

## **The Rules of Technical Design and Assessment of the Qualification Paper**

Approved by the Minutes of the Rector's Board 15/21 on April 5, 2021

### **Rules Applicable to the Technical design of the Qualification Paper**

#### **Language of paper**

The Qualification Work is performed in relevant program's instruction language. In case of performance of the qualification paper in a foreign language, it is English, with 25-30-pages of Georgian auto-abstract attached to it.

#### **The structure of Qualification Paper consists of the following components:**

- Header
- Review (when submitting the final paper)
- Table of contents
- List of tables, diagrams, illustrations, etc. presented in the work (if any)
- List of abbreviations used in the paper (optional)
- List of symbols used in the paper (optional)
- Main text of the paper
- Conclusion (recommendations, if any)
- References (list of quoted works)
- Annex (tables, illustrations, diagrams, questionnaire, etc.) if any

#### **Description of the structure of the Qualification Paper**

Each component of the Qualification Paper structure shall start with a new page and its title (Ex: table of content, conclusion, etc.) shall be placed in the middle of the paper.

##### **Header**

The Header consists of the full title of the paper, the name and surname of the author, the name of the university and school, academic degree for which the paper has been submitted, the name and surname of the supervisor, the place and date of performing the paper.

##### **Review**

The title of the page represents Overview. The problem shall be briefly named in the review, the main goal of the research, the object of the research, results and findings shall be presented. The review shall not exceed 200 words. Past tense must be used during writing. The first line shall not be separated by a paragraph.

##### **Table of contents**

The title of the page is the Table of Contents. The titles of the chapters and sub-chapters of the paper are listed in the left column of the table of contents; the starting page of the chapter or subchapter is indicated next to the name of each chapter or subchapter, in the right column; The table of contents is printed with single

spacing.

The list of tables, diagrams, illustrations and etc. presented in the paper

The title of the page is a list of tables, diagrams, illustrations, etc. (Depends on what part of visual part is presented in the paper). The numbering of corresponding ones are listed in the left column (each of them is numbered independently from each other) and the starting page next to each of them is indicated in right column. The list of tables, diagrams, illustrations, etc. is printed with single spacing.

The list of abbreviations used in the paper

The title of the page is a list of abbreviations. The page shall contain a list of abbreviations and definitions used in the text of the paper.

The list of symbols used in the paper

The title of the page is a list of symbols. The page shall include a list of definitions of symbols used in the text of the paper.

The main text

The main text consists of the following parts: introduction and main part.

The introduction includes: demonstrates the topicality of the research issue, working hypothesis, goal of the performance of the paper, tasks, description of the used methods, theoretical and practical value of the paper.

The main part includes: review of the literature, methodology of the research, description and analysis of research results, substantiation and argumentation of the working hypothesis.

The division of the main part is carried out as follows:

Chapter 1

1.1. Subchapter

1.2. Subchapter 2

2.1. Subchapter

2.2. Subchapter etc.

Chapters and sub-chapters presented in the main part must have titles. Each subsequent chapter shall start from a new page and the sub-chapter from the same page with two spaces apart.

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### Conclusion

The title of the page is the Conclusion. It summarizes the results of study, determines their estimated value within the framework of the relevant science/discipline and presents the developed recommendations, if any.

### References

The title of the page is Reference and includes a list of the literature quoted in the text of the paper. The literature indicated in the paper shall be placed in accordance with the alphabetical order of the first letter of the last name of the authors of these papers: accordingly: alphabetically Georgian-language literature is indicated first, then Russian-language literature, then Latin-language literature.

### Annex

The title of the page is an Annex. The annex additionally includes illustrative material that is minor, but is used in the performance of the paper, ex: questionnaire, statistical data, tables, details of the analysis of the procedure, etc.

## **Rules Applicable to the Assessment of the Qualification Paper/Project**

### **Stages and volume of the qualification paper/project:**

Submitting/Approving of the title of the qualification paper/project

Submitting and defending the **concept** of the qualification paper/project

- Bachelor's degree program - volume 1500-3000 words (exception is the School of Health Sciences - 900-1000 words, the School of Science and Technology - 1300 words)
- Master's program - volume 2500-4000 words (exception is the School of Health Sciences - 900-1000 words, the School of Science and Technology - 2000 words)
- Submitting and defending the qualification paper/project preliminary application
- Bachelor's degree program - volume 5000-7000 words (exception is the School of Health Sciences - 2000-3000 words, the School of Science and Technology - 3100 words)
- Master's program - volume 9000-12000 words (exception is the School of Health Sciences - 4000-5000 words, School of Science and Technology - 5700 words, the School of Business and Administrative Sciences - 6000 words)
- Submitting and defending of the qualification paper/project
- Bachelor's program - volume 14000-18000 words (exception is the School of Health Sciences - 6000-8000 words, the School of Science and Technology - 8000 words)
- Master's program - volume 18,000-23,000 words (exception is the School of Health Sciences - 12,000-14,000 words, the School of Science and Technology - 11,000 words, the School of Business and Administrative Sciences - 12,000 words)

## **Criteria of Assessment**

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Assessment of each component is carried out in accordance with the following manner:

The student has fully mastered the necessary knowledge, reasoning is consistent and logical, conclusions are substantiated - 100%

The student has mastered a significant part of the necessary knowledge, reasoning is sufficiently consistent and logical, conclusions are substantiated - 75%

The student has partially mastered the necessary knowledge, reasoning is more or less consistent and logical, the conclusions need more substantiation - 50%

The student's information on the topic is scarce, reasoning is inconsistent and less logical, the conclusions are unsubstantiated - 25%

The student has not mastered the subject at all - 0%

Depending on the specifics of the educational program, a different criteria of assessment may be taken into consideration, but this should not contradict the essence of the evaluation criteria established by the present rule.

**The assessment of the bachelor's paper /project is carried out in accordance with the following manner:**

**Criteria of concept evaluation:**

Component	Criteria	Maximal assessment
Setting of a problem/topic and formation of a hypothesis, description of topicality, possible structure	The topic is relevant and well-founded; The hypothesis is clearly formulated, it is theoretically verifiable and gives an opportunity to study; The goals and objectives are relevant for the study, A possible structure is suggested	15 point
A brief review of the special literature around the subject to be studied	Selected sources and literature are relevant for the topic of study	5 point
Possible methods of study	The study methods are relevant to the hypothesis, the choice is well-founded and allows it verification	5 point

**Criteria for Pre-Application Evaluation:**

Component	Criteria	Maximal Evaluation
Setting a topic and formation of a hypothesis, the structure of the paper	Terms and concepts in respect to the topic of study and hypothesis are fully and clearly defined; The expected results of the study are interesting for both academic	4 points

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	circle, as well as for representatives of a specific field; The structure of the paper has been developed	
Analysis of the special literature around the subject to be studied	The analysis of the selected literature is complete and critical; the main theoretical and methodological directions are emphasized in the analysis of the reviewed works and their strengths and weaknesses are discussed; the number of reviewed papers is sufficient for a full analysis of the field of research	15 points
Methodology of study	The methods of finding information/sources needed for the topic of study are defined and reliable; critical analysis of selected study methods, primary and secondary sources found correspond to the topic of study; data and illustrative materials correspond to the research hypothesis	6 points
A written text	Vocabulary is various; Syntactic constructions are correct; The style is adequate; The text is clearly structured	4 points
Presentation	The text of presentation is concise and clearly structured; The visual side of the presentation is compatible with its textual part; The presenter freely establishes contact with the audience; Manner of presentation and discussion corresponds to ethical and academic standards	4 points
Discussion	The answers to the questions raised around the presentation topic are adequate, comprehensive and substantiated.	2 points

### Criteria for final defending of assessment:

Component	Criteria	Maximal Evaluation
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Content side of the paper	The content of the paper is organized clearly and logically	10 points
Study results, analysis and conclusion	The results of the study logically confirm or deny the set hypothesis; The analysis is in-depth, detailed, consistent and critical; The conclusion is logical and well-argued, presents the perspectives of further research; The results are relevant and acceptable to professional and academic circles	10 points
A written text	Vocabulary is varied; Syntactic constructions are correct; The style is adequate; The text is clearly structured	10 points
Presentation	The text of presentation is concise and clearly structured; The visual side of the presentation is compatible with its textual part; The presenter freely establishes contact with the audience; Manner of presentation and discussion corresponds to ethical and academic standards	10 points
Discussion	The answers to the questions raised around the presentation topic are adequate, comprehensive and substantiated and demonstrates the student's in-depth knowledge and understanding of the subject matter	5 points

**The assessment of the master's thesis/project is carried out in accordance with the following manner:**

The assessment of the master's thesis is carried out at the final defence. Before the final defending, the master's student must pass the following stages and the recommendations are given in accordance with the mentioned components/criteria:

**Concept:**

component	Criteria
Setting a problem/topic and forming a hypothesis, description of topicality, probable structure	The topic is relevant and well-founded; The hypothesis is clearly formulated, it is theoretically verifiable and gives an opportunity for study; The goals and objectives are relevant for the study, A possible structure is suggested
A brief review of the special literature around the subject to be studied	Selected sources and literature are relevant for the topic of study
Possible methods of study	The study methods are relevant to the

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	hypothesis, the choice is well-founded and allows its verification
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### Preliminary application

Setting the topic and forming a hypothesis, the structure of the work	Terms and concepts are fully and clearly defined; The expected results of the study are interesting for both academic circle, as well as for representatives of a specific field; The structure of the paper has been developed
Analysis of the special literature around the subject to be studied	The analysis of the selected literature is complete and critical; the main theoretical and methodological directions are emphasized in the analysis of the reviewed works and their strengths and weaknesses are discussed; The number of reviewed papers is sufficient for a full analysis of the field of study
Methodology of study	The methods of finding information/sources needed for the topic of study are defined and reliable; Critical analysis of selected study methods, primary and secondary sources found correspond to the study topic; Data and illustrative materials correspond to the research hypothesis
A written text	Vocabulary is various; Syntactic constructions are correct; The style is adequate; The text is clearly structured
Presentation	The text of presentation is concise and clearly structured; The visual side of the presentation is compatible with its textual part; The presenter freely establishes contact with the audience; Manner of presentation and discussion corresponds to ethical and academic standards
Discussion	The answers to the questions raised around the presentation topic are adequate, comprehensive and substantiated.

### Criteria for the final assessment:

Component	Criteria	Maximal Evaluation
Content side of the work	The content of the paper is organized clearly and logically	25 points

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Study results, analysis and conclusion	The results of the study logically confirm or deny the set hypothesis; The analysis is in-depth, detailed, consistent and critical; The conclusion is logical and well-argued, presents the perspectives of further research; The results are relevant and acceptable to professional and academic circles	25 points
A written text	Vocabulary is varied; Syntactic constructions are correct; The style is adequate; The text is clearly structured	25 points
Presentation	The text of presentation is concise and clearly structured with the textual part; The presenter freely establishes contact with the audience; Manner of presentation and discussion corresponds to ethical and academic standards	15points
Discussion	The answers to the questions raised around the presentation topic are adequate, comprehensive and substantiated and demonstrates the student's in-depth knowledge and understanding of the subject	10 points



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**Approval of the Title of the Bachelor's Thesis/Project**



-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

**Approval of Title of Bachelor's Thesis/Project**

**School:**

**Bachelor's name and surname:**

**Title of bachelor thesis/project:**

**The title of the bachelor's thesis/project shall be approved as follows:**

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**Signature of Board members**

Chairman

Head

Expert

Date:

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-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

### Assessment of the Concept of Bachelor's Thesis/Project

School:

Bachelor's name and surname:

Title of bachelor thesis/project:

Component	Maximal assessment	Received assessment
Setting a problem/topic and forming a hypothesis, description of topicality, possible structure	15 points	
A brief review of the special literature around the subject to be studied	5 points	
Possible methods of study	5 points	
Final point	25	

Chairman

Expert

(If available, a representative of the relevant or / and adjacent field from the academic/invited staff or a scientific researcher)

Date:

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-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

### Assessment of the Concept of Bachelor's Thesis/Project

School:

Bachelor's name and surname:

Title of bachelor thesis/project:

Component	Maximal assessment	Received assessment
Setting the subject and forming a hypothesis, the structure of the paper	4 points	
Analysis of the special literature around the subject to be studied	15 points	
Methodology of study	6 points	
A written text	4 points	
Presentation	4 points	
Discussion	2 points	
Final point	<b>35</b>	

Chairman

Expert

(If available, a representative of the relevant or / and adjacent field from the academic/invited staff or a scientific researcher)

Date:

Form of Assessment for the Final Defence of the Bachelor's Thesis/Project

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-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

### Approval of Title of Bachelor's Thesis/Project

School:

Bachelor's name and surname:

Title of bachelor thesis/project:

Component	Maximal assessment	Received assessment
Content side of the work	10 points	
Study results, analysis and conclusion	10 points	
A written text	10 points	
Presentation	5 points	
Discussion	5 points	
Final point	<b>40</b>	

Chairman

Expert

(If available, a representative of the relevant or / and adjacent field from the academic/invited staff or a scientific researcher)

Date:

Approval of the Title of Master's Thesis/Project

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-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

**Approval of the Title of Master's Thesis/Project**

School:

Master's name and surname:

Title of master's thesis/project:

The title of the master's thesis/project shall be approved as follows:

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Signature of Council's members

Chairman

Head

Expert

Date:

## The Rules of Technical Design and Assessment of the Qualification Paper

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### Form of Defence Protocol of the Concept of Bachelor's Thesis/Project



-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

### Defence Protocol of the Concept of Bachelor's Thesis/Project

School:

Master's name and surname:

Title of master's thesis/project:

Agenda:

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### Recommendations of the Council' members:

Component	Criteria	Recommendations
Setting of a problem/topic and formation of a hypothesis, description of topicality, possible structure	The topic is relevant and well-founded; The hypothesis is clearly formulated, it is theoretically verifiable and gives an opportunity of study; The goals and objectives are relevant for the study,  A possible structure is suggested	
A brief review of the special literature around the subject to be studied	Selected sources and literature are relevant for the topic of study	
Possible methods of study	The study methods are relevant to the hypothesis, the choice is well-founded and allows its checking	

Chairman

Head

Expert

Date:

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**Form of Defence Protocol of the Pre-Application of Master's Thesis/Project**



-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

**Defence Protocol of the Pre-Application of Master's Thesis/Project**

School:

Master's name and surname:

Title of master's thesis/project:

Agenda:

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**Recommendations of the Council' members:**

Component	Criteria	Recommendations
Setting a topic and formation of a hypothesis, the structure of the paper	Terms and concepts are fully and clearly defined; The expected results of the study are interesting for both academic circle, as well as for representatives of a specific field; The structure of the paper has been developed	
Analysis of the special literature around the subject to be studied	The analysis of the selected literature is complete and critical; the main theoretical and methodological directions are emphasized in the analysis of the reviewed papers and their strengths and weaknesses are discussed; The number of reviewed papers is sufficient for a full analysis of the field of study	
Methodology of study	The methods of finding information/sources needed for the topic of study are defined and reliable; Critical analysis of selected study methods, primary and secondary sources found correspond to the study topic; Data and	

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	illustrative materials correspond to the research hypothesis	
A written text	Vocabulary is various; Syntactic constructions are correct; The style is adequate; The text is clearly structured	
Presentation	The text of presentation is concise and clearly structured; The visual side of the presentation is compatible with its textual part; The presenter freely establishes contact with the audience; Manner of presentation and discussion corresponds to ethical and academic standards	
Discussion	The answers to the questions raised around the presentation topic are adequate, comprehensive and substantiated.	

Chairman

Head

Expert

Date



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**Form of Assessment for the Final Defence of the Master's Thesis/Project**



-----Semester of the -----academic year

(Relevant semester)

(Relevant academic year)

**Approval of Title of Master's Thesis/Project**

School:

Master's name and surname:

Title of master's thesis/project:

<b>Component</b>	<b>Maximal assessment</b>	<b>Received assessment</b>
Content side of the work	25 points	
Study results, analysis and conclusion	25 points	
A written text	25 points	
Presentation	15 points	
Discussion	10 points	
Final point	<b>100</b>	

Chairman

Expert

Date:

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### Form of Defence Protocol of the Master's Thesis/Project



### Defence Protocol of the Master's Thesis/Project

School:

Master's name and surname:

Title of master's thesis/project:

Agenda:

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Opinions of the Board members:

Component	Criteria	Recommendations
Content side of the paper	The content of the paper is organized clearly and logically	
Study results, analysis and conclusion	The results of the study logically confirm or deny the set hypothesis; The analysis is in-depth, detailed, consistent and critical; The conclusion is logical and well-argued, presents the perspectives of further research; The results are relevant and acceptable to professional and academic circles	
A written text	Vocabulary is varied; Syntactic constructions are correct; The style is adequate; The text is clearly structured	
Presentation	The text of presentation is concise and clearly structured; The visual side of the presentation is compatible with its textual part; The presenter freely establishes contact with the audience; Manner of presentation and discussion	

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	Corresponds to ethical and academic standards	
Discussion	The answers to the questions raised around the presentation topic are adequate, comprehensive and substantiated and demonstrates the student's in-depth knowledge and understanding of the subject matter	

Chairman

Head

Expert

Date:

## The Rules of Technical Design and Assessment of the Qualification Paper

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### Rules Applicable to the Defence, Forwarding/Rescheduling of Each Stage of the Qualification Paper

The submission of the title of Qualification Paper/project is made in the first week of the relevant semester.

The submission of the concept of the Qualification Paper/project is presented and defended in the third week of the relevant semester.

The submission and defence of the preliminary application of the Qualification Paper/project is made in the ninth week of the relevant semester.

The submission and defence of the Qualification Paper/project is made in the nineteenth week of the relevant semester.

The student sends each stage of the qualification paper in accordance with the deadlines given in the table. If there is a valid reason, the forwarding period is postponed for a period of 1 week.

<b>Stages</b>	<b>Supervisor and manager of qualification papers</b>	<b>Examination of the Content/APA style of the paper by supervisor</b>	<b>Examination of the APA style of the paper by manager</b>	<b>Term of examination for the Chairman of the Board and the expert</b>
<b>Concept</b>	5 calendar days prior to defence	3 calendar days prior to defence		2 calendar days prior to defence
<b>Advance application</b>	6 calendar days prior to defence	4 calendar days prior to defence		4 calendar days prior to defence
<b>The final defence</b>	9 calendar days prior to defence	7 calendar days prior to defence	6 calendar days prior to defence	4 calendar days prior to defence