

**Georgian Technical University**  
**Doctoral Educational Program Regulations**

**Article 1. Sphere of Regulation**

1. The present regulation defines Georgian Technical University (hereafter University) assessment rules of admission to doctoral education program (hereafter doctoral) selection of candidates, education, research, assessment of teaching and reasearch components as well as rights and duties of the persons participated in this process.
2. Awarding doctorate degree is responsibility of a relevant authorised University dissertational council. Rules to set up the council and its activites are defined by the regualtions of the University dissertational council (herafter regulations of dissertational council).
3. The present regulation is worked out in compliance with the Georgian legislation of “Higher Educational System”, acting legislation in higher educational system, University regulations and legislative acts regulating activities of the University.
4. Defining of vacant position, admission and administration of educational system of doctorate is carried out by the University Educational System Magagemet Department (hereafter the Department)

**Article 2. Definition of vacant positions**

1. The number of presumable positions for admission to doctorate is defined by the relevant academic department of the faculty with the involment of head/heads of doctoral program, no latar than one month before announcement.
2. Independent representative of scientific reasearch unit that satisfies requirments set for the head of scientific reaserch unit envisaged in the present regulation, is to provide written application for allocation of vacant positions in the frame of the particular doctoral program idicating the presumable title of research object and the activities to be carried out.
3. The relevant Academic Department together with the head of doctoral educational program will ensure discussion of provided application at the Academic Department in compliance with the article 2 and on the basis of taken decision will provide the dean of the faculty with the application to be discussed at faculty council on the number of vacant positions and setting up temporary faculty commissions.;
4. The decision on the number of vacant positions and setting up temporary faculty comissions on the basis of provided requirements, is made by the faculty council. On the basis of decision of the faculty council, the dean with the vice rector will provide the record of the minutes and official letter to allocate vacan positions and approve the members of temporary councils.
5. The number of vacant positions, terms of application and admission, members and head/heads of the temporary faculty councils are approved by the academic council presented by the Department.
6. Temporary faculty council is set up with the professors and/or associate professors no less than 5 and n more than 7 members
7. The Department, on the basis of academic faculty council ensures preperation of relevant draft project of the rector on announcement of applications, members of faculty temporary commissions, appeal comissions and the comissions working on claims in foreign language exams.

**Article 3. Admission to doctoral program**

1. Right for admission to doctoral educational program is given to an applicant with master’s degree or equal academic degree who satisfies preconditions set up for doctoral program

2. A person who wants to take the doctoral program (hereafter an applicant) is to provide the relevant faculty with the following documents:

а) application to the rector indicating faculty and doctoral educational program;

б) documents on education and job (CV);

в) preconditions envisaged by the relevant doctoral educational program:

в.а) on project research, goals and directions/ methods of research;

в.б) foreign language certificate no less than level B2 ( the requirement will be specified according to the precondition of doctoral educational program);

в) relevant academic degree diploma, attachment to the diploma and copies;

г) ID and its copy;

д) two photos 3X4, its electronic version on (CD);

е) recruit or military service book and compulsory military service document and its copy;

3. in case an applicant studied abroad, he/she has to provide document confirming his/her study in an international institution.

4. If necessary, an applicant has to provide the document issued by national education quality development center confirming his/her right to take the third education level (Doctoral).

5. the master's or equal academic degree of an applicant should correspond qualification of selected doctoral educational program.

6. In case of indication by an applicant education, job activities – scientific publications, participation in conferences and other documents related to his/her participation in educational-research activities (certificated, awards, patents and etc.) has to provide original documents and their copies.

7. First verification of the provided document by an applicant is carried out at the faculty by the authorised person. After verification the original documents are returned to an applicant and the copies are preserved in private folder.

8. After verification of the provided document by an authorised person, approved documents with the attachments are sent by eFlow system to the University Correspondence Department. Registered application with rector's resolution is sent to the Department for verification.

9. Compulsory condition for admission to doctoral education program is satisfaction of preconditions of relevant doctoral educational program.

10. According to the requirements of the doctoral educational program, precondition of submission may be provision of foreign language certificate level B2. In case an applicant does not provide such certificate, he/she takes relevant examination. An applicant who studied in higher educational institution in relevant foreign language is not required to provide such certificate nor take and examination.

11. The examination in foreign language is carried out within the terms and rules stated in the rector's resolution. The minimal positive assessment in the exam is 51%.

12. The format of the interview with the applicant (issues, evaluation criteria) is determined in accordance with the doctoral educational program, by order of the rector, based on proposals submitted by the faculty.

13. The chairman of the temporary faculty commission, within the term determined by the order of the rector, conducts the session of the temporary faculty commission. At the meeting the statements and the attached documentation/information of the applicants are reviewed, an interview is conducted with them, as a result of which a positive or negative recommendation of the commission on admission in doctoral studies is obtained. Decisions of the session of the faculty temporary commission, with proper justification, are reflected in the protocol of the session of the commission.

14. In the protocol of the session of the faculty temporary commission, the following should be indicated for each applicant for admission to doctoral studies:

- a) Name of doctoral program;
- b) Last name, first name, personal number;
- c) Qualification;
- d) Brief information about work experience;
- e) Existence of a document confirming knowledge of a foreign language or the results of an exam in a foreign language (if necessary);
- f) Positive or negative recommendation of the committee on the applicant's enrollment in doctoral studies.

15. The protocol(s) of the session of the faculty temporary commission are signed by the chairman and members of the faculty temporary commission.

16. An extract of the protocol of the meeting of the faculty temporary commission (list of applicants for enrollment) is published no later than the next working day after the meeting.

17. The decision of the faculty temporary commission on making a negative recommendation for enrollment in doctoral studies can be appealed once in the form of a written claim submitted to the name of the university appeal commission within 2 working days after the announcement of the results provided for in paragraph 16 of this article.

18. The decision of the university appeals commission to approve or reject the appeal is made within 1 working day after the submission of the appeal. Taking into account the decision of the university appeals commission, a list of applicants for admission to doctoral educational programs is formed.

19. Within 5 working days after the publication of the list of applicants for enrollment in educational programs, the applicant is obliged to sign an academic (educational) and administrative (financial) agreement with the university.

20. The protocol (protocols) of the session of the faculty temporary commission and the applicants' agreements, together with the official card of the chairman of the faculty temporary commission (which is the basis for enrollment in doctoral studies), are submitted to the department, which prepares a project of the order on the enrollment of the applicant in doctoral studies within the time limit determined by the rector's order.

21. The rector's order on enrollment is published on the university's website.

#### **Article 4. Approval of scientific supervisors and dissertation topics**

1. One month after the beginning of the first semester of teaching, in agreement with the head of the academic department and the head of the doctoral educational program, the dean of the faculty submits proposals to the faculty council for the approval of scientific supervisor(s) for the doctoral student. The decision of the faculty council provided for in this paragraph is sent to the department by the dean. Based on the documentation submitted by the dean of the faculty, the department prepares a draft order of the rector of the university on the approval of the scientific supervisor(s) of each doctoral candidate.

2. The scientific supervisor can be a faculty professor or associate professor (including invited), emeritus, as well as the chief or senior researcher of an independent scientific research unit (institute, center) of the university, who has scientific research experience in the direction of the research topic of the doctoral student, and he provides:

- a) Coordinating the performance of educational and scientific-research components of the doctoral student;
- b) Regular consultations with doctoral students on methodological, , conceptual and other issues of research, Also, research design, research methods, professional development, thesis/scientific-research work/dissertation writing process, integration process in local and international scientific

network, participation in local and international scientific events and presentation of results, in publishing scientific articles in the peer-reviewed journal and in other relevant directions.

3. The co-supervisor can be: University professor, associate professor, chief or senior researcher of an independent scientific-research unit of the university, Also, a person with a doctor's academic degree with relevant scientific research experience, based on the relevant institutional agreement signed with the university. The co-supervisor (if any) provides support to the doctoral student in the process of implementing the scientific-research component based on mutual agreement with the supervisor and the doctoral student.

4. Within two weeks after the approval, the scientific supervisor(s) will submit the doctoral student's personal work plan (Appendix 1) to the faculty's educational process management department.

5. According to the procedure stipulated in the first paragraph of this article, no later than three weeks after the start of the second semester of teaching, the dissertation topic(s) are approved for the doctoral student(s).

#### **Article 5. Changing/adding a scientific supervisor and changing the thesis topic/correcting the title**

1. No later than one month after the beginning of the semester, the doctoral student has the right, in agreement with the head of the academic department and the head of the program, to apply to the rector about changing or adding a scientific supervisor. The basis for the change of the academic supervisor can also be a personal substantiated request submitted by him in written form and having a positive resolution of the head of the academic department.

2. The decision on the issue of changing/adding a scientific supervisor is made for the approval of the scientific supervisor(s) in the manner defined by this regulation. In order to make a decision by the faculty council on the mentioned issue, the approval of the head of the academic department is required based on the consultation with the scientific supervisors. The dean submits the formal card on the change/addition of the scientific supervisor together with the decision of the faculty council to the department, on the basis of which the department prepares the draft order of the rector.

3. At the joint justified request of the doctoral student and the scientific supervisor(s), according to the procedure established for the approval of the dissertation topic, the dissertation topic may be changed (except for the graduating semester) or its name may be corrected within the same doctoral educational program no later than two months after the beginning of the semester.

4. After the preliminary defense, it is possible to adjust the name of the dissertation topic based on the recommendation of the commission.

5. During the period of doctoral studies, it is allowed to change the dissertation topic only once, during the planned period of teaching. In case of changing the dissertation topic, the steps of the research component completed by the doctoral student are subject to the recognition procedure, as a result of which it is possible to determine the need to re-pass the steps of the research component completed during the teaching period.

6. The department prepares the draft of the Rector's order on changing/correcting the name of the dissertation topic.

#### **Article 6. Doctoral studies**

1. The teaching and research process in doctoral studies is regulated by the legislation of Georgia, the university charter and other legal acts regulating the educational process.

2. The duration of the doctoral educational program is at least 3 years and its educational component includes no more than 60 credits.

3. The educational component of the doctoral educational program contributes to the proper quality of the scientific-research component of the doctoral student through the development of transferable skills and/or by deepening the knowledge of the doctoral student on current issues/trends in the field. It also provides methodological guidelines for proper planning and implementation of the research component
4. The goal of the research component of the doctoral educational program is to deepen the practical habits of independent conduct of scientific research, the formation and development of a professional research culture.
5. As a rule, preliminary defense of the stages of the research component - thesis and completion of the thesis and passing other stages of the research component and/or training components in parallel with the defense are not allowed, unless the mentioned necessity, independently of the doctoral student, is due to the modification of the doctoral program.
6. The description of knowledge assessment methods, criteria and scales provided by the doctoral educational program is given in the study course syllabi; The procedure for evaluating the educational and scientific-research components of the educational program is determined in accordance with the appendix of the regulation (Appendix 2).
7. In the first year of study, the doctoral student, together with the scientific supervisor, establishes a detailed plan of the dissertation research project, which includes a list of issues to be addressed: introduction, scientific novelty, relevance, goals and theoretical/practical significance.
8. The structure of the dissertation research project consists of the following issues:
  - a) review of scientific literature (history of research on the issue, the place of the research issue in modern science, why this issue is relevant);
  - b) research methodology;
  - c) main research issues (what problems the doctorate aims to solve);
  - d) the approximate structure of the thesis;
  - e) the estimated schedule of the dissertation (research plan);
  - f) Expected results of the research (to what extent this research contributes to the development of the field).
8. The stages of the scientific-research component to be performed by the doctoral candidate are:
  - a) draft/prospectus;
  - b) colloquium -1,2,3;
  - c) preliminary defense of the thesis;
  - d) completion and defense of the thesis
9. In exceptional cases, taking into account the specifics of the doctoral educational program, it is possible to establish a composition of research components different from the specified one. Each stage of the scientific component is a mandatory prerequisite for the next stage.
10. The fulfillment of the stages of the scientific-research component by the doctoral student is confirmed by the scientific supervisor in the electronic system after the completion of the component stage.
11. Evaluation of colloquiums is carried out by commission. The commission with 5-7 people is approved by the order of the dean of the faculty, based on the submission of the academic department. The progress of the colloquium is recorded electronically. The record (on CD) is kept in the student's personal file.
12. If the colloquium report is conducted in a foreign language (foreign language programs), the process can be carried out with the help of an interpreter if necessary.
13. With the permission of the rector, the doctoral candidate may conduct the colloquium online, in a commission-based manner.

### **Article 7. Preliminary defense of the thesis**

1. The prerequisite for submitting a thesis for defense, along with other requirements defined by this regulation is the preliminary defense of the thesis at an extended session of the academic department. The preliminary defense is held in the final semester and the terms of its holding are determined by the rector's order.
2. Representatives of the academic and scientific staff of the relevant field, guest professors, emeritus and specialists of other institutions may attend the preliminary defense. The session elects the chairman and the secretary from among its members. The chairman of the session should be an official academic staff of the university. The scientific supervisor of the doctoral candidate must attend the session.
3. The doctoral candidate will report to the session the main provisions of his/her work and the obtained results, clearly establish the relevance, scientific novelty, practical value of the work, present the problem posed in the work and ways to solve it. The doctoral candidate answers the questions asked by the participants of the session.
4. The results of the preliminary defense are formed by a protocol, which is confirmed by the signature of the head of the academic department. The process of preliminary defense is recorded electronically. The record (on CD) is kept in the student's personal file.
5. In exceptional cases, under the permission of the rector issued on the basis of a justified request of the academic department, it is possible for the doctoral candidate to pass the preliminary defense stage remotely, using the online platform. In addition, it is not allowed to conduct the session of the extended academic department with full staff, in a remote form, in order to implement the preliminary defense stage
6. The learned secretary of the faculty is responsible for the organizational provision of preliminary defense.

### **Article 8. Preparation and verification of the thesis and relevant documentation**

1. Within one week after the preliminary defense of the thesis, the doctoral student must submit to the learned secretary of the faculty:
  - a) The application of the doctoral student for the request to accept the thesis for review should be addressed to the dean;
  - b) 4 bound copies of the dissertation completed in the language of teaching of the doctoral program and its electronic version (in PDF format);
  - d) 20 copies of the auto-abstract and its electronic version (in PDF format);
  - e) Characterization of the doctoral student by the supervisor (co-supervisors) about the business qualities revealed during the period of doctoral study and dissertation preparation;
  - f) A copy of a master's degree or an equivalent diploma (persons who have received education abroad, present a copy of the document confirming the recognition of the received education, issued by the National Center for the Development of the Quality of Education of the LSI);
  - g) Biographical references (CV).
2. Dissertation and abstract should be completed according to the relevant requirements (Appendix 3, 4).
3. In the abstract, a list of works and patents published by the doctoral student should be presented, the content of which corresponds to the topic is included in the thesis.
4. Before submitting the dissertation for defense, the doctoral student is obliged to submit information showing the main results of the research related to the dissertation topic (materials of scientific conferences, seminars, forums, congresses, symposiums, official documents confirming

inventions, patents (if they exist) and their list, certified by the head of the relevant academic department, Among them, at least three published scientific articles, one of which must be without co-author(s) during the doctoral student's study period. At least one of the three scientific articles published by the doctoral student in accordance with the established rules during his/her studies must be published in a scientific publication indexed in Web of Science, Scopus, Google Scholar or other relevant database provided by the doctoral educational program. The list of informational materials must be verified by the head of the relevant academic department.

5. Within 3 days after the submission of the documentation by the doctoral student, the learned secretary of the faculty ensures that the dissertation will be checked for plagiarism.

6. Checking the absence of plagiarism of the thesis is carried out according to the rules established by the legal acts of the university.

7. The relevant academic department prepares a conclusion on the absence of plagiarism of the thesis within 3 days.

8. In case of proof of plagiarism or exceeding the established norms of similarity, the thesis will not be submitted for defense. The doctoral student has the right, taking into account the additional terms of teaching, to ensure the reworking of the dissertation.

9. In the absence of plagiarism, the documentation submitted by the doctoral candidate and the conclusion of the relevant academic department will be submitted to the department for verification by the learned secretary of the faculty within 3 days. The department is also authorized to request from the faculty information about the performance of the educational and scientific research components of the doctoral candidate (learning list; audio/video recordings of colloquiums, seminars and preliminary defenses, copies of relevant protocols and electronic sources of all components), as well as information on the fulfillment of the doctoral student's financial obligations.

10. The department will provide documentation verification and visa within two weeks.

#### **Article 9. Approval of the thesis defense board and reviewers**

1. Within 3 days from the approval of the documentation by the department, the dean of the faculty, on the basis of the submissions developed with the confirmation of the participation of the head of the quality assurance service of the faculty and the learned secretary, submits to the University Dissertation Council for approval the candidacies for the membership of the dissertation defense collegium and dissertation reviewers, who are selected by the relevant academic department of the faculty, for the educational doctoral program with the participation of the head.

2. Dissertation thesis defense panel (hereinafter - defense panel) is created for each dissertation thesis defense and its composition must be selected in accordance with the requirements provided by the regulations of the University Dissertation Council.

3. The reviewer must be a person with a doctorate or equivalent academic degree (professor, associate professor, including visiting, chief/senior scientist-collaborator of an independent scientific research unit), who has scientific research experience and published publications in the relevant field/specialty/direction of the doctoral educational program.

4. Each thesis is approved by at least two reviewers.

5. The reviewer may not be a co-author of any work done by the doctoral student. It is not allowed that both reviewers are employees of the same structural unit of any organization, as well as the chairman, deputy or secretary of the thesis defense panel.

6. The scientific supervisor of the doctoral candidate cannot be a member of the dissertation defense panel.

#### **Article 10. Dissertation submission to reviewers**

1. Within 3 days after the approval of the reviewers by the University Dissertation Council, the learned secretary of the faculty ensures that the thesis is handed over to them.
2. Reviewers are given 20 calendar days to present their conclusion.
3. The reviewer should submit a written conclusion (review) in two copies and return a copy of the thesis. One copy of the reviewer's conclusion (review) will be handed over by the learned secretary of the faculty to the defense board and the doctoral candidate.
4. The reviewer's conclusion (review) should reflect: relevance of the dissertation topic, novelty, scientific level of research, scientific value of scientific research results and/or potential practical applicability of research results, financial indicators (if any), used methods (methodology), quality of dissertation design. The opinion of the reviewer should be mentioned in the conclusion - whether the thesis meets the requirements, whether the doctoral student deserves to be awarded the academic degree of doctor. The reviewer's report must be confirmed by a signature.
5. If one of the reviewers is unable to present a conclusion due to objective circumstances (accident, illness, etc.), after providing a proper notice or report card, the academic department ensures the selection of another reviewer's candidacy, which is approved in the same manner.
6. If the reviewers present positive conclusions, the thesis will be submitted for defense.
7. In case of a negative conclusion by one reviewer of the dissertation, a third reviewer is approved in accordance with the procedure established by this regulation, and in case of a positive review of the dissertation, the dissertation will be submitted for defense.
8. In case of two negative conclusions of the reviewers of the dissertation or a negative conclusion of the doctoral student's scientific supervisor, the dissertation will not be accepted for defense and will be returned to the doctoral student, who has the right to continue working on the dissertation, taking into account the additional terms of study.

#### **Article 11. Submission of the thesis to the defense board**

1. In the case provided by clauses 6 and 7 of Article 10 of this regulation, within 3 days after the presentation of the reviewers' conclusions, the learned secretary of the faculty ensures:
  - а) together with the conclusions of the reviewers, the copies of the thesis, abstracts and other documents provided for in the first and fourth paragraphs of Article 8 of this regulation shall be transferred to the thesis defense board;
  - б) to transfer one copy of the thesis and autoabstract and their electronic versions to the university library;
  - в) Placing the electronic versions of the thesis and autoabstract on the university's website.
2. After the submission of the dissertation and documentation, the secretary of the defense board, within 3 days, checks the documentation, the compliance with the requirements of the auto-abstract and the dissertation, the compliance of the dissertation with the educational program of the doctoral program and, in the absence of any defects, provides a copy of the thesis and the auto-abstract to the members of the defense board for consideration.
3. The defense of the thesis is carried out within two weeks after the submission of the thesis to the members of the collegium.
4. At least one week before the defense of the thesis, the rector's order on the appointment of the defense is issued. The order must indicate the name of the doctoral educational program and the dissertation topic, the name, surname, personal number of the doctoral student, the date of enrollment in the GTU and the number of the order, the scientific supervisor/leaders, the defense board. Composition (indicating the chairman, reviewers and invited members), date, time and place of defense. The preparation of the draft of the mentioned order and the publicity of the information



will be ensured by the department of management of the educational processes of the faculty by publishing it on the website of the faculty and placing it in a visible place.

#### **Article 12. Dissertation defense procedure**

1. The defense of the thesis takes place within two weeks after the submission of the thesis at the meeting of the relevant defense board. The thesis defense session is public.
2. If one of the reviewers, who has presented a positive conclusion, is not present at the defense of the thesis due to an honorable reason, in this case the conclusion must be read in its entirety during the defense. If none of the reviewers attend the defense, the defense will be postponed and a new defense date will be set according to the established procedure.
3. If the doctoral student fails to appear for the defense of the thesis for a valid reason, or the panel is ineligible due to the lack of a quorum, or there are other objective circumstances preventing the continuation of the work of the defense panel, a new date for the defense will be set according to the established procedure.
4. Defense is conducted in Georgian language. In the case of a foreign language doctoral program, the defense will be conducted in the language of the doctoral program (with the participation of an interpreter if necessary).
5. The chairman of the defense board opens the session, confirms the existence of a quorum and informs the attendees about the agenda of the session.
6. The maximum duration of the reports of the doctoral candidate and official reviewers, as well as the speeches of the members of the defense board and others, is determined by the defense board at the proposal of the chairman.
7. The secretary of the session announces the identity of the doctoral candidate, his/her brief biographical information, the results of the stage of the educational and research component completed by the doctoral student - preliminary defense, the topic of the thesis, the identity of the reviewers, and informs the attendees of the documents presented by the doctoral candidate and the procedure for the defense of the thesis.
8. At the proposal of the chairman of the session, the doctoral candidate, within the time provided by the regulations, clearly formulates the scientific innovation, the main provisions of the work, the obtained results and reads the conclusions.
9. The doctoral student answers the questions asked by the members of the defense board and the attendees, after which the chairperson will inform the defense board about the feedback on the thesis (if any). All critical notes must be read in their entirety. The doctoral student is obliged to respond to all notes. The interview of the reviewers with the doctoral student begins, after which the floor is given to the scientific supervisor/supervisors to characterize the doctoral student. A discussion is held, in which both members of the defense panel and other persons present can participate.
10. During the defense of the thesis, the doctoral student can use visible material: posters, video projector and other technical materials.

#### **Article 13. Assessment Procedure**

1. The paper presented by the doctoral student is evaluated immediately after the defense by each member of the collegium, by secret ballot, using the evaluation ballot of the established form (Appendix 2).
2. In order to carry out this procedure, at the proposal of the chairperson of the session, the defense panel elects from among its members, by open vote, the assessment counting commission consisting of 3 members, which is responsible for the confidentiality of the procedure.

3. The assessment counting commission elects a chairman from among its members, who is responsible for drawing up relevant documents and other organizational issues.
4. Before the start of the procedure, the secretary of the protection board informs the members of the board about the said procedure and the procedure for filling out the evaluation bulletin.
5. The members of the defense board must participate in the procedure personally. It is not allowed to transfer the right of assessment to another person.
6. Based on the evaluations of the members of the defense board, the arithmetic average of the points written by them will be determined, based on which the final evaluation will be written in accordance with paragraph 8 or 9 of this article.
7. Five positive and two negative evaluations are used for one-time evaluation of the thesis.
8. Positive evaluations are:
  - a) summa cum laude – excellent thesis – 91-100 points;
  - b) very good (magna cum laude) - the result that exceeds the requirements - 81-90 points;
  - c) good (cum laude) – result that exceeds the requirements - 71-80 points;
  - d) average (bene) - an average-level paper that meets the basic requirements - 61-70 points;
  - e) Satisfactory (rite) - the result, which, despite the shortcomings, still meets the requirements - 51-60 points of the maximum assessment.
9. Negative evaluations are:
  - a) Unsatisfactory (insufficient) – work of an unsatisfactory level, which cannot meet the set requirements - 41-50 points;
  - b) completely unsatisfactory (sub omni canone) - the result that does not completely meet the requirements - 40 points and less.
10. The chairman of the assessment counting commission announces the results of the procedure to the defense board. In case of a decision by 2/3 of the attending members of the defense board, the results are formed by a protocol signed by the chairman and members of the defense board.
11. The protocol of the assessment commission is approved by open vote, the protocol and ballots are kept in the defense board together with the doctoral candidate's documents.
12. If the minutes of the evaluation commission cannot be approved, the evaluation procedure must be repeated or postponed to the next working day. The Evaluation Counting Commission ensures that new ballots are delivered to the members of the Defense Board and the Defense Board reorganizes the secret procedure.
13. After approving the protocol of the evaluation committee, the chairman of the defense board informs the doctoral student and the audience of the final decision.
14. In case of receiving an insufficient evaluation, the thesis defense panel will determine the terms and deadlines for submitting the dissertation to the doctoral student (while maintaining the status), and in case of receiving a sub omni canone repeated "unsatisfactory" evaluation, the doctoral student loses the right to submit the same dissertation. In such case, the status of a student is terminated.
15. Upon receipt of a positive evaluation provided for in paragraph 8 of this article, the documentation of the defense of the dissertation within 5 calendar days from the evaluation will be submitted by the learned secretary of the faculty to the relevant University Dissertation Council for awarding the academic degree of Doctor.
16. The evaluation of protection by the scientific supervisor is reflected in the electronic evaluation source within the established period.

#### **Article 14. Organizational provision of doctoral processes**

1. Organizational provision of doctoral processes is carried out by the faculty's educational process management department, academic department and the learned secretary of the faculty.

2. A Professor/Associate Professor may be elected as the learned secretary of the faculty for the remainder of the term of election to the respective academic post.
3. The learned secretary of the faculty is elected by the faculty council.
4. The duties of the learned secretary of the faculty are:
  - a) organizing the submission of the thesis to the preliminary defense;
  - b) preparation, recording and checking of doctoral student's dissertation documentation;
  - c) handing over the thesis to Strikeplagiarism.com operator for verification;
  - d) handing over the necessary documentation for the dissertation defense procedures to the department;
  - e) handing over the thesis to the reviewers;
  - f) The first paragraph of Article 11 of this regulation is the transfer of the documentation specified in subsection "a" to the defense panel;
  - g) handing over the abstract and dissertation to the university library and placing them on the website of the faculty;
  - h) in accordance with the decision made by the defense board regarding the evaluation of the doctoral student, the transfer of the dissertation and documentation to the University Dissertation Council;
  - i) exercise of other duties specified by this regulation.
5. The duties of the faculty's educational processes management department are:
  - a) checking the applicant's documents;
  - b) preparation of the draft of the enrollment order;
  - c) organization of holding colloquiums (determining the composition of the commission, the time and place of holding the session), as well as preparing the draft of the relevant order;
  - d) preparation of the draft of the relevant order regarding the status of the student;
  - e) preparation of the draft of the order on the defense of the thesis;
  - f) preparation of the draft of the order on the basis of the decision-making (protocol) on the awarding of the academic degree of doctor by the University Dissertation Council for the issuance of the doctor's diploma;
  - g) ensuring timely placement of information on the website of the faculty;
  - h) preparation of the issue of appointment, replacement, addition of the scientific head/head(s);
  - i) preparation of the issue of approval, change, name correction of the dissertation topic;
  - j) implementation of the necessary activities to ensure the organization of academic department meetings in relation to the issues defined by this regulation;
  - k) Implementation of other powers determined by the faculty regulations and legal acts of the university.
6. The powers of the head of the doctoral educational program are:
  - a) to participate in the discussion of the proposed dissertation topic/topics presented in the academic department in order to determine the quota to be accepted for doctoral studies;
  - b) participation in the faculty temporary commission;
  - c) participation in determining the compatibility of the learning results achieved within the framework of another educational program and the chosen program by the student who transferred to the program by mobility;
  - d) in the case of restoring the status of a suspended student or modifying the program, participating in determining the compatibility of the student's learning results with the relevant program;
  - e) performing other functions determined by the legislation, the relevant resolution of the academic council of the university, this regulation and the legal acts of the university.
7. The powers of the head of the academic department are:

- a) discussion of the issue of admission places (vacancies) in the doctoral program at the meeting of the academic department;
- b) discussion of the dissertation topic/topics presented by the prospective supervisor/supervisors of the doctoral student/doctorate students at the meeting of the academic department;
- c) organization and provision of preliminary defense of the doctoral candidate;
- d) performing other functions determined by the legislation, the relevant resolution of the academic council of the university, this regulation and the legal acts of the university.

#### **Article 15. Doctorate with the participation of a partner institution**

1. The university is entitled to sign an agreement with an independent scientific-research, authorized higher educational institution of Georgia or a higher educational institution recognized in accordance with the legislation of a foreign country for the implementation of doctoral educational programs.
2. The University is authorized to jointly implement a doctoral educational program with an authorized higher educational institution of Georgia and/or a higher educational institution recognized in accordance with the legislation of a foreign country.
3. The issues of the implementation of the doctoral educational program with the participation of the partner institution are determined by the agreement concluded with this organization on cooperation and/or joint doctoral studies.
4. During the participation of partner institutions, the candidate for admission to the doctoral program must meet the conditions for admission to the doctoral program determined by the agreement on the joint doctoral program.
5. The application of a person wishing to receive a doctorate at the university, together with the documents provided for in this regulation, must be accompanied by the consent of the representative of the partner institution to the leadership of the community.
6. When a partner institution participates, the dissertation must be jointly supervised by a professor of the university and a professor of the partner institution or a scientific staff with an academic degree of doctor.

#### **Article 16. Mobility in doctoral studies**

1. The right to mobility is granted to a doctoral student after one year of teaching. The administration of the student mobility process is carried out by a legal entity under public law - the education management information system (hereinafter - the management system). Mobility can be carried out twice during the calendar year, within the time limit established by the individual administrative-legal act of the head of the management system.
2. Internal mobility is carried out in the university in accordance with the "Student Contingent Formation and Mobility Instructions".
3. Internal mobility is carried out in the university in accordance with the "Student Contingent Formation and Mobility Instructions".
4. During the existence of the competition for the doctoral educational program, the following are also taken into account:
  - a) existence of scientific publications;
  - b) participation in scientific conferences;
  - c) other activities related to educational/research activities (certificates, deeds, patents, projects, etc.).
5. The relevance of the doctoral educational programs, the compatibility of the study results achieved by the applicant for mobility in another educational institution with the chosen doctoral educational program and the number of relevant credits, as well as the number of credits to be earned in order to

complete the program and the amount of research work to be performed are determined by the quality assurance service of the faculty and the head of the doctoral educational program.

**Article 17. Personal file of the doctoral student**

1. After the defense of the thesis, the personal file of the doctoral student remains in the archive of the faculty, which includes:

- a) the documentation provided by the doctoral candidate and submitted for the defense of the thesis;
- b) orders/legal acts issued regarding the doctoral candidate;
- c) Decisions made by the relevant University Dissertation Council and Defense Board regarding the doctoral student (meeting minutes/excerpts of minutes);
- d) reviewers' conclusions;
- e) Minutes of the commission counting the evaluations of the protection board together with the evaluation bulletins;
- f) The protocols of the defense of the thesis and the awarding of the academic degree of doctor, certified by the secretary of the dissertation council/dissertation defense board, respectively;
- g) Doctoral student registration card;
- h) All documents related to the defense of the thesis and the awarding of the academic degree of doctor.

2. The documentation bound in a hard folder is kept in the archive of the faculty for three years, after which it is transferred to the archive of the university.

**Article 18. Transitional Regulations.**

1. The requirement of Article 7, Clause 2 of the present regulation, in the part of the doctoral student to publish at least one article in an indexed scientific publication, will apply to doctoral students enrolled from the first semester of the 2021/2022 academic year. Publication of at least three scientific articles, one of which must be without co-author(s) and one published abroad in a highly rated peer-reviewed journal.

2. The procedures and deadlines for the preliminary defense of the dissertation established by this regulation do not apply to those persons who have undergone preliminary defense before the entry into force of this regulation.

**Article 19. Entry into force of the regulations.**

1. The regulation is valid from the date of approval.