

# Regulations of the Georgian Technical University on the Master's Degree

Resolution No. 01-05-04/133 of the Academic Council of August 14, 2020

## 1. Objectives of the Master's Degree

1.1. Master's degree is the second level of academic higher education. The master's degree program is the second level educational program of academic higher education, the learning outcomes of which correspond to the general learning outcomes defined for the 7th level of the national qualifications framework;

1.2. The goals of studying in the master's degree are as follows:

- a) Acquiring profound and systematic knowledge in the relevant direction, field/specialty and/or sub-field/specialization and developing appropriate skills, which prepares a person for work, taking into account the limitations established by the legislation of Georgia, and/or for doctoral studies;
- b) Change of specialty (except for the regulated educational program);
- c) Preparation for scientific-research work and teaching work in a higher educational institution;
- d) Professional development and raising qualification.

## 2. Studying and Research Components of Master's Program

2.1. The 120 credits of the total volume of the master educational program are divided as follows: educational component (study courses (subjects)/modules/concentrations) – no less than 75 credits and the scientific-research component, which is represented by a master project/thesis or a creative/performative work or another scientific project/thesis /in the form of an activity (afterwards a Master thesis), no less than 30 credits.

2.2. The Master thesis, depending on the volume, can be completed in one or two semesters.

## 3. Master Student's Supervisor/Supervisors.

3.1. The master student's supervisor can be a professor, associate professor, assistant professor, invited staff/pedagogue (a person with a PhD degree), emeritus, chief or senior scientific worker of a scientific institute/center integrated with the GTU academic department. . The master's supervisor may be an employee of another institution with a doctor's academic degree, if an agreement/memorandum has been signed between GTU and this institution.

3.2. The master student's supervisor, in agreement with the master's student, draws up a personal work plan (Appendix 1), where the name of the Master thesis, the list of compulsory and optional

subjects/modules/concentrations, and the activities to be carried out under the scientific-research component should be indicated.

3.3. The master's supervisor guides the completion of the Master thesis by the master's student and preparation for the defense.

#### **4. Joint Master's Program**

4.1. GTU can jointly implement the master's program with a higher educational institution recognized in accordance with the legislation of Georgia and/or a foreign country. The rules for the implementation of the joint program are established by the GTU in accordance with the legislation of Georgia, according to the university charter, regulatory documents and agreements/memorandums signed with the partner institution.

4.2. In the case of a joint master's program, the program may have a supervisor from each institution. The joint master's program must meet all the conditions stated in the "Rules for Planning, Development, Evaluation and Development of the Educational Program at the Georgian Technical University". In addition, the components of the master's program that will be implemented at the partner institution (subjects, research, practice, invitation of lecturers, etc.) must be specified.

4.3. In the agreement signed for the purpose of implementing the joint master's program, the conditions for awarding the joint academic degree should also be mentioned, if this is planned.

#### **5. Admissible Quota for Master's Degree**

5.1. Within the term set by the Department of Education, the professor, associate professor, assistant professor, invited staff/pedagogue, emeritus of the relevant academic department, as well as the chief or senior research associate of the scientific institutes integrated with GTU, within the framework of the relevant program of the master's degree, in order to determine the contingent admitted to the master's degree, academic Submits a proposal for the allocation of vacant places to the department in writing, indicating the appropriate number of Master theses/theses and the subject or approximate title.

5.2. Based on review and correction in the department, the head of the academic department submits to the dean's office a request for the allocation of vacant places according to the master's programs, as well as indicating the probable supervisors and the topics or probable titles of the Master theses.

5.3. The dean of the faculty discusses the requests presented by the academic departments at the faculty council. Based on the decision of the council, the dean submits the protocol of the faculty council and the service card to the department of education with a request to consider the relevant vacant places in the admission contingent.

5.4. After the academic council determines the acceptable contingent, the dean ensures that the approximate names of the topics and information about the leaders (name, surname, position, research direction) are placed on the website of the faculty.

## **6. Enrollment in Master's Degree**

6.1. A person with at least a bachelor's degree or equivalent academic degree has the right to study at the master's degree.

6.2. GTU is obliged to post on its official website and submit to the National Assessment and Examination Center of Georgia within the period determined by the order No. 227 of April 22, 2009 of the Minister of Education and Science of Georgia:

- a) The list of master's programs for which it is intended to accept master's degree candidates in the corresponding year and the number of vacant places allocated to each of them;
- b) Information about the annual tuition fee for each master's program;
- c) Information on whether the relevant educational program is accredited/authorized;
- d) Information about the distribution of coefficients for the master's examination according to master's programs;

6.3. Enrollment of master's degree candidates in GTU is carried out based on the results of the master's examination/examinations.

6.4. The purpose of conducting the master's examination/examinations is the following:

- a) Ensuring the objectivity and transparency of the enrollment process of candidates for master's degree in GTU's master's program;
- b) Revealing the skills and abilities of those wishing to continue their studies for the master's degree.

6.5. The master's exam consists of two parts:

- a) General master's exam;
- b) Examination/examinations determined by GTU.

6.6. In order to participate in the common master's exams, the registration of the interested person is carried out in accordance with the procedures and deadlines established by the National Center for Evaluation and Examinations.

6.7. As a result of the general master's examination, the master's degree candidate will be identified, who will be entitled to participate in the exam/exams defined by GTU (hereinafter the exam/exams).

6.8. GTU is obliged to set an exam in the relevant specialty for those who wish to continue their studies in a specific master's program, and is also authorized to set an additional exam/examinations in other subjects/subjects for a specific master's program.

6.9. In order to facilitate the candidates for master's degrees and the mobility of students, studying at GTU without passing the general master's exams is allowed in accordance with the procedure established by the Ministry of Education and Science of Georgia and within the established time limits:

a) For master's degree candidates who have lived in a foreign country for the last 2 or more years and who received a document confirming the academic degree of the relevant higher education in a foreign country;

b) For those who are studying in a foreign country in a master's degree program of a higher educational institution recognized in accordance with the legislation of this country.

c) For the person who has passed the relevant limit in the exam provided by the list of international exams approved by the Ministry of Education and Science of Georgia.

#### 6.10. Form of conducting the general master's exam

6.10.1. The general master's examination is conducted through a written test.

6.10.2. The General Master's Examination Test consists of four parts:

- a) Reading comprehension;
- b) Analytical writing;
- c) Logical reasoning;
- d) Quantitative reasoning.

6.11. A master's degree candidate will be eligible to participate in the exam/examinations defined by GTU if he/she passes the minimum competency barrier in at least three of the four parts of the general master's exam test. After summarizing the results of the general master's exams, the LEPL National Center for Assessment and Examinations of the National Center for Assessment and Examinations publishes the first results of the master's degree candidates who participated in the general master's degree exam, and later - the list of master's degree candidates who successfully passed the mentioned exams.

6.12. After successfully passing the general master's exams, the master's degree candidate takes the exam/examinations determined by GTU.

6.13. In order to pass the examination/examinations determined by GTU, the registration of candidates for master's degree is carried out in GTU in accordance with the procedure determined by the individual administrative-legal act of the rector and within the specified period. The duration of the period of registration of candidates for master's degree cannot be less than 5 calendar days after the publication of the Act on the registration of candidates for master's degree on the official website of the Rector.

6.14. Those wishing to enroll in the master's program must submit **an application** in the name of the rector indicating the faculty, the master's program, as well as the following documents:

- ID card and its copy;
- Document confirming academic higher education - diploma and its copy, or other document confirming qualification and its copy;
- 4 photos of size 3x4 cm and a CD disk;
- Certificate of correspondence and its copy, or military ticket and its copy (for military service persons);
- Grades received by the master's degree candidate on the common master's degree exams (printed from the website of the National Center for Assessment and Examinations\_ [www.naec.ge](http://www.naec.ge));
- Receipt of payment of the established fee for participation in GTU master's exams from any branch of TBC Bank.

For the purpose of initial examination, the candidate for master's degree shall submit the documents to the dean's office of the relevant faculty; In case of incomplete presentation of documents,

his /her application will not be accepted. If the documents are in order, the documents are returned to the representative, and the certified application, together with the documents, is submitted by the master's degree candidate to the GTU office.

6.15. In order to gain the right to enroll in the master's programs, the master's candidate must also pass the minimum competency barrier (32 points out of 100) in the exam/examinations defined by GTU.

6.16. The GTU itself determines the content of the defined exam/exams, the minimum competency level and procedural issues related to the conduct of the exam/exams. Samples of the exam tests will be posted on the website of the Department of Education of GTU one month before the exams.

6.17. The GTU conducts the examination/examinations in the premises designated by it in advance.

6.18. The results of the examination/examinations determined by GTU, taken by the candidate for master's degree, are published on the official website of the faculty.

6.19. If there is a claim, the master's degree candidate submits a claim statement within the time limit set by the order of the Rector of GTU.

6.20. Complaints of a candidate for master's degree are reviewed by the Complaints Council created by GTU. The complaints board cannot consist of persons who have participated in the assessment process of candidates for the master's degree. The final results are published on the website of the faculty.

6.21. When making a decision to assign coefficients for the master's examination by the Academic Council of GTU, it is mandatory to comply with the following requirements:

a) The sum of coefficients of master's exams is equal to 100; It is divided into the general master's exam and the exam/exams defined by GTU;

b) The coefficients assigned to the general master's examination must be distributed to each part of the test of the general master's examination;

c) Each part of the general master's exam test should be given a coefficient of not less than 5;

d) To determine the total sum of coefficients assigned to each part of the general master's examination test, which is equal to not less than 35 and not more than 65.

6.22. Ranking master's exams by coefficients:

a) GTU, after publishing the final results of the examination/examinations determined by it, prepares the ranking document with coefficients of the master's examinations;

b) only those candidates for master's degree who have successfully passed the general master's exam and the exam/exams determined by GTU will be included in the ranking document based on the coefficients of the master's exams;

c) GTU creates a ranking document with coefficients for master's examinations based on the number of places announced for the respective master's programs, the standardized score obtained by the candidate for master's degree and the coefficient/s given by GTU for the test parts of the general master's examination and/or for the exam/exams determined by it, and if the coefficients are identical, taking into account the priority of test parts and/or exams.

6.23. The specific score of the candidate for master's degree in the general master's exam is calculated as follows:

- a) the score obtained by the master's degree candidate in each part/examination of the general master's exam is divided by the maximum score of this exam and a standardized score is obtained;
- b) The standardized score is multiplied by the coefficients predetermined by the GTU for the test parts, and a specific score for each part of the general master's exam test is obtained;
- c) The specific points obtained by the master's degree candidate in the general master's exams are added together and a single specific point of the general master's exam is obtained.

6.24. The specific score of the candidate for Master's degree in the examination/examinations determined by GTU is calculated according to the following rule:

- a) The score obtained by the candidate for master's degree, in the exam determined by GTU, is divided by the maximum score of this exam and a standardized score is obtained;
- b) The standardized score will be multiplied by the coefficient/s predetermined for the exams determined by the GTU and the specific score of the respective exam/exams determined by the GTU will be obtained.

6.25. The specific points obtained by the candidates for the Master's degree in the general Master's and GTU-defined exams are added up and a competitive score is obtained.

6.26. Enrollment in Georgian Technical University :

- a) As a result of the general master's exam and GTU's exam/examinations, the master's degree candidate will be identified, who will gain the right to continue studying in the GTU's master's program;
- b) Based on the successful passing of the general master's exam and the exam/exams determined by GTU, the candidate for master's degree will be enrolled in the master's program of GTU;
- c) Enrollment in GTU is done on the basis of the ranking document with the coefficients of the master's exams.

6.27. If during the process of enrolling candidates for master's degree in GTU's master's degree program, it turns out that two or more master's degree candidates from the list of last-ranked master's degree candidates, after taking into account the priorities of the test parts/exams, have the right to equal enrollment, GTU makes a decision within the limits of the number of student places allocated to them and adds places to the program. In case the number of enrolled students exceeds the number of admitted students determined for the corresponding year in the places allocated for the relevant program of GTU, the number of added students will be reduced from the quota of admitted students determined for the next academic year of GTU students.

6.28. Enrollment of candidates for master's degree in GTU can be done only after submission of a document confirming the academic higher education recognized by law - a diploma and a document confirming being on military registration by a person subject to military registration according to the law.

6.29. Enrollment of a master's degree candidate in GTU is made on the basis of an agreement signed between GTU and the master's degree candidate.

6.30. Regarding the enrollment in the master's program of the persons with whom the agreements were signed by the GTU, no later than the deadline specified by the order of the Minister of Education and Science of Georgia No. 227 of April 22, 2009, a unified act of the rector is drawn up, which, within the deadline specified by the same order, is sent to the National Institute of Evaluation and Examinations Center and National Center for Education Quality Development;

6.31. After the issuance of the unified act, a person becomes a student of GTU

## **7. Learning Process**

7.1. The educational process is based on the study plan (curriculum) of the master's program.

7.2. The description of methods, criteria and scales corresponding to the forms of knowledge assessment of the subjects provided by the educational program are given in the syllabi attached to the educational program.

The criteria for assessing the scientific-research component are given in the rule for assessment the scientific-research components of the master's educational program (Appendix 2).

7.3. In order to facilitate the selection of supervisor and topic for newly enrolled master's students, the head of the department organizes a meeting of master's students and prospective supervisors. Supervisors present the approximate titles of Master theses and their relevance, as well as directions of their own research. The master's student has the right to declare about the topic of interest to him/her. On the basis of the meeting, the master's students make a choice and apply to the head of the academic department with a corresponding statement. The master's student has the right to select a topic and supervisor from the list posted on the website of the faculty and, without participating in the mentioned meeting, apply to the head of the academic department with a statement about his/her choice.

7.4. Based on the discussion at the meeting of the academic department, the head of the academic department submits to the dean's office the list of master's students indicating the nominations of the heads and the names of the topics (together with the appropriate official card and the extract of the minutes of the meeting of the department). .)

7.5. The supervisor of the master's student and the name of the Master thesis are approved by the dean's order.

7.6. A change in the title of supervisor and Masterthesis can be made at the beginning of the semester, which is also approved by the dean's order based on the official card of the head of the relevant academic department and an extract of the minutes of the department's meeting.

7.7. The results of the research obtained by the master's student are reflected in the Master thesis, which must be completed according to the form and procedure established in the language of instruction (see Appendix 3).

7.8. The Master thesis is a completed work, which reflects the ability to carry out such works as scientific research, design, etc. During the defense of the Master thesis, the master's student

must present the work done by him/her and demonstrate the ability to participate in the discussion.

- 7.9. The master's student, together with the Master thesis, must submit a written conclusion of the supervisor to the dean, as well as a request to check the presence of plagiarism in the Master thesis.
- 7.10. The dean will assign the thesis to the [strikeplagiarism.com](http://strikeplagiarism.com) faculty operator to prepare a similarity report.
- 7.11. The presence of plagiarism in the Master thesis or quoting more text than the norm from other papers is the reason for not admitting the master's student to the defense. In addition, the presence of plagiarism is also a basis for disciplinary action against the graduate student and/or his/her supervisor.
- 7.12. If the work does not contain plagiarism and the similarity of the text with other works is within the norm, a person who has published at least three works in the corresponding/related field/field of the master's work is approved as a reviewer by order of the dean. The reviewer cannot be a co-author of any work done by the graduate student; The reviewer's report should justify the proposal to accept or reject the defense of the Master thesis.
- 7.13. The master's student has the right to go to the defense even in case of a negative evaluation by the reviewer.
- 7.14. A master's student, who failed to complete the educational program within the planned period, has the right to extend the status of a student for no more than 2 additional semesters. For this purpose, he/she should apply to the Rector at least two weeks before the start of the next semester, and in case of a positive decision and issuing a corresponding order, he/she should sign a study and financial contract according to the existing rules;
- 7.15. A master's student, who failed to complete the educational program within the planned period and did not apply to the rector to take an additional semester to complete it, has the status of a student suspended on the recommendation of the dean.

## **8. Teaching-learning Partial Load Mode**

- 8.1. GTU is authorized, based on the educational goals, to implement the teaching-learning process with partial load within the framework of master's education programs;
- 8.2. The mode of part-time teaching-learning load means the student's study load with the total volume of independent and contact hours per week not exceeding 25 astronomical hours;
- 8.3. In determining the part-time teaching-learning workload, one academic year includes an average of 30 (ECTS) credits.

## **9. Examination Commission. Defense**

- 9.1. A person who has completed all the components stipulated by the educational program, except for the component "Completion and defense of the Master thesis"/"Execution and defense of the



Master thesis" will be allowed to defend the Master thesis. In order to conduct the defense of Master theses and award qualifications, the dean, in agreement with the head of the quality assurance service of the faculty, will present the composition of the examination commission/commissions to the teaching department; The Department of Education is preparing a draft of the relevant unified order.

- 9.2. The examination committee may include a professor, associate professor, assistant professor, invited staff/pedagogue, emeritus, as well as chief or senior research associate of scientific institutes integrated with GTU, in the relevant/relative field of the master's program, as well as involvement of persons with academic degrees of PhD. from another institution.
- 9.3. The examination commission should consist of 5-7 members. It is headed by the chairperson of the commission, who must be an academic staff member of GTU. More than 2/3 of the commission must attend the defense.
- 9.4. As a rule, the master's supervisor must be present at the defense.
- 9.5. The master's student will report to the commission the main provisions of the Master thesis and the obtained results. During the defense of the Master thesis, the master's student may use visible material: posters, video-cinema equipment, etc.
- 9.6. The graduate student answers the questions asked by the members of the commission, the chairperson of the commission or any member of the commission reads the review. The graduate student comments on the reviewer's notes.
- 9.7. The examination committee, at a closed session, immediately after the defense, evaluates the thesis of the master's student with the 100-point system specified in the 2nd appendix in accordance with the rule of evaluation of the scientific-research components of the master's educational program.
- 9.8. The defense is public, a protocol must be drawn up on its course and outcome, which reflects the commission's decision on awarding the qualification.
- 9.9. Defense of several Master theses can be held at one session of the examination commission.
- 9.10. It is mandatory to transfer the audio-video recording of the Master thesis defense to a compact disc (CD) and save it as an attachment to the protocol.
- 9.11. If the master's student presents a document confirming his/her absence from Georgia, with the permission of the rector and the decision of the academic council, he/she can defend the Master thesis remotely, online (via Skype).

## **10. Diploma Confirming the Academic Degree of Master**

- 10.1. Based on the protocol of the examination commission, the dean's office prepares a draft order and sends it to the Department of Education, on the issuance of a master's or master's honors diploma.
- 10.2. The Master's diploma confirming the award of the academic degree of Master, the Master's Honors Diploma, together with the annex, is issued by the relevant department of GTU.

10.3. In order to receive the Master's Honors Diploma, the weighted average of all components must be 91 points or more.

**11. Invalidity**

Submission of incorrect data during the master's case is the basis for not issuing or confiscating the diploma certifying the academic degree of the master. The relevant decision is made by the faculty council.

**12. Saving**

12.1. Defended master's theses must be submitted to the archives of GTU no later than one month after the defense.

12.2. When submitting a Master thesis, an act of acceptance is drawn up in 2 copies, one copy of which is kept by the submitter, the other by the recipient.