

Provisions of Dissertation Board and Doctoral Studies at Georgian Technical University

Approved by Academic Council by resolution №01-05-04/44, March9, 2018

**(Amendments are included by Academic Council by resolution -№01-05-04/110, 10.05.2018
and №01-05-04/166, 26.06.2018)**

Scope of regulation

The purpose of the provision is to define:

- Functions of Dissertation Board
- Rights and duties of Head of the Dissertation Board, Deputy, Secretary, Head of Doctoral Program and Head of the Academic Department;
- Rule of enrollment in doctoral studies;
- Learning process in doctoral studies;
- The rule of of the dissertation thesis defense.

Article 1. Dissertation Board

1.1. Dissertation Board is the body awarding PhD academic degree, created at a GTU Faculty.

1.2. The Faculty Dissertation Board is composed of all the professors and associate professors.

1.3. Upon the Dissertation Board decision, other persons with the Doctor's academic degree may be included in the board

1.4. The Chairperson of the Dissertation Board is elected from the Board members by the Faculty Dissertation Board for a period of 3 years by majority vote via secret ballot on the basis of submission of one or more candidates by the initiative group (no less than 5 members). One and the same person can be elected only twice consecutively. The first session is presided over by the Faculty Dean.

1.5. At the request of the chairperson, the Faculty Dissertation Board is authorised to eappoint the deputy chairperson. The functions, rights and duties of the latter is determined by the Dissertation Board.

1.6. The candidacy of the Dissertation Board secretary is submitted by the Board chairperson (from the Board members) and is approved by the Dissertation Board. The Dissertation Board secretary is appointed for the 3 year term and one and according to the regulation, one and the same person can be elected only twice consecutively.

1.7. The decisions of the Dissertation Board are made at the sessions. The session is valid if it is attended by more than a half of the Board members in the list. The decision is made if it is supported by more than a half of the session attendees.

1.8. The Dissertation Board carries out its activities in compliance with the given provision approved by the GTU Academic Council.

1.9. Any decision made by the Dissertation Board is formed as a minute signed by the Board chairperson and secretary.

Article 2. Powers of the Chairman of the Dissertation Board

2.1. The chairperson of the Dissertation Board invites the Council sessions in the course of the academic process. The meeting can be convened by the deputy chairperson of the Board in agreement with the chairman.

2.2. The work of the council between the sessions of the Dissertation Board is headed by the chairman of the Board, or the deputy in the absence of the chairman;

2.3. If the Secretary of the Dissertation Board does not attend the session, the Chairperson (Deputy) shall be authorized to impose the duty of the secretary to one of the Board members;

2.4. The issues presented to the Dissertation Board are:

- Approval, modification, and addition of the supervisor;
- Approval, modification/correction of the thesis;
- Approval of PhD thesis defense date, composition of Dissertation Commission and reviewers;

Submission of relevant report card to the Department for Education.

2.5. Any decision of the Board and the Chairman shall be notified to the PhD Candidate in writing.

2.6. Once a year, reports to the Faculty Council on the carried out activities and future events.

Article 3. Powers of the Deputy Chairman of the Dissertation Board

The powers of the Deputy Chairman of the Dissertation Board are the following:

- Agreement with Academic Department on vacancies to determine the contingent to be accepted to doctoral studies;
- Preparation of the proposal on the composition of the Faculty Temporary Commission;
- Monitoring of signing and implementation of study and financial contracts;
- Monitoring of passing teaching and research components;

- Management of the Board activity in case of absence of the Chairman of the Board, and in the period before the election of the new Chairman of the Dissertation Board;
- Perform other powers defined by the Provision.

Article 4. Powers of the Secretary of the Dissertation Board

4.1. The powers of the Secretary of the Dissertation Board are the following:

- Organizing sessions of the Dissertation Board;
- Provide timely placement of the information on the Faculty website;
- Examination of applicant's documents;
- Preparation of the enrollment order project;
- Preparation of the issue of appointment, change, and addition of the supervisor of the Doctoral Candidate;
- Preparation of the issue of approving, changing and renaming the doctoral thesis;
- Organizing conduction of seminars/colloquiums (defining the composition of the commission, the time and place of the session) and preparing the relevant faculty order project;
- Organizing the pre-defense presentation of the dissertation thesis in the final semester;
- Registration of dissertation documentation of the doctoral candidate;
- Organizing the submission of the abstract and the thesis to the GTU library and their placement on the Faculty website
- Monitoring of the dissertation documents for defense, preparation of the defense order project;
- Preparation of an order project on issuing the Doctor's Diploma, based on the decision (minute) on granting the Doctor's academic degree by the Dissertation Commission;
- Preparation of the accounting card of the doctoral candidate.
- Performing other powers defined by the Provision.

Article 5. Powers of the Doctoral Program Supervisor

Powers of the Doctoral Program Supervisor are the following:

- 5.1. Participation in the discussion of the dissertation thesis/theses presented by the potential supervisor/supervisors of the Doctoral candidate of the relevant academic department;
- 5.2. Participation in the Faculty Temporary Commission, seminar/ colloquium Commissions, in the Defense commissions (selectively, by the Chairperson's decision);
- 5.3. Review/preparation of proposals on modification of Doctoral Program;

- 5.4. Participation in identification of compatibility of the selected program with the learning outcomes achieved in other educational programs by the student enrolled through mobility;
- 5.5. Systematic monitoring and analysis of the program implementation;
- 5.6. Performing other functions defined by the relevant decree of the Academic Board.

Article 6. Powers of the Head of the Academic Department

- 6.1. Discussion of the issue of vacancies for doctoral students at the academic department session;
- 6.2. Discussion of the dissertation thesis/ theses presented by the supervisor/supervisors of the doctoral candidate/candidates at academic department session;
- 6.3. Participation in the Faculty Temporary Commission, seminar/colloquium Commissions, in the Defense commissions (selectively, by the Chairperson's decision);
- 6.4. Development of the proposal on setting up the sectoral commission and its discussion at the academic department session;
- 6.5. Discussion of second midterm results (preliminary defence) of the component “thesis completion and defence“ at the Academic Department Session to get the recommendation for defence;
- 6.6. Performing other functions defined by the relevant decree of the Academic Board.

Article 7. Enrollment in Doctoral Studies

- 7.1. Each professor of the faculty (including invited), emeritus, as well as a senior/main scientific-worker of GTU integrated scientific unit (institute, center) possessing academic degree of doctor, is entitled to be the scientific supervisor of the Doctoral Candidate;
- 7.2. The professor of the faculty (including invited), emeritus, as well as a senior/main scientific-worker of GTU integrated scientific unit (institute, center) possessing academic degree of doctor, submits request for vacancy by indicating subject of research, plausible name and actuality of thesis to the Dissertation Board within the relevant PhD program, before the start of enrollment process. The draft budget should also be presented (the cost of the research and means of carrying out the research);
- 7.3. The Head of the Academic Department will submit a request on vacancies to the Dean's Office on the basis of review in the Department according to the Doctoral Programs;
- 7.4. Removed (26.06.2018 №01-05-04/166)
- 7.5. Removed (26.06.2018 №01-05-04/166)
- 7.6. The Dean of the Faculty discusses the request of vacancies presented by Academic Departments and the composition of the faculty temporary commissions on the Faculty Board. On the basis of the decision of the Council, the Dean will submit the minute of the

Faculty Council to the Department for Education and request the issuance of vacant seats and approve the composition of the Faculty Commission/Commissions;

- 7.7. The faculty temporary commission should include 5-7 professors/associate professors of the faculty. The faculty temporary commission is usually headed by the chairman of the Dissertation Board;
- 7.8. The deadline for submitting the application forms of doctoral candidates and the terms of their enrollment shall be determined by the Academic Council upon the nomination of Department for Education.
- 7.9. Based on the Decree of the Academic Council, the Department for Education provides the preparation of a order project on the enrollment at the Doctoral Studies, Faculty Temporary Committees, University Appeal Commission and the Commission reviewing applications in Foreign Languages;
- 7.10. A person with a Master's or equivalent academic degree has the right to enroll and study in doctoral program.
- 7.11. Those willing to be enrolled in Doctoral studies shall submit the following to the Dean's Office of the appropriate Faculty:
- Application to the GTU Rector with the indication of the Faculty and Doctoral Program (2 copies);
 - Data on education and employment activities (CV) (2 copies);
 - Appropriate diploma and diploma supplement (academic certificate) and their copies (2-2 duplicates);
 - Identity card and its copy (2 copies);
 - Two photos, size 3X4 (cm), paper and electronic version on CD-ROM (CD);
 - Registration certificate or military ticket (for military liability) and copies (2 copies);
- 7.12. In case of necessity, the applicant is obliged to attach the documents presented by the National Center for Educational Quality Enhancement to prove the right to pursue the studies on the third level (Doctoral) of higher educational program;
- 7.13. Master's or equivalent educational program passed by the applicant in regulatory educational programs of doctoral studies and selected doctoral programs, as a rule, must be in the scope of one specific field of science; Compliance is established by the faculty temporary commission.
- 7.14. In case of indicating scientific papers, conferences, other documents (certificates, diplomas, patents, etc.) regarding study/research activities in the data on education and employment activities, the applicant shall submit the originals and copies of the abovementioned materials.

- 7.15. The initial examination of the documents is done at the faculty by the representative of the Dean's office. After the inspection the original documents are returned to the applicant and the copies are kept in his/her personal case.
- 7.16. Applicants aspiring to be enrolled in doctoral studies shall hand in the statement approved by the representative of the Dean's office together with the other documents to the Chancellery. The Registered statement will be transferred to the Teaching Department for inspection. After inspection the one copy of the documents will be sent to the Dean's office of the appropriate Faculty and the other copy is left at the Teaching Department;
- 7.17. The condition of enrollment in doctoral studies is the prerequisite of the specific doctoral program. According to the Doctoral Program requirements, the enrollment precondition may be passing the exam in a foreign language/languages or a relevant international certificate verifying knowledge of a foreign language at a certain level. The applicants having received education abroad (having passed the relevant Foreign Language Program), are not required to pass the exam or submit a certificate.
- 7.18. The exam in the foreign language is conducted in the GTU examination center within the time specified by the Rector's order. The minimum competence limit for foreign language exam is 51%.
- 7.19. The chairperson of the temporary commission is holds the session of the Faculty Temporary Commission within the term of the Rector's order, where the applications of the Doctoral Candidates shall be considered, the candidates shall be interviewed and decision on granting or rejecting recommendations in doctoral studies shall be made, all the above mentioned shall be reflected in the minute of the commission session;
- 7.20. The following information about each applicant should be included in the minute of the Faculty Temporary Commission Session:
- a. name of Doctoral Program;
 - b. surname, name, personal number;
 - c. date of birth;
 - d. Education;
 - e. Brief information on labor activities;
 - f. results of exam/exams in the foreign language or availability of a relevant certificate (if necessary);
 - g. decision on giving a recommendation or rejecting the candidate's enrollment in the doctoral studies.
- 7.21. The minute (minutes) of the session of the Faculty Temporary Commission shall be signed by the Chairman and members of the Faculty Temporary Commission.

- 7.22. Minute (minutes) of the Faculty temporary commission session together with the report of the Council Chairman (being basis for the enrollment in doctoral studies), shall be submitted to GTU Department for Education. Department for Education shall provide the preparation of order project on enrollment in doctoral studies.
- 7.23. Enrollment shall be made by the Rector's Order, which shall be placed on the GTU website;
- 7.24. Within one week from the date of the enrollment order in doctoral studies, the doctoral candidate must pass an academic (signing academic contract) and administrative (signing financial agreement and payment of tuition fees) registration;

Article 8. Approval of Scientific Supervisors and Thesis

- 8.1. Within one month after the start of the study by the mediation of the head of the department the Chairman of the Council (report together with the statement of the board meeting minute), should submit the candidates for the scientific supervisors, based on which the Department for Education is preparing a draft order of approval supervisor/supervisors for each doctoral candidate;
- 8.2. The Dissertation Board, by the mediation of the head of the academic department, is able to approve two supervisors (co-supervisors); One of the co-supervisors may be a professor, associate professor, senior or chief scientific worker of the other (partner) Institution, if there is a contract / memorandum signed between the GTU and this institution on co-operation or joint doctoral program.
- 8.3. The Scientific supervisor / supervisors will present the Doctoral candidate's personal work plan to the dean's office within the two weeks after the approval (Appendix 1);
- 8.4. The Dissertation Board, by the recommendation of the second academic department of the first year, approves the dissertation topics for doctoral students. Based on this decision (abstract of the Dissertation Board Meeting and Reporting Card of the Dissertation Board), the Department for Education determines the draft plan on approval of the Dissertation topics.

Article 9. Change / Addition of Supervisor and Change / Rename of Doctoral thesis , Suspension of Doctoral Candidate Status

- 9.1. No later than two weeks after the beginning of the semester, the doctoral candidate in agreement with the Head of the Academic Department has the right to apply to the Rector to change or add the scientific supervisor (except the last semester). At the request of the scientific supervisor, whose obligations may also be abolished;

9.2. The Chairperson of the Dissertation Board, in agreement with the Head of the Academic Department, in the case of the consent of the scientific supervisor / co-supervisors, will present the the issue of the replacement /addition of the scientific supervisor to the board meeting. The Chairperson of the Dissertation Board will present a report card along with the council protocol to the Department for Education, which according to the existing regulation provides the preparation of the order;

9.3. At least two weeks before the beginning of the next semester, the dissertation thesis may be changed or some corrections may be carried out in the thesis title within the framework of the given educational program on the basis of the joint argument-based request of the doctoral candidate and supervisor/supervisors under the consent of the head of Academic Department. The correction of the Dissertation thesis title is permissible only before submitting the thesis to the Dissertation Board.

9.4. Decision on changing or adding the thesis supervisor, on changing the thesis title or making some amendments in the title within the same Doctoral Program is made by the head of the department. The appropriate report of the chairman of the Dissertation Board together with the minute of the Dissertation Board shall be submitted to the GTU Teaching Department, which, according to the existing rule, will provide the preparation of the relevant order project.

9.5. After the expiry of PhD educational program, in case if some parts of the relevant teaching and/or research components are not fulfilled, the doctoral candidate has the right to prolong his/her studies for one or two extra semesters aimed at completion of the given educational program. In such case on the expiry timeframe of the educational program, no later than two weeks before the beginning of the next semester, the doctoral candidate shall submit a statement to the Rector and if the relevant order is issued, he/she shall sign educational and financial agreement;

9.6. Doctoral candidate, who has not completed the educational program in the deadline and has not applied to the Rector with the request for the extension of the course in the extra semester in order to complete the educational program, will be suspended student status upon the nomination of the Dean;

9.7. The doctoral candidate with the suspended student status is entitled to attend to the Rector with the request to restore the status of the student in order to complete the educational program within the term determined by the law. The commission created by the Dean examines and evaluates the actuality of the dissertation thesis of the doctoral candidate and scientific value of the results obtained. As a result of the review, the Commission may determine the number of additional credits collected and, therefore, the deadline for submitting the thesis. If the Commission needs more than 60 credits, the doctoral candidate

may change the specialty (program) in accordance with the instruction of the teaching process.

Article 10. Doctoral Studies

- 10.1. The capacity of Doctoral Educational Program comprises 180 credits, 60 credits in one academic year, 30 credits per the semester; The student's annual annual workload may exceed 60 credits, but it should be no more than 75 (ECTS) credits or no less than 60 credits;
- 10.2. The Educational Component of Doctoral Program aims at providing doctoral candidate with the field and methodological skills, facilitating doctoral candidate in performing dissertation work, preparing him/her for future pedagogical and scientific activities. The total number of credits of Doctoral Educational Program teaching component/components shall not exceed 60 credits;
- 10.3. The aim of the research component of Doctoral Educational Program is to deepen the practical skills of conducting scientific research independent, forming and developing professional research culture;
- 10.4. The PhD Education Scheme with the relevant credits is presented in the Appendix (2);
- 10.5. Depending on the specifications of regulated programs, with the mediation of the Faculty Council, the University Academic Council may make a decision on approving a different program of the PhD program.
- 10.6. As a rule, it is inadmissible to pass the other components in parallel with the component - "to prepare and defend the doctoral thesis/completion, defence of the doctoral thesis";
- 10.7. The description of the relevant methods, criteria and scales of evaluation, forms of knowledge of the subject provided by the Doctoral Educational Program are given in the syllabus and are available at the University website: <http://gtu.ge/quality/Forms-And-Recommendations/Recommendations.php>. Evaluation rule for educational and research components of the educational program is given in Appendix (Appendix 3).
- 10.8. In the first year of the study, together with the supervisor, the Doctoral candidate, drafts a detailed plan of the Dissertation Research project (list of issues to be investigated: introduction, scientific novelty, actuality, goals and theoretical/practical value); The structure of the Dissertation Research Project is:
 - Overview of scientific literature (history of issue research, the study of the issue in contemporary science, why the issue is actual);
 - Research Methodology;

- Basic research issues (what problems the doctoral candidate is determined to solve);
- Plausible structure of the thesis;
- Plausible schedule of thesis completion (research plan);
- The expected outcomes of the research (contribution of the research to the field development);

10.9. Completion of a scientific-research component by the Doctoral candidate (Prospectus 1,2; Colloquium 1,2,3, Thesis completion and defense; Thesis preparation and defense) likewise teaching courses, is reflected in the electronic register of the assessment by the supervisor. The evaluation of seminar, colloquiums is carried out by the Commission; The Commission by the staffed by 5-7 persons is approved by the Faculty order upon the nomination of the Academic Department.

10.10. If the seminar, a colloquium report is conducted in a foreign language (foreign language programs), defense may be carried out with the help of an interpreter. With the Rector's approval, PhD student can present a colloquium, seminar online (skype) to the commission. The seminar/colloquium will be recorded electronically. The record (on the compact disc) is kept in the student's personal case;

10.11. Doctoral candidate is obliged to publish at least three scientific articles and participate in at least one scientific conference, seminar, forum, congress, symposium (to make a personal report) during the teaching process, before the doctoral thesis is submitted to the Dissertation Board. The articles should reflect the main outcomes of the scientific research performed on the topic of dissertation. Scientific articles should be published in impact factor scientific journals, recommended by the Dissertation Board and recognised by GTU editorial publishing board, or international sectoral scientific magazine, referenced in one of the international referral journals. The doctoral candidate is considered to have published the article if the latter is already printed or the work is on the official website of the magazine. It is inadmissible to publish all the articles in one and the same publication.

10.12. In the mainstream session of the fifth semester of studies, the PhD student presents the work performed by that time at the enlarged session of the Academic Department. Representatives of the faculty academic personnel, invited professors, emeritus and specialists of other institutions may attend the session. The chairman and the secretary are chosen by the session from its composition. The chairman of the meeting shall be the GTU academic staff. The session should also be attended by the supervisor the PhD student. Doctoral candidate presents the results obtained at the given stage of research (15-20 minutes), answers to the questions of the commission members and accepts recommendations. The presentation is formed as a minute, signed by the session

chairman and the attendees. The presentations will be recorded electronically. The record (on the compact disc) is kept in the student's personal case.

Article 11. Preliminary Defense of the Thesis

11.1. The prerequisite for presenting the thesis is in the component - preparation of the dissertation and thesis completion, defense, preliminary defense at the enlarged session of the academic department. It is desirable to invite the qualified specialists of the relevant field to attend the session.

11.2. The doctoral candidate shall report the main provisions of his/her work and the results obtained, clearly articulate the actuality of the dissertation work, scientific novelty, practical value, the problem presented in the dissertation work and ways of solving it. The doctoral candidate answers the questions asked by the participants. At the pre-defense doctoral candidate can use any type of audio/visual material; Preliminary defense results are formed as a minute, signed by the head of the department and the attendees. Preliminary defense will be recorded electronically. The record (on the compact disc) is kept in the student's personal case; With the Rector's approval, PhD student can present a preliminary defense of the thesis online (skype). *(26.06.2018, №01-05-04/166)*

11.3. After presenting the documents by the Doctoral student to the Dissertation Board, the Chairperson of the Faculty Dissertation Board addresses the Faculty-Strikeplagiarism.com operator to check plagiarism in the dissertation work. In case of non-plagiarism (positive assessment), the dissertation work is evaluated positively if:

- a. Similarity coefficient 1 does not exceed 50% (sentence comprising 5 words);
- b. Similarity coefficient 2 does not exceed 5% (sentence comprising 25 words);

(10.05.2018, №01-05-04/110)

Article 12. Submission of dissertation in the Dissertation Board

12.1 The doctoral student, whose work is devoid of plagiarism and who has fully completed all other components provided by the educational program, does not have academic and financial debt in the fifth semester of the academic department at the time of the presentation of the work performed by him at the time. At the enlarged session of the academic department, the report on the dissertation (preliminary protection), the documents indicated in paragraphs 3 and 4 of this article presented, a certificate confirming the absence

of plagiarism of the work by the relevant conclusion were submitted to the Board. Presented copies of the completed dissertation and abstract signed by the scientific supervisor (hereinafter the supervisor).

12.2. The completed dissertation will be passed to the Board for discussion no less than two and no later than three months before the expiry of the PhD program;

12.3. PhD Candidate should submit to the Secretary of the Dissertation Board:

- a) Application on the name of the chairman of the board on request for review of the dissertation;
- b) 4 collate copies of dissertation performed in the language of instruction of the Doctoral Program and its electronic version (in PDF format);
- c) 20-30 copies of the abstract performed in the language of instruction of the Doctoral Program and its electronic version (in PDF format);
- d) Characterization of the doctoral candidate by the supervisor (co-supervisor) on the business characteristics revealed during the study and performing the dissertation thesis;
- e) The works depicting the main outcomes of the performed research linked to the dissertation thesis and published in accordance with the established regulations (at least three scientific articles). Scientific conferences, seminars, forums, congresses, symposiums (at least one report). Official documents confirming the documents and patents (in case of their existence) and their list certified by the Head of the relevant academic department;
- f) A copy of a diploma of Master or equivalent diploma (individuals who have obtained education abroad present a copy of the document confirming the recognition of education, issued by LEPL National Center for Educational Quality Enhancement);
- g) Biographical information (CV).
- h) Statement on non-plagiarism; *(10.05.2018, №01-05-04/110)*

12.4. The dean's office is obliged to submit the information on the fulfillment of doctoral study and scientific-research components (academic certificate) upon the request of the Secretary of the Dissertation Board; Copies, seminars and audio / video recordings of the preliminary defence, copies of the relevant protocols and electronic register of all components; Information on the fulfillment of the financial obligation of the doctorate;

12.5. Dissertation and abstract should be made according to the relevant requirements (Appendix 2, 3);

12.6. The abstract should cover only the list of the works published by the doctoral candidate, patents, having content relevant to the thesis and being the part of the work.

Article 13. Date of the doctoral thesis defence and appointment of official reviewers

13.1. After presenting the dissertation, the Secretary of the Dissertation Board checks documentation within a week, defines the compliance of the abstract and dissertation design with the requirements and in case of absence of faults submits it to the board for discussion;

13.2. The board creates three member commission from the board composition on the basis of the thematics of the thesis, the commission will get acquainted with the dissertation and prepare the conclusion in 10 days:

- a) On compliance of the Dissertation with the Doctoral Program;
- b) On compliance of the publications published by the Doctoral candidate with the requirements of Article 9, paragraph 10 of this Regulation;
- c) On compliance of the Abstract with the Dissertation;
- d) On compliance of probable reviewers with the requirements.

13.3. On the basis of the conclusion indicated in the second paragraph of this article, the chairperson of the board shall make a decision on approval or disapproval the admission of the candidate to defense. In case of disapproval the admission of the candidate to defense dissertation and related documentation will be kept in the archives of the board. The doctorate is authorized to get acquainted with this documentation; If the doctoral candidate has not applied for two additional semesters, he / she is given the term for reprocessing the thesis and submission it to the Dissertation Board.

13.4. The grounds for disapproval the admission of the candidate to defense may be not only the violation of the requirements referred to the paragraph 2 of this article, as well as:

- a) Imperfection of documentations;
- b) Documentation fraud.

13.5. The Council is authorized to invite doctoral students to provide the necessary explanation. Also request additional information and / or documents;

13.6 If a positive decision is made, the date of the dissertation defense is prescribed and two official reviewers are appointed and Dissertation Board also will be composed (including the candidate Chairperson of the Commission). The chairperson of the board should be the GTU academic staff.

13.7. The Dissertation Commission is created only once for the defense of specific thesis. It should consist of 7-9 representatives of the relevant scientific field of Doctoral Program; 30% of them should not be a member of the Faculty Dissertation Board. Supervisor of the Dissertation and reviewers should be included as a member of the Commission.

13.8 The official reviewer should be a doctor / or equivalent academic degree (professor, associate professor, including invited), as well as the main/ senior academic staff possessing

the Doctor's academic degree at the GTU Institute of Independent Research Unit (Institute, Center) and having published at least 3 works in the last 5 years, compliance of them is stated by the Council. The official reviewer may not be: The official reviewer may not be: Chairperson of any dissertation board, deputy or secretary, co-author of any of the works performed by the doctoral candidate; It is unacceptable that both official reviewers are employees of one and the same structural unit of one organization;

13.9. The Secretary of the Dissertation Council will provide the following in a short term:

- Handing a copy of the dissertation and abstract and their electronic versions to the GTU library;
- Placement of electronic versions of dissertation and abstract on the GTU website;
- Handing copies of dissertation and autoresponder to official reviewers;
- Handing one copy of abstract to the other members of the board.

In case of need, the doctoral candidate is obliged to present additional copies of the abstract if necessary;

13.10. Two weeks before the dissertation defense, the official reviewer should submit a written conclusion in two copies to the council and return the dissertation copies; One copy of the conclusions of official reviewers will be handed to the doctoral candidate;

13.11. The conclusion of the official reviewer should depict: the actuality of the dissertation topic, the novelty, the scientific level of research, the results of scientific research and the credibility, the financial indicators (in case of its existence), the methods used (methodology), the degree of dissertation etc. The conclusion should indicate whether the opinion of the official reviewer meets the requirements of the dissertation whether the doctoral candidate deserves the academic degree of the doctor or not; The signature of the reviewer should be confirmed by the seal of the organization in which the reviewer works

13.12. If any official review conclusion cannot be presented due to objective circumstances (accident, illness, etc.), the Chairman of the Board should provide the meeting of the Council in the nearest period, will appoint the new official reviewer and the necessity of the defense date change is discussed, which will be issued on the basis of a report of the Chairman of the Dissertation Board, by the mediation of the Dean and the Department for Education, by the order of the Rector.

13.13. The Secretary of the Board should immediately inform the Doctoral candidate on decisions made by the Council;

13.14. Rector's order on the appointment of defense is issued a week before the thesis defense. The order should indicate the name of doctoral candidate, name, surname, personal number, composition of the Dissertation Board (with reference to the chairperson, scientific supervisor / co-supervisor, official reviewers and invited members), date of defense, time and

place. The publicity of the above mentioned information shall be provided by the Secretary of the University Council of the Faculty of the, the information shall be publicized by the Secretary of the University Dissertation Board in the noticable spot of the Website of the Faculty etc.

13.15. The doctoral candidate has the right to request defense even in case of negative conclusions of both official reviewers. Also, he has the right to withdraw his own initiative at any stage of his work. In this case the dissertation may be presented in the next semester according to the stated regulation.

13.16. The chairperson of the Board shall hand the made decisions in form of minute to the Dean to apply to the student's personal affairs.

Article 14. Defense of the thesis

14.1. Thesis defense (hereinafter defense) is held publicly, at the University Dissertation Board or in the Dissertation Board according to the Faculty decision.

14.2. The Dissertation Board is created only once for the defense of specific thesis. It should consist of 7-9 representatives of the relevant scientific field of Doctoral Program; 30% of them should not be a member of the Faculty Dissertation Board. Supervisor of the Dissertation and reviewers should be included as a member of the board.

14.3. Defense can not be attended with reasonable excuse by one of the official reviewers who has a positive conclusion. In this case the conclusion must be read in the course of protection. If no official reviewer is present, protection will not take place.

14.4. If the doctoral candidate can not attend the defense without documented reasonable excuse, the council has no quorum, or the defense has not been held for any other reason independent from the doctoral candidate, the defense shall be appointed by the board at the nearest accepted time;

14.5. The Dissertation Board / University Dissertation Board operates in Georgian language. In case of foreign doctoral program defense will be conducted in the instruction language of the Doctoral Program (in case of necessity translator);

14.6. Chairman opens the meeting of Dissertation Council / University Dissertation Board. He confirms the existence of the quorum and informs the attendees about the agenda of the meeting;

14.7. The maximum duration of the Doctoral and Official Reviewers' reports, as well as members of the Council / University Dissertation Board and others, shall be determined by the Council// by the Chairperson of the University Dissertation Board;

14.8. Secretary of the meeting introduces the doctoral candidate to the audience, provides the audience with doctoral candidate's brief biography, completed training and research

components and the performance of the research process, results of the preliminary defense, the dissertation topic and the identity of the official reviewers as well, members of doctoral council /university are informed about the documentations delivered by the doctoral candidate and the procedures of dissertation defense;

14.9. By the proposal of the chairperson of the meeting, the PhD student within the frames of regulation, clearly states scientific novelty, the basic provisions, outcomes and reads the conclusions;

14.10. The doctoral student answers the questions asked by the members of the Council/ University Dissertation Board and afterwards the chairperson will introduce the Council / University Dissertation Board with the results of the preliminary review of the thesis (in case of its existence). All critical comments should be read in full. The doctoral candidate is obliged to answer all the comments. The discussion of the official reviewers with the PhD student is scheduled, after which the floor is given to the scientific supervisor/ co-supervisors of the thesis for personal characterization of the doctoral candidate. A discussion is held where the members of the commission can participate, as well as the representatives of the audience.

14.11. During the dissertation the doctoral candidate may use visible material: posters, video projectors and other technical means;

14.12. The evaluation of the defense by the head of the dissertation community will be reflected in the electronic version of the assessment.

14.13 The process of the dissertation defense is recorded by audio / video technical means. The record is kept on the compact disc in the doctorate's personal case.

Article 15. Incomplete Regime of Teaching and Learning

15.1. The GTU is authorized to carry out incomplete teaching-learning process within the framework of Doctoral Educational programs based on educational objectives.

15.2. Incomplete teaching-learning regime means the student's learning load of weekly independent and contact hours total of no more than 25 astronomical hours.

15.3. One academic year shall cover an average 30 (ECTS) credits when defining the incomplete teaching and learning regime.

Article 16. Doctoral Studies with Participation of Partner Institution

16.1. GTU is entitled to sign a contract with independent scientific-research institutions, the higher educational institutions accredited in compliance with legislation of Georgia or foreign country for the implementation of doctoral educational programs.

16.2. GTU is entitled to jointly conduct Doctoral Educational Program with the accredited higher education institution and/or foreign higher education institution recognized in accordance with the legislation of Georgia or foreign country.

16.3. The implementation of the Doctoral Program with the participation of the partner institution is regulated by the agreement with the organization on cooperation and joint doctoral program.

16.4. In case of the partner institution participation, the doctoral candidate for enrollment shall meet the enrollment terms defined by Agreement of cooperation and/or the Joint Doctoral Studies.

16.5. The statement of the applicant for Doctoral studies shall be attached the consent of the partner institution on co-supervision of the doctoral thesis, with all the documentations prescribed by this provision.

16.6. In case of the partner institution participation, the doctoral thesis should be jointly supervised by the GTU professor and professor of partner institution or scientific personnel having PhD academic degrees.

Article 17. Mobility in Doctoral Studies

17. 1. According to the Law of Georgia on “Higher Education”, the right to mobility is given to the doctoral candidate after the first year of study, twice during the calendar year, within the timeframe established by the LEPL - National Center for Educational Quality Enhancement.

17.2. Mobility is carried out in accordance with GTU instruction on mobility and formation of student contingent.

17.3. Precondition of mobility in Doctoral Studies is the compatibility of the PhD program of the applicant with the GTU PhD Program.

17.4. The following shall be taken into consideration during the PhD program competition:

- Scientific publications;
- Participation in scientific conferences;
- Other documents and materials related to educational /research activities (certificates, diplomas, patents, projects and so on).

17.5. The Compliance of PhD programs, the relevance of learning outcomes of the mobility aspirant in the other educational institution with the selected PhD programs, the recognition

of the relevant credits and the number of credits to be obtained shall be determined by Faculty temporary commission.

Article 18. Provision Validation

The provision is valid: immediately after approval, 10.8, 10.12 and 12.1 articles are valid for the programs approved from the 2018-2019 academic year.