the board's protocol and report card of assignment of vacant positions and confirmation of staff of faculty's temporal committee/committees.

7. The faculty's temporal committee includes 5-7 professors/associate professors of the faculty. Faculty's temporal committee is governed by the head of University's corresponding dissertational board.

8. The documents and the deadlines for accepting applications of candidates wishing to enter doctoral studies, together with staff members of faculty's temporal committee based on the submission of studding Departments are defined and approved by academic board.

9. Studding department according to resolution of academic board ,ensures preparation of project of of faculty receipt commend , defining staff members of faculty's temporal committees and members of university's committee of claims .

10. Only an applicant with Master's degree or degree equalized to it can apply to study in Doctorate.

11. Requested documents to be submitted during enrolment to corresponding faculties of the doctoral degree are:

- Statement written in name of rector, faculty and doctoral program have to be mentioned (2copies).
- CV- information about education and working experience (2copies);
- Diploma of appropriate academic degree together with its appendix (academic notice) and its copies (2-2);
- Passport and its copies (2copies);
- 2photos, size 3x4(sm) and also its el version written on CD;
- Certificate of registry or military ticket (for military obligation) and its copies (2copies).

12. In a case of demand applicant needs to provide additional notice from National center for educational quality enhancement that proves its right to apply and study on the third level of higher education (Doctorate) .

13. On regulated educational programs, applicant's Master's Degree or corresponding degree and the Doctorate field needs to be from the same field of study, correspondence is defined by faculty's temporal board.

14. Documents of educational and working experience- scientific publications, participation in conferences, study/research working experiences (certificates, deeds , patents and ets.) original documentations have to be presented together with the copies in a case they are mentioned .

15. At the first step documents are been checked on faculty by the representative of Deans Office. After checking, original documentations are taken by the applicant, the copies are left and kept in applicant's personal case.

16. The Documents are sent to chancellery by dean's representative, registered applications by Deans' resolution are sent to study department for additional verification. After it, one copy

of documents are sent back to corresponding faculties deans office, the other one is left in study department.

17. Terms of enrollment to the Doctorate are to fulfill specific doctoral program prerequisites. It may be requested, applicant to pass from the foreign language test or to provide international certificate of knowledge of foreign language. Applicants with foreign Diplomas and who have studied abroad (they've passed program in foreign language) are not requested for language test exams or any certificates.

18. Exams in foreign languages are held within predefined deadlines, in a examining center of GTU. The minimum score to be achieved is 51%,

19. Faculty's dean of temporal board, with the commend of Rector organizes faculty's temporal board's meeting, where the applications for Doctorate are been discussed and examined. After interviews with Admission committee applicants are informed if they are recommended for Doctorate, information will be entered in the boards' protocol.

20. The following info about each candidate must be mentioned within the protocol of the temporal board:

- Title of doctoral program ;
- Name, surname and ID number;
- Birth date ;
- Education;
- Short description of working experience;
- In a case of need , certificate , showing degree of foreign language knowledge or foreign language exam result;
- Final decision regarding acceptance or rejection of a candidate to the Doctorate.

21. The protocol is signed by the head of faculty's temporal board and its members.

22. The protocol(protocol) of faculty's temporal board together with the internal report card of the head of the board (what's the foundation of enrolment on the Doctorate) is sent to

GTU's studding department and according to rector's commend they are preparing project of enrolment to the Doctorate.

23. Enrolment must be implemented according to Rector's order and its data placed on the web site.

24. Within a week from announcement of enrolment on the Doctorate, applicant needs academic (sign contract regarding to studding processes) and administrative (sign financial agreement and pay bill) registration.

Article 2. Assignment of dissertational thesis and scientific instructors

1. Within the month after beginning of study a head of dissertational board, with the prohibition of head of academic department (report card together with the record of the protocol) , must define doctoral students scientific supervisors' names , regarding to it studding department is preparing project of commend for each doctoral student and scientific works supervisor.
2. Dissertational board , with the prohibition of head of academic department may confirm 2 supervisors (co instructors) for doctoral student , one of the co supervisors could be representative of another(partner) institution, associate professor , head scientific employee , if there exists agreement between GTU and another Institution, for cooperation of joint Doctorate.
3. Scientific supervisor/co supervisor after 2 weeks from assignment will provide in Deans Office the planning schedule of Doctoral student (Appendix 1).
4. Dissertational board, within 2 weeks after beginning of study, with the recommendation of academic department, makes decision regarding to confirmation of the thesis of Doctoral students. According to this decision (head of dissertational board report card together with the record of the protocol)studding department makes project of commend regarding of confirmation of the dissertation thesis.

Article 3. Change/add supervisor of thesis of Doctoral students, change/add the thesis or title of it, cancelation of status of Doctoral student

1. Within the 2 weeks after study begins student is eligible, with the agreement with the head of academic department, make a request to rector, for changing the supervisor or add one more (it must not be the last semester of study). Also with the demand of the thesis supervisor, his liabilities can be canceled.
2. Head of dissertational board with the agreement to head of academic department can put it in the board for discussion, to change/add supervisor, it must be at first discussed together with the thesis supervisor. Head of the dissertational board will provide to studding department the report card together with the record of the protocol, and studding department starts to prepare project of commend according to regulations.
3. According to demand of changes regarding to thesis or thesis title, changes can be approved if the request from both side student and supervisor is provided within the 2 weeks after beginning of the semester. Changes will be done within the same field of doctoral thesis. At the last semester of study it's possible to change the title of the thesis before it's sent to dissertational board.
4. According to demand of the head of department, to change the dissertational thesis within the same field of study or to change title of the thesis, decisions are made by committee of dissertational board. Head of the dissertational board will provide to studding department the report card together with the record of the protocol, and it starts to prepare project of commend according to regulations.
5. After expiration of deadline for educational programs, in a case of not fulfillment of any study/research component student can postpone studding period by 1 or 2 additional semesters. After expiration of final date for program, he has to apply to rector with the statement of request within no later than 2 weeks. In a case of confirmation, according to regulations he needs to assign new academic and financial agreement.

6. Doctoral student who was not able to finish study program within the specific period of time and didn't apply to Rector for additional semester, his status will be interrupted according to Deans command.
7. The Doctoral student whose status was interrupted, within the legally established deadlines can apply for renewal of his status, with the request to the Rector. The board founded by the Dean discusses the actuality of the thesis and scientific value of it. After discussion board can set additional credits to be accumulated and define new deadline for dissertation. If its decided by the committee that Doctoral student needs to earn additionally more than 60 credits, Doctoral student can change profession (program) accordingly to guidelines and instructions of studding process.

Article 4. Rights and obligations of doctoral program thesis supervisor

1. Participation within the discussion processes of dissertational thesis provided by supposed supervisors.
2. Participation in pre defense and seminar/colloquium defense processes (selectively, with the agreement of head of academic department).
3. Participation during modifying process of the doctoral program and make some offers.
4. Defining compatibility of program that's chosen during mobility process and the learning results of students who were transferred from other Universities with mobility.
5. Monitoring and analyzing of ongoing processes of program development.
6. Implementation of other requests defined by the academic board.

Article 5. Rights and obligations of Head of Academic department

1. Discussion of the thesis's of doctoral students provided by the supervisors at the sessions.
2. At the session of the academic department discuss the possible free places(vacancies) for enrolment.

3. At the committee of academic board, discuss the case of change/Selection of the supervisor/supervisors.
4. Discussion of changing of thesis or its title within the doctoral program.
5. Participation in process of development and creation of seminars, colloquiums and committees, ensure these cases to be discussed during the meeting of department board and the protocol to be submitted to the dean department.
6. To ensure Doctoral student's pre defense of the thesis, within the wide committee of the academic board.
7. Implementation of other requests defined by the academic board.

Article 6. Study in Doctorate

1. The volume of Doctoral Education Program is 180 credits, during the one academic year - 60 credits, in semester - 30 credits; the student's annual workload may exceed 60 Credit, but not more than 75 credits (ECTS) or less than 60 credits;
2. Doctoral program study component aimed at, doctoral Student specialized and methodological skills, promotes doctoral student to performing the dissertation work, prepares it for future pedagogical and scientific activities. The total number of student component / component credits in Doctoral Education Program should not exceed 60 credits;
3. The Doctorate Educational Program Research Component purpose is enhancing practical skills of independent research of scientific research, formation and development of professional research culture.
4. The Doctoral Educational Program Scheme is presented in Annex (2);
5. The Doctoral Program *teaching Component mandatory elements* are:
 - Scientific Communication technic - 4 credits;
 - Research Methods - 5 credits;
 - Teaching methods and education management - 6 credits;

- Special courses related to Doctoral Program - 20 credits;
- Thematic seminar 1 - 10 credits;
- Thematic seminar 2 - 15 credits;

The Doctoral Program *scientific-study component mandatory elements are:*

- Colloquium-1 - 30 credits;
 - Colloquium-2 - 30 credits;
 - Theoretical / experimental research - 15 credits;
 - Colloquium - 3 - 15 credits;
 - Completion of the Dissertation, protection - 30 credits.
6. With the mediation of the Faculty Board, based on the specifications of regulated programs, the University Academic Board may receive decision with different structures (study and research components) on approval of Doctoral Program.
 6. As a rule, it is unacceptable for the component - "Completion of dissertation and Protection "to go through parallel with other components;
 7. The Syllabus provides descriptions, criteria and scales of the relevant methods of assessing the knowledge of subjects as defined by the Doctoral Education Program, it is also available on the University website:<http://gtu.ge/quality/Forms-And-Recommendations/Recommendations.php> appraisal rule for educational program study and scientific-research components is given In the form of an attachment to the provision (Appendix 3):
 8. Performance of the Doctorate's Scientific-Research Component, As well as training courses, as a rule, at the end of each academic semester is confirmed by the head of the Dissertation Community by signing the e-mail.
 9. The evaluation of seminars and colloquiums is carried out by the rule of Commission;a 5-7-member commission is approved by the Faculty Order, by the presentation of the Academic Department. in case, if the workshop and the colloquial report is conducted in a foreign language (Foreign language programs), doctoral

protection in 9 cases may be carried out with an interpreter. Doctoral student can pass exams, seminars and colloquiums remotely, online regime, according to the Commission. The workshop / colloquium will be recorded electronically. Record (on CompactDisk) is stored in the student's personal case;

10. During doctoral studies, the doctorate is obliged, publish at least three scientific articles and take part in one scientific conference (should personally make a report). Articles should reflect the main findings of scientific research performed by the doctorate on the topic of dissertation. Scientific articles should be published by the Recommended of Dissertation Councils and by GTU Editorial-Publishing Council for the purpose of recognition or in such Field Scientific journals, which are distributed internationally and are referenced in one of the international referral journals. Doctorate work will be considered if the corresponding number of the magazine is already printed or the work is posted on the official website of the magazine. It is unacceptable that all articles should be published in the one magazine (in the journal number);

Article 7. Preliminary defense of the thesis

1. The prerequisite for dissertation defense together with the regulations is the component –“ Thesis completion and Defense “ it means to defend the thesis to the committee of academic department, its appropriate qualified professionals of the relevant field to be invited.
2. At the session, the doctoral student will present the report about the main provisions and the results obtained of his work, clearly establishes the relevance of the actuality of the dissertation work, scientific innovation, practical value, it will presents the problem set in the dissertation work and ways of solving them. The doctoral student answers the questions asked by the session participants. At the pre-defense

doctoral student may use any type of audio / visual material; Preliminary defense results are recorded in the protocol;

Article 8. Teaching-learning Incomplete Load Mode

1. The GTU is authorized, based on educational goals, In the frames of Doctoral Educational programs, carry out the teaching-learning process incomplete load;
2. Teaching-Learning incomplete load mode means, the student's training load of the week for independent and contact hours means no more than 25 astronomical hours;
3. In determining incomplete load of Teaching-learning one academic year includes an average 30 (ECTS) credits.

Article 9. Assessment of Doctorate Gains

1. Assessment of the Doctorate Gains is evaluated by the education of Georgia Minister of Science, on the basis of Order No. 3 of 05 January 2007.
2. In the Doctoral Program Component, the assessment of the level of achievement of a doctoral student is to include mid-term and final assessments;
3. Educational program assessment of learning outcomes of learning components must be completed in the same semester in which it was performed;

4. The assessment system allows:

Five types of positive assessment:

- A) Excellent - 91-100 points;
- B) Very good - 81-90 points;
- C) Good - 71-80 points;
- D) Satisfactory - 61-70 points;
- E) Enough - 51-60 points.

Two types of negative assessment:

- **(FX)** - not passed - 41-50 Points of the highest grades. It means that a student needs more individual work to cover material, and is given one more possibility of make up;
 - **(F)** - failed – 40 Points and less of the highest grade. It means that work done by the student was not enough and the subject should be learnt again;
5. The final assessment of the student's study is summarized by 2 interim assessments (maximum score 30 points each) and the final / additional exam assessment (maximum score of 40 points). Minimum positive assessment of the interim assessment (total) is 30 points, and the minimum positive conclusion of the final / additional exam - 20 points.
 6. In case of accumulating less than 41 scores (F-rated), or by accruing less than 51 points resulting from intermediate appraisals and additional exams (assessments FX or F), or in case of non-excuses for the final examination / examination or when receiving insufficient scores, as well as the student failing to comply with the documentary material or timely The F - 0 score is evaluated and the study component is re-studied.
 7. The Doctoral student, who has fully fulfilled the prerequisites provided by the educational program, has also performed and timely over handed the minimum number of works defined by the program, have the right to get an evaluation of scientific-research components, has right to attend the assessment of scientific-research components (Prospectus, Theoretical / Experimental Survey, Colloquium);
 8. Scientific-research component (Theoretical / experimental research, Colloquy) will be evaluated once, in the same or next semester, in which the student will complete the work. Student, which will not be able to pass the current semester sessions, will get the right to pass the exams during the additional exams or in the next semester, for which, he should apply to the Rector with the statement, consequently, until the end of the final or additional examinations.

9. If the student receives positive assessment within the next 6 weeks after the start of the next semester, he will have the right to sign up a learning agreement on the passage of the component, the precondition of which is the component;
10. The right to the thesis is given to the student who has Complete all the components of the educational program, made a report about the dissertation, of the department extended session(Preliminary Dissertation), presented the necessary documents in the Dissertation Board(Article 8 of the Statute of the University of the GTU Paragraphs 3 and 4), copies of completed theses and autorefferates signed by the head;
11. Assessment of scientific-research component / components of Doctorate Educational Program is the following system:
 - a) Excellent (summa cum laude) - 91-100 points, excellent work;
 - b) Very good (magna cum laude) - 81-90 points, the outcome that exceeds the requirements above;
 - c) Good (cum laude) - 71-80 points, the result that exceeds the demands;
 - d) Average (bene) - 61-70 points, medium-level work that meets the basic requirements set;
 - e) Satisfactory (rite) - 51-60 points, the outcome of which still satisfies the requirements, despite the shortcomings;
 - f) Unsatisfactory (insufficient) - 41-50 points, unsatisfactory work that fails to satisfy the requirements due to significant shortcomings in it;
 - g) Totally unsatisfactory (sub omni canone) - 40 points and less, the result that does not satisfy the requirements.
12. Doctorate Educational Program in Scientific-Research Components (Theoretical / experimental study, colloquium) in the case of assessment provided for in subparagraph "f" of paragraph 9 of this article, the doctorate is entitled to submit a processed scientific-research component within one semester, and in case of receiving

an assessment under subparagraph "g" he / she loses the right to present the same paper;

13. In the defense of the thesis, subparagraph "f" of paragraph 11 of this article in the course of the assessment, the doctorate will be entitled to submit the dissertation thesis within one year, and in case of receiving an assessment under subparagraph "g" of paragraph 11 Doctoral student loses the right to present the same dissertation work;

article 10. Doctorate with participation of partner institution

1. The GTU is entitled, independent scientific research, Georgian Accredited higher education or foreign legislation Accordingly To sign a contract with a recognized higher education institution programs the doctoral education To implement;
2. The GTU is entitled, with the Accredited higher education institution of Georgia and / or together with the higher education institution recognized in accordance with foreign legislation carry out the Doctoral Educational Program;
3. The implementation of the Doctoral Program is regulated by the participation of a partner institution with concluded agreement with this organization about Cooperation and /or about Joint doctorate ;
4. Partner organizations when participating, candidate for enrollment in doctorate must meet the conditions for adoption in Doctoral Degree As defined in the Joint Doctoral Agreement;
5. GTU statement of the person willing to study in doctoral studies, together with the documents prescribed by this regulation, must be attached consent of a partner institution representative about the theme Co-authorship;
6. In the participation of a partner institution, the dissertation must be jointly conducted with GTU professor and professor of partner institution, or together with person having the Doctor's academic degree;

Article 11. Mobility in doctoral studies

1. According to the Law of Georgia on Higher Education, right to mobility is entrusted to doctoral students after the end of the first academic year, twice during the calendar year, within the timeframe established by LEPL National Center for Educational Quality Enhancement.
2. Mobility is conducted in the GTU in accordance with the formation of student contingent and mobility instruction;
3. The prerequisite in doctoral mobility is the correspondence of the student's previous and new Doctoral programs in GTU.
4. During the competition, on the doctoral program, will be also taken into consideration:
 - Existence of scientific publications;
 - Participation in Scientific Conferences;
 - Other activities related to study / research activities (certificates, diplomas, patents, projects and etc.).
5. Compliance with Doctoral Programs, compatibility of learning outcomes achieved by mobility student in other educational institutions with the selected doctoral program chosen and recognition of credits, as well as the number of credits collected, shall be established by the Faculty Commission.

Article 12. Procedure for the entry of the Provision into force

This Provision shall enter into force from the second semester of the academic year 2016-2017.