

Approved on \_\_\_\_\_

By Resolution \_\_\_\_\_ of the Representative Council

## Regulations of the Master' Program of Shota Meskhia State Teaching University of Zugdidi

### **Article 1. General Provision**

1. The present Regulations are developed pursuant to the Law of Georgia on Higher Education and regulate the admission procedure to the Master's Program and implementing regulations of the Master's Program at Shota Meskhia State Teaching University of Zugdidi (Hereinafter "the Teaching University").

### **Article 2. Purpose and Goal of the Master's Program**

1. Master's Program is the second level educational program of higher academic education that includes elements of scientific research and is intended to train specialists of the academic level that follows Bachelor's studies, or is a prerequisite for the preparation of a researcher; the program is also intended to train persons to work in their qualification fields;

### **Article 3. The Right to Study for Master's Program**

1. A person with at least a Bachelor's academic degree or its equivalent may continue studies for the Master's Program at the Teaching University.
2. Pursuant to Article 50 of the Law of Georgia on Higher Education, the graduates of foreign higher education institution may continue to study for Master's Program at the Teaching University.

#### **Article 4. Admittance Requirements for Master's Program**

1. Enrollment in the Master's Degree Program at the Teaching University shall be announced within the accredited/authorized Master Programs.
2. Candidates for Master's degree shall be enrolled in the Teaching University based on the results of the Unified Post-Graduate Examinations, the results of the Master's specialty/internal examination - determined by the Teaching University, and the contract signed between the Teaching University and the candidate for Master's degree.
3. The internal examination is conducted in the specialty.
4. Prerequisite for the admittance to the Master's Program is the English language proficiency – B2 level, or the appropriate language certificate.
5. Master's specialty/internal examination shall be carried out by a special-purpose commission created under the legal act issued by the Rector.
6. The individual administrative-legal act of the Rector shall be issued on the admittance of a candidate for Master's degree at the Teaching University.
7. Admission for the Master's Program shall be conducted on a competition basis, within the preliminary announced contingent of students to be admitted.

#### **Article 5. Registration of Candidates for Master's Degree (Submission of Applications):**

1. Registration of candidates for Master's degree at the Teaching University shall be carried out within the term defined by the individual administrative-legal act of the Rector of the Teaching University.
2. Registration (submission of applications) process on the basis of the individual administrative-legal act of the Rector shall be performed by the Educational Process Management Office, which is obliged to accept the application documents within the established timeframes and determine the compliance of the documents submitted by the applicant with the requirements of the admittance to the Master's Program and the applicable legislation.
3. Information about registration shall be published on the official website of the Teaching University.

## **Article 6. List of Application Documents**

1. The candidate for a Master's degree shall submit the following documents:

A) A statement addressed to the Rector;

B) A copy of a diploma certifying higher academic education, which shall be submitted together with its original.

C) In case of an educational document issued by a foreign educational institution – a document of recognition issued by the National Center for Educational Quality Enhancement;

D) Copy of the ID card (passport), together with its original. If the document is drawn up in a foreign language, it shall be submitted together with its notarized Georgian translation;

E) The person, who is a subject to military registration, must submit a copy of the document certifying that he is on the military register;

F) Two 3x4 photographs;

G) Bank Receipt.

## **Article 7. Holding Examinations**

The examinations are conducted within the terms defined by the individual administrative-legal act of the Rector of the Teaching University

## **Article 8. Appealing the Examination Results**

1. Candidates for Master's degree are entitled to apply to the Rector of the Teaching University within 2 days after the publication of the results of the specialty exams and request review of the results;

2. The Rector of the Teaching University shall form a complaints commission with an individual administrative-legal act, which will review the complaints;
3. Member of the examination body cannot be included in the complaints commission;
4. Within a week after publishing the order of admission to the Master's Program, the a learning agreement between the Teaching University and the candidate for Master's degree, specifying the rights and obligations of the parties, shall be signed.
5. During the course of study for Master's Program, the candidate for Master's degree shall enjoy the rights granted by the Law of Georgia on Higher Education, and be obliged to follow the Statute and other acts of the Teaching University, and fulfill the obligations established by the agreement and the legislation of Georgia.

#### **Article 9. Admittance to the Master's Program**

1. A Candidate for Master's degree, who will successfully pass the Specialty Exam (Exams) will be admitted to the relevant Master's Program; also, in accordance with the rules and procedures of submission and review of documents, and based on mobility results of entrants/candidates for Master's degree/students with the right to study in the higher education institution without passing Unified National Examinations/Unified Post-Graduate Examinations will be admitted.
2. The person shall be admitted to the Master's Program by the individual administrative-legal act of the Rector of the Teaching University, which will be published on the University's website.

#### **Article 10. Semestrial Registration, Cancellation of Registration**

1. A Master's Degree student shall obtain the right to participate in the educational process and carry out research work after the completion of the relevant semestrial administrative and academic registration.
2. Passing the semestrial registration by a Master's Degree student implies his/her readiness to participate in the educational process.

3. The Master's Degree student, who will not pass the semestrial registration, shall have his/her status suspended and lose the right to obtain credits in the semester.

#### **Article 11. Developing and Submitting the Masters Program**

Masters Program shall be developed following the regulation of Teaching University – “Procedures for planning/selection, elaboration, evaluation, and development of academic higher education programs at Shota Meskhia State Teaching University of Zugdidi”.

#### **Article 12. The capacity of the Master's Educational Program**

1. Master's Educational Program consists of 120 credits, 60 credits during one academic year, and 30 credits in a semester. Accordingly, the optimal duration of the Master's Program is 4 semesters/2 academic years.
2. Master's Program should consist of training, practice and research elements and end by completing and publicly defending Master's thesis by the Master's Degree student.
3. Assessment forms and criteria of study components are given in the syllabuses of relevant study courses, and forms and criteria for assessing practical and research components are determined by the rule provided below.

#### **Article 13. Purpose and Elements of the Research Component**

1. The purpose of the research component of the Master's educational program is to develop student's ability carry out a research independently, present results and opinion to the public in a well-argued manner. The research component consists of 25 credits.
2. The research component of the Master's educational program consists of the following mandatory elements:
  - Completion and oral presentation of the Master's thesis (presentation) – defending the Master's thesis (25 credits).

#### **Article 14. Selecting the Supervisor and the Topic of the Master's Thesis**

1. The post-graduate student shall select the supervisor and the topic of the Master's thesis after the beginning of the third semester of study.
2. The student shall choose a thesis supervisor from the composition predetermined by the Faculty Council, with whom he/she must agree on the topic of the Master's thesis.
3. If the supervisor agrees, the Faculty Council approves the supervisor and the topic of the Master's thesis.
4. The Master's Degree student has the right to change the topic of his or her Master's thesis, or reject the supervisor/co-supervisor of the thesis work. In this case, he/she must submit a reasoned statement in writing to the Faculty Dean no later than one week after Master's thesis is approved.
5. If the application has been reviewed and a positive decision has been made, the Master's degree student shall be able to change the topic/supervisor / co-supervisor of the thesis work.

#### **Article 15. Supervisor of Master's Thesis**

1. Supervisor of the Master's thesis may be a professor or an associate professor of the Teaching University with a Doctor's academic degree or its equivalent, or a person invited in the academic program with the research experience in the field related to the topic of the Master's thesis.
2. The thesis supervisor should be the field expert. The thesis supervisor can be a representative of the academic staff of the Teaching University (from the lineup of professors) or an invited external professional holding Doctor's or equivalent academic degree.
3. The thesis supervisor/co-supervisor has the right to refuse to be a supervisor /co-supervisor of a Master's degree student, both, before the commencement of work and in the process of working over the Master's thesis. In this case, he/she must submit a reasoned statement in writing to the Faculty Dean no later than one week after the date of commencement of the thesis work. If the application of the thesis supervisor/co-supervisor has been reviewed and a positive decision has been made, the Master's degree student is given the opportunity to choose a new topic for his/her Master's thesis or is assigned another supervisor /co-supervisor.

The thesis supervisor is obliged to help the post-graduate student to work out a thesis plan, select the modern and relevant literature, the latest information, data and research methods, give him recommendations regarding the completion of the Master's thesis work, express his/her comments, assist him/her in solving the problems arising in the preparation of the thesis work, etc. The thesis supervisor is obliged to prepare his/her expert opinion. The supervisor of the Master's thesis shall attend the public presentation of the thesis, the attendance of the co-supervisor at the thesis presentation is not mandatory. A thesis committee and a Master's degree student may invite the co-supervisor to the thesis defense. A thesis co-supervisor may request the opportunity to present his/her opinions regarding the thesis during the public defense of the thesis.

#### **Article 16. The opinion of the Thesis Supervisor, Recommendation for the Transfer of the Thesis Work to Reviewers**

The opinion should be presented on a printed paper (Paper size – A4, text font – Sylfaen, font size – 11, size of fonts of chapters and sub-chapters – 14 and 12 respectively, line spacing – 1.5, page margins – (from every side) 2 centimeters), signed by the thesis supervisor and include the following information: title of the Master's Program, title of the Master's thesis work, name of the thesis author, brief overview (summary) of the thesis work, general characteristics and recommendation on admitting/not admitting the Master's degree student to the final assessment and transferring/not transferring the Master's thesis work to the reviewers. If there is a co-supervisor of the thesis work, the opinion should include his/her position, and opinions with respect to the Master's thesis work and recommendation on admitting the Master's degree student to the assessment and transferring the Master's thesis work to the reviewers.

#### **Article 17. Structure of the Master's Thesis Work**

1. The size of the **Master's thesis** work shall be 50 to 70 pages (paper size – A4) on average, text font – Sylfaen, font size – 10, font size of chapters/sub-chapters – 14/12 Bold, line spacing – 1.5, page margins – 2.5 cm from top, bottom and left and 1.5 cm from right;

2. Structure of the **Master's Thesis Work**:

- A) Title Page – the first page of the Master’s thesis work (it should include the following information: name and contact information of the higher education institution, title of the educational program and the level of higher education, title of the Master’s thesis work, name and surname of the Master’s degree student, name and surname of the Master’s thesis work’s supervisor, names and surnames of reviewers, place and year of performance of the Master’s thesis work);
- B) Abstract – should provide the structure, objectives and brief conclusion (one page) of the Master’s thesis.
- C) Introduction – general part of the work, describes the substantiation of the relevance of the subject of the thesis, its goals, and objectives;
- D) The body of the text – may be divided into chapters, subchapters and/or paragraphs;
- E) Conclusion – describes the result of the Master’s thesis work;
- F) Reference list – is provided at the end of the work/project, in alphabetical order. Publications in Georgian are listed first, followed by foreign language publications.

The reference list should include the following:

1. In case of periodical publication: last name and initials of an author (authors); year; the title of the work; the name of the scientific magazine; volume number; issue number; pages on which the work is published;
2. In case of a book or monograph: last name and initials of an author (authors); year of publication; title; place of publication; a publishing house;
3. In case of internet resources: author of the material; webpage address; the name of the material with its link; the date when the material was retrieved;
4. In case of electronic publication: author of the article (last name, initials); year; the title of the article; the name of the electronic publication; issue number of the publication; chapter/paragraph (inside the parentheses); webpage address; date of material retrieval;
5. In case of using government documents: name of the country; name of the agency – the owner of the particular document; year of the publication, from where the document was retrieved; type of the document (Order, Law ...); name of the document by indicating its ID number and year; place of the publication, from which the document was retrieved; name of the publisher, from where the document was retrieved.



6. In-text citation should be done in the following manner: parentheses are opened at the end of a particular citation, in which the reference list number of the named literature is written, followed by the pages from which the particular thesis or citation is taken. E.g. (20, 250-115).

3. Each part of the **structure of the Master's thesis paper** shall begin with a new page. The bookbinding of the thesis paper shall be done in the following order: title page; abstract; content; introduction; chapters; conclusion; reference list; annexes (tables, charts and/or etc.)

#### **Article 18. Procedure for Preparation and Defense of Master's Thesis**

1. Supervisor of the Master's thesis shall help the student select a topic for his or her Master's thesis work, develop a plan and process the literature, step by step review the work progress, express his or her comments and help the author correct it if the research moves in the wrong direction.
2. The results of the research, conducted by the Master's Degree student independently, shall be included in his/her Master's thesis work.
3. Master's thesis paper is a completed work that should reflect the capacity of a Master's degree student to conduct research or another type of work. When defending his/her thesis, the Master's Degree student shall be able to display the research performed by him/her and the ability to participate in discussions.
4. The Master's thesis paper shall be executed in the Georgian language, without orthographic, stylistic and grammar mistakes, in accordance with the form and procedure specified in the present Regulations.
5. The capacity, format, style and other technical specifications of the Master's thesis paper shall be determined by the present Regulations.

#### **Article 19. Reviewers of the Master's Thesis Paper**

1. The Master's thesis work shall be assigned to the reviewer, until the expiration of the period of work on the Master's thesis. The reviewer should be a field expert; a representative of academic personnel (lineup of professors) of Shota Meskhia State Teaching University of Zugdidi or other higher education institution, or an external professional holding a doctor's academic or any

equivalent degree. In addition, depending on the specifics of the Master's thesis work, the reviewer of the work may be a professional with experience in this field.

2. The reviewer has the right to refuse reviewing the work of a particular Master's degree student. In this case, the reviewer shall submit a well-substantiated statement in writing to the Faculty Dean, before the thesis work is transferred to him/her.

3. The Master's Degree student shall have the right to reject a particular reviewer. In this case, the student shall submit a written substantiation to the Faculty Dean, before the Master's thesis is transferred to the reviewer.

4. If the application submitted by the Master's Degree student/reviewer has been reviewed and a positive decision has been made, the Master's thesis work shall be assigned to a new reviewer.

5. The reviewer shall review the Master's thesis work and prepare a review (conclusion).

6. The reviewer shall not be obliged to attend the process of defending the thesis. The thesis committee and the Master's degree student shall have the right to request the reviewer's attendance and the reviewer shall have the right to request the opportunity to present his opinion at the thesis defense.

7. The review should be presented on a printed paper (Paper size – A4, text font – Sylfaen, font size – 11, size of fonts of chapters and sub-chapters – 14 and 12 respectively, line spacing – 1.5, page margins – (from every side) 2 centimeters), confirmed by the reviewer's signature and include the following information: name of the reviewer, title of the Master's Thesis, name of the author of the thesis, conclusion about the thesis paper, brief review of the thesis paper, notes (including recommendations) about the strengths and weaknesses of the thesis paper.

#### **Article 20. Approving the date of the final exam/thesis defense and composition of a Special Commission**

1. The decision about the date of the final exam/thesis defense and the composition of the Special Commission (including the Head of Commission) shall be made by the Faculty Council and submitted to the Academic Council for approval.

2. The Special Commission shall constitute of at least 3 (three) members of the field of science relevant to the particular Master's Degree program.

3. The member of the Special Commission may be a professor or an associate professor of the Teaching University, as well as other person holding Doctor's degree or its equivalent.
4. Besides the members of the Special Commission, the supervisor of the Master's Degree student shall attend the final exam/thesis defense.
5. The Special Commission is chaired by the Head of Commission, which is the Rector of the Teaching University.
6. The session of the Special Commission shall be deemed effective if the majority of the commission members are present.

**Article 21. The results of the negative evaluation of the performance of the Master's Thesis Work and the final exam /public defense of the Thesis**

If the quality of performance of the Master's Thesis Work and the final exam /public defense of the Thesis Work receives a negative evaluation, the Master's Degree student shall register for the additional semester, after which he/she is granted the right to present Thesis Work on the same/new topic.

**Article 22. Annulment of the performance of Master's Thesis Work and final exam/public defense of Thesis**

If academic dishonesty (plagiarism) occurs, this shall become the basis for the annulment of the performance of Master's Thesis Paper and the results of the final examination / public defense of the Thesis Paper, deprivation of the Master's Degree and the cancellation of the degree awarded.

**Article 23. Final Provisions**

1. Amendments and additions to the present Regulations shall be made in accordance to the applicable legislation.

Annex N1 of the Master’s Program’s Regulations of Shota Meskhia State Teaching University of Zugdidi  
 Evaluation Criteria of the performance of Master’s Thesis Work and Final Exam/Public Defense  
 of Thesis Work

Public Defense of Thesis Research	1		100
Master’s Thesis Work	1	<b>90</b>	90
Oral Defense of the Thesis Work (presentation)	1	<b>10</b>	<b>10</b>

<b>Final Evaluation</b>			
Final Evaluation	<p><b>One-time evaluation is done at the public defense of a thesis, by evaluating the Master's thesis work and the delivery of the oral presentation. If the evaluation grade of the Master’s thesis research is higher than the minimum competency limit (at least 51 points out of 100) , the Thesis Committee provides the opportunity to the Master's Degree student to deliver his/her thesis through oral presentation and evaluates the presentation delivery, as well as the competencies displayed by the student. The Thesis Committee determines the final score of the Thesis Work.</b></p>		
Master’s Thesis Work	<p>Shall be graded by the members of the Thesis Committee – field experts – individually (each evaluation is 100 points), the evaluation score conferred by each of the evaluators is the sum of all scores obtained in all the criteria listed below; if the score received by the student is 0 in one of the evaluation criteria, the scores obtained in other criteria will not be taken into consideration and the total score conferred shall be 0. If the Thesis Work corresponds in part to the evaluation sub-criteria provided below, the maximum scores conferred shall be halved, and if it does not correspond to the evaluation sub-criteria (e.g. substantial mistake, inaccuracies/defects, etc.) the score conferred shall be 0; 2) the evaluation score of the Master’s Thesis Work is an average (arithmetic mean) of the scores conferred by the members of the Thesis Committee – experts of the field.</p>		
<b>1. Formal Part</b>	<b>6 Points</b>		
	<b>Point</b>	<b>Evaluation Criteria of the Formal Part</b>	
	<b>3 Points</b>	Structure of the Thesis Work corresponds to the requirements.	

	3 Points	The arrangement of the Thesis Work corresponds to the requirements.
<b>2. Culture of Writing</b>	14 Points	
	7 Points	Linguistics and terminology of the Thesis Work are correct, vocabulary and style are relevant.
	7 Points	The key idea is clearly established and delivered in well-structured sentences, the connection between them is logical.
<b>3. Content aspect</b>	70 Points	
	7 Points	The novelty and relevance of the research topic are formulated in a clear and logical manner.
	7 Points	The goals and objectives are clearly formulated, they are relevant and achievable.
	7 Points	The problem is stated in a clear and logical manner, search for new and original ways to solve a complex problem is determined
	7 Points	The research methods match the research problem, they are thoroughly selected and applied
	7 Points	The ways of searching for information/source necessary for the research are relevant and reliable. The selected materials, the primary sources, and the literature are fully compatible with the research topic; their number is sufficient, analysis - complete.
	7 Points	The number of the selected materials, the primary sources, and the literature is sufficient, analysis - complete.
	7 Points	The research is done in a logical sequence, the research phases are logically connected, and the solution of the issues raised is adequate.
	7 Points	Opposite and similar positions are presented and analyzed accordingly. The academic standards are met, his/her personal opinion and others' opinions are clearly partitioned.
	7 Points	The research results are in conformity with the goals and objectives of the research, in academic and/or practical terms they are clearly and logically formulated and substantiated.
	7 Points	Conclusions are substantiated and relevant to the results of the research, based on clear and logically formulated critical analysis of information (including, latest studies).
	0 Points	The research has not been submitted for a review / one of the criteria above has received 0 score.
<b>4. Oral delivery of the Thesis Work presentation</b>	10 Points	
<b>4.1.1 Technical aspect of the presentation</b>	5 Points	
	1 Points	The visual side of the presentation: the presentation is prepared by using an appropriate computer program(s), its visual side is perfect
	1 Points	The text of the slides of the presentation is of optimal capacity and logically formulated
	1 Points	Slide-text of presentation creates a full image of the content of the Master's Thesis.

	1 Points	The presentation was held without delay, slides and illustrative materials were presented in a timely manner. Demonstration of IT literacy: the presentation was conducted perfectly by using information technologies.
	1 Points	Time management: reglament for holding a presentation is followed
<b>4.1.2 Presentation Technology (contact with the audience)</b>	5 Points	
	1 Points	Establishing contact with the audience and using information delivery techniques (gesticulation, pauses, etc.).
	1 Points	Clearly formulating and delivering the idea through the well-structured sentences, by using appropriate and correct terminologies. The topic and the performance of the Thesis Work leave a thorough and clear impression.
	1 Points	Speaking logically, consistently, convincingly and holding argumentative discussion over his/her opinions, arguments and research methods.
	1 Points	Properly understanding the questions from the audience and giving an immediate response to them, in a correct, thorough, reasonable and terminologically appropriate manner. Participating in the discussion
	1 Points	Bringing relevant examples and arguments, generalizing/specifying information, freely operating with theoretical knowledge and demonstrating deep and systematic knowledge of the issue in order to substantiate his/her opinion.
	0 Points	The presentation has not been prepared / one of the criteria above received 0 score.













