

The University of Georgia

PhD Regulation

Chapter I. Obtaining of the Student's Status and Management

Article 1. PhD Education Program

1. PhD represents a third level educational program of academic higher education, combination of study and scientific-research components, which aims to prepare highly qualified scientific staff and is completed by awarding with doctoral degree.
2. PhD educational program (hereinafter referred to as –“PhD Program”) consists of 180 credits (ECTS), including study program, no less than 30 and no more than 60 (ECTS) and a research-scientific (hereinafter- "Research Component") no less than 120 (ECTS) and no more than 150 (ECTS).
3. The duration of the PhD program is at least 3 years.

Article 2. Prerequisites for Admission

1. School Professor/Associate Professor of the University of Georgia LLC (hereinafter referred to as - „University“) submits to the relevant School Board a theme to be researched by the student in order to be admitted on the PhD Program, on its basis the School Board determines the number of PhD students to be accepted on the PhD program and the staff of the Scientific/Advisory Board for each PhD student. The School Board notifies the decision to the Qualification Works Manager, which ensures availability of the information on the official website of the University 45 days prior to the deadline envisaged under the paragraph 2 of this article. The criteria for assessment of the concept to be submitted by the student will also be posted on the website.
2. For the purpose of enrolment on the PhD program, the submission of the documents set under the paragraph 4 of this article by the interested person will be possible within the following period:
 - a) for the autumn semester - from April 1 to May 15;
 - b) for the spring semester – from October 1 to November 15.
3. Determination of terms different from the deadlines set forth in paragraph 3 of this article is possible under the order of the University's Presidents.
4. For the purpose of enrolment on the PhD program, the interested candidate shall submit to the Qualification Works Manager:
 - A) Application (The electronic version of the application is available on the website of the University of Georgia: (www.ug.edu.ge/geo/doctors_admission.php)).
 - b) Photo 3X4;
 - c) The original and a copy of the identity card. In case of a foreign citizen/stateless person, a notarized translation of the passport/residency permit or a residency card and a copy of the relevant document;
 - d) Original document certifying the military registration, copy and electronic version of the pages where the information about the owner is given;
 - e) International B2 Level Certificate of English Language (http://ug.edu.ge/public/pdf/documents/debulebebi/eng_b2.pdf) or Certificate of completion of English Language Bachelor/Master/Doctoral Program abroad and their notarized copies, or an

interested candidate shall pass an internal exam in English set by the University. The minimum level of competency in English language is 60% of maximum evaluation. PhD program may determine the necessity of knowledge of any other foreign language instead of English language or together with it. In this case, the regulation defined under this provision regarding English language shall apply to the mentioned foreign language.

f) Original of the Master's diploma or its equivalent document and diploma Supplement (if any) and their notarized copies; in case if a diploma is not issued in Georgia, the education received abroad shall be recognized in accordance with the rule established by the Ministry of Education and Science of Georgia. A person only with a relevant Master's or its equivalent academic degree will be entitled to continue the study on the PhD Program in Law;

g) Professional resume in Georgian language;

h) Research concept executed in accordance with the principles of academic writing defined for the corresponding doctoral program. Information on the principles of academic writing to be used is available on the University's official website;

i) Recommendation letter from the relevant scientific field's professor/associate professor/scientific staff and/or Emeritus of the University of Georgia, if it is requested by the relevant School Board.

5. The documents defined in paragraph 4 of this Article shall be submitted electronically on CD.

6. In case of failure to submit the document defined in paragraph 4, subparagraph (e) of this article on the next working day of the deadline, defined under paragraph 2 of this article, the Qualification Works Manager shall notify the interested person about the date of conducting exam in English /other foreign language, which shall not be conducted not later than 5 working days from the deadline set in paragraph 2 of this article. The Qualification Works Manager shall notify the interested person about the results in English/other foreign language exam no later than 5 working days after conducting it. The deadline for appealing the test result is 2 working days since the result is announced. The Qualification Works Manager shall notify the interested person about the result of the appeal within 3 working days prior to the expiration of the appealing period. The documentation of the interested person only with the positive assessment in English/other language exam will be submitted to the School Board.

7. In case of failure to submit any of the documents in accordance with this article, the Qualification Works Manager determines to the interested person additional term for submission of the document in accordance with the defined procedure. The deadline of submission must be no later than 5 working days.

8. Documentation submitted by the interested person will be delivered to the relevant School Board by the Qualification Works Manager for its further consideration, if the documents are submitted within the terms and in accordance with the procedures defined under this article.

Article 3. Gaining of the Right to Study

1. Within 15 working days after the expiration of the period defined in article 2, paragraph 2, the Qualification Works Manager shall submit to the relevant School the electronic

documentation provided under article 2, paragraph 4. The relevant unit of the school shall convene a meeting within 5 working days by the participation of the relevant field's academic staff of the University and the Head of the Research Topic, makes a decision before the Scientific/Advisory Board on the submission of the research concept by the interested person and specifies the date of the concept submission, which shall not exceed 5 working days after decision making. The decision shall be immediately notified to the Qualification Works Manager and as for the sorted concepts, (research concepts to be submitted to the Scientific/Advisory Board) they will be forwarded to the Scientific/Advisory Board.

2. The Qualification Works Manager shall notify the interested person and the Scientific/Advisory Board about the date of concept submission.

3. Concept submission is made at the Scientific/Advisory Board's meeting, which will guide with the concept's relevant evaluation criteria during the decision making. In order to be made a positive decision by the Scientific/Advisory Board, getting the consent from the Head of the Research Topic is mandatory. If the decision is positive, the Scientific/Advisory Board approves the title of the dissertation and within 5 working days reports the result to the School Board. The decision of the Scientific/Advisory Board on obtaining the right to study by a person interested in the PhD program is made within 2 working days in accordance with the Minutes of the School Board.

4. Qualification Works Manager shall provide informing of the interested candidate about the obtaining of the right to study on the PhD program and within 7 working days after drawing up the Minutes of the School Board will conclude the Contract with the interested candidate for the period of the educational program. Within 2 working days after the conclusion of the Contract, the Order of the University Presidents on enrolment on the PhD program will be issued. In case of failure to sign the contract or if the interested person refuses to sign it, the Order of the University Presidents will not be issued and the interested person loses the right to continue/enrol in the program.

5. The documents set in article 2, paragraph 4 (except the original of the identity card and the original document certifying the military registration) shall be kept in the personal file of the PhD student.

Article 4. Administrative Registration

1. PhD student is obliged to submit a receipt confirming payment of tuition fee for one academic year (60 credits on average) at the moment of signing the Contract with the University. Administrative registration on every subsequent academic year is carried out within the following terms:

a) for the autumn semester - September 15;

b) for the spring semester - February 15.

2. In case of non-payment of tuition fee according to the procedure and timeframe established by this article, except for the case provided in paragraph 4 of this article, the status of a doctoral candidate will be suspended.

3. The tuition fee paid is not refundable to the PhD student unless the termination is made no later than 4 weeks after starting of the academic year. When applying with an application on demanding of refund, if the student's status is terminated prior to starting the academic year,

the University retains 30% of annual tuition fee, whereas -50%, in case of termination of the student's status within four weeks after beginning of the academic year. In case of termination of the status of suspended PhD student, the date of suspension of the student's status shall be taken into consideration while applying with demand of refunding.

4. Partial/whole relieve from the payment of tuition fees or subject of delayed payment will be discussed by the Committee of Social Affairs.

5. In case of non-payment of the tuition fee within 3 weeks of delay of the payment, the University is authorised to suspend the status of PhD student.

6. Those PhD students who have a payment schedule established by the decision of the Social Affairs Commission, the sanction provided under this provision (suspension of student status) does not apply to them, if they comply with the payment schedule established by the Social Affairs Commission.

Article 5. Enrolment by the Procedure of Transferring (Mobility)

1. The candidate of enrolment through mobility apart from the documentation set under article 2 of this provision, is obliged to additionally submit to the University the following documentation:

a) Study Card of PhD student (transcript);

b) An extract from the order of PhD student's enrolment;

c) A certificate of student status or an extract from the order of status suspension/termination.

2. The right to be enrolled through mobility in the University on PhD Program of Law will have only the candidate with relevant Master's or its equivalent academic degree.

3. Credits Recognition Commission determines the compatibility of the PhD student's learning outcomes with the results of the program, chosen for the mobility and makes a decision on the recognition of respective credits. For this purpose, the Commission is entitled to require for the PhD student submission of the syllabuses of the passed components or/and passing of the exam.

4. Student with the will of mobility, passes through all steps required under this provision to protect the concept.

5. If the student who wishes mobility, does not change the course/subject in case of mobility in the University, will gain the right to be enrolled through mobility, only if:

a) Supervisor of the student's dissertation thesis gives consent to be the supervisor of the student at the University while the student studies on the PhD program and participates in the relevant Scientific/Advisory Board's working in accordance with this provision, or:

b) Supervisor of the student's dissertation thesis states in the written form, that he /she does not have any claims on the own intellectual property rights.

6. Requirements determined under paragraph 5 of this article will not be used in case of changing the course/subject by the students who wish the mobility.

Article 6. Transferring to the Other Educational Program (Internal Mobility)

1. Internal mobility is implemented before starting the new academic semester. Additional terms are set under the Presidents Order.

2. When transferring to another educational program through the internal mobility, the PhD student's tuition fee on the program chosen by means of mobility, is determined by the tuition fee which is defined at the moment of his/her enrolment at the University.
3. Credits Recognition Commission determines the compatibility of the PhD student's learning outcomes achieved within the educational program and enrolment criteria on the program with the program which is chosen for the internal mobility.
4. Right to be transferred/enrolled on PhD Program of Law through the internal mobility will have only the candidate, who has the relevant Master's or its equivalent academic degree.
5. Student will gain the right to be transferred/enrolled on the other PhD program only in case of meeting the requirements of the article 5, paragraph 4 of this provision.

Article 7. PhD Student's Identification Card and Personal Data

1. Identification Card with the unique number will be delivered to the PhD student, which represents the students pass at the University and in the electronic consumption area ("My UG").
2. "My UG" gives information related to the study process (Educational program, syllabuses, assessments, exam schedules, non-attendance, etc.) and/or any information related to student's life (student clubs, events, etc.). Usage of other student's Identification Card or unique number is inadmissible.
3. In case of losing the ID card, PhD student is obliged to apply the Security Service with an announcement. The cost for the renewal of the ID card is determined under the Presidents Order.
4. In case of changing personal data (name, surname, personal number and date of birth), on bases of submission of PhD student's application and relevant documentation, the data will be changed by the Administration Service of Educational Process.
5. PhD student is obliged to state about the amendment by means of "My UG" within one week in case of changing contact details (address, phone number or/and email address).
6. In case of non-submission of the data or the negative results occurs due to the access of the third parties on the password of "My UG", the University does not bear responsibility.
7. Transferring of the information about the PhD student to the third parties is permitted only in cases defined under the legislation.

Article 8. Management of the Information

1. Delivery of the information to the student by the University may be carried out electronically via "My UG", which is considered as the official announcement. Student is obliged to timely get acquainted with the notifications of the University, otherwise the University does not bear responsibility on the occurred negative results.
2. The application of the PhD student may be accepted electronically via "My UG". The information on the status of the application is available for the applicant.

Article 9. Academic Registration

At the beginning of each semester, the Qualification Works Manager informs the PhD student about the suggested schedule of meetings for the study components, as for the Scientific/Advisory Board informs about the schedule of planning the research components. Making amendments in the offered schedule/plant is possible only in case of substantiated requirement of the PhD student.

Chapter III. Suspension of the PhD Student's Status, Restoration and Termination

Article 10. Suspension of the PhD Student's Status

1. Basics for suspension of the PhD Student's Status are the following:
 - a) to pass the administration registration by the student;
 - b) Failure to pass the academic registration by the student;
 - c) Suspension of the status by the own statement or other case defined by the law.

2. Upon suspension of student's status, a tuition fee paid by the student will be retained in the following cases:
 - a) Fully, if the student applies the University with a statement on suspension of the status within four weeks from the beginning of the academic year;
 - b) The half of the annual tuition fee, if applies the University with a statement on suspension of the status after four weeks from the beginning of the academic year, but before the completion of the semester;
 - c) A quarter of the annual tuition fee, if applies the University with a statement on suspension of the status within four weeks from the beginning of the second semester;
3. Counting of terms envisaged by this article for the students who enrolled through mobility (except for the students enrolled through the internal mobility) starts from the date of the order on enrolment.
4. Usage of the retained tuition fee by the student will be allowed in case of restoration of the status in the University of Georgia.

Article 11. Status of Exchange Program Student

1. Student participant in the exchange educational program is the student of the higher educational institution of Georgia or higher educational institution recognised in accordance with in a foreign country legislation, who accumulates the specific number of credits at the partner higher educational institution within the exchange educational program.
2. Student of the exchange educational program is not counted among the total number of the University students.
3. The issue on recognition of the credits received at the partner higher education institution within the frames of an exchange program is resolved on bases of the conclusion of Credits Recognition Committee.

4. The student with the status of exchange student pays tuition fee by taking into account the credits recognized on bases of the paragraph 3 of this article.

Article 12. Restoration of Student's Status

1. Student's status is restored in the following terms:

- a) For the spring semester – from September 30 to November 20;
- b) For the autumn semester -from May 20 to June 15.

2. Setting of the terms different from the terms defined under the first paragraph of this article is possible under the order of the University Presidents.

3. Prerequisite of the status is:

- a) Execution of the undertaken obligation by the student towards the University, if non-performance of those obligations were the basics of suspension of the student's status.
- b) Elimination of the reason of suspension of student's status, if a student applies the University with the request of restoration.

4. The status of a student will not be restored, if there is basics of termination of the status foreseen under this provision.

5. Restoration of the student's status is possible only on the same program of PhD, during 5 years after the suspension of the student's status.

Article 13. Termination of the Student's Status

1. The grounds for termination of PhD student's status are:

- a) Suspension of PhD student's status for more than 5 years;
- b) Completion of the educational program;
- c) Failure to achieve learning outcomes within 10 years of studying on the program, special cases will be considered by the Academic Council;
- d) Personal statement;
- e) Decision of the University Disciplinary Commission;
- f) The relevant (negative) decision made by the Dissertation Board;
- g) Moving to another higher education institution through mobility;
- h) Other cases provided under the legislation.

Chapter IV. Administration of Educational-Scientific Process

1. The Scientific-Advisory Board shall consist of 3 members with doctoral academic degrees, and if there is a co-supervisor, it consists with 4 members. The Board consists of a PhD supervisor, the head of the relevant field/department of the research topic, the specialist and a co-supervisor (if applicable) in the relevant field. If the PhD Student's supervisor at the same time is the supervisor of the field/department, the academic staff of the relevant field will be determined as the third member of the Board. On the first meeting the Board elects the chairman from the Board's staff, who is not the supervisor of the PhD student.

2. It is possible to be changed the Scientific/Advisory Board's staff of the PhD student by the decision of the School Board.

3. Scientific/Advisory Board's member can simultaneously be the member of several Scientific/Advisory Board.
4. Chairman of the Scientific/Advisory Board at the request of the PhD student or on his own initiative, convenes the Board's meeting but not less than once in a semester from the commencement of the research components.
5. The decision made on the Scientific/Advisory Board's meeting can be appealed at the School's Board, within 3 working days from decision making.
6. Scientific/Advisory Board overviews the outcomes of the research conducted by the PhD student before the completion of each semester.
7. The relevant School Board approves the rule of work of Scientific/Advisory Board which together with this provision represents the principal document regulating the Board's activity.

Article 15. Supervisor

1. Supervisor determines the direction of the PhD research, monitors the research results and the dissertation work, gives advices on research methods and data analysis and reviews the PhD research results and articles.
2. On bases of the substantiated intermediation of the Scientific/Advisory Board, the School Board is entitled to appoint the supervisor having the PhD academic degree. In cases of article 5, paragraph 4, sub-paragraph "a" of this provision and article 7, paragraph 4, the School Board is obliged to assign the supervisor of PhD dissertation thesis as the member of Scientific/Advisory Board on the initial PhD program.

Article 16. Dissertation Board

1. Dissertation Board is the body awarding the PhD academic degree and is created by the School Board, within 5 working days after the preliminary defence of thesis, on bases of the preliminary defence protocol.
2. Dissertation Board consists of no less than 5 and no more than 7 members. The staff of the Dissertation Board includes the members of Scientific/Advisory Board (except the supervisor of PhD student/Co-supervisor) and experts. The chairman of Scientific/Advisory Board at the same time performs the authenticity of the Chairman of the Scientific/Advisory Board.
3. On the Dissertation Board meeting must be invited the representative of the relevant scientific/research centre/ institute of the respective school of the University with the right to deliberate vote.
4. The decision made on the Dissertation Board meeting can be appealed in accordance with the rule defined by the law.

Article 17. Expert

1. Expert is the specialist of the relevant field of the topic, who holds a PhD degree and is not an academic personnel at the University of Georgia. The expert should have published the publication in the relevant field during the last 5 years.
2. Experts are invited by the School Board members for the determination of the Dissertation Board's staff under the recommendation of Scientific/Advisory Board. The School Board

envisages the possible interests conflict. The conflict of interest exists if the person can obtain any kind of personal benefit in case of making positive/negative decisions on defence of the dissertation work, or exercise of the authority of the Dissertation Board's member by him/her can impact on execution of the work defence process impartially and objectively.

Article 18. Qualification Works Manager

Qualification Works Manager attends the meetings of the Scientific/Advisory and Dissertation Board without the right to vote, registers the protocols as the Secretary of the meeting. He/she is responsible for delivery information to the PhD students and Board members and for keeping records.

Article 19. Editor of the Dissertation Thesis

Prior to the defence of the dissertation work, the head of the University's Editorial Department, verifies the APA style of the format of work or the correspondence with the standards determined by the relevant school after preliminary defence of thesis and issues the appropriate conclusion, also indicates the term of the correction by the PhD student. Conclusion should be notified to the Qualification Works Manager.

Article 20. The Board of Human Issues

1. PhD student is obliged to submit the information to the Board of Human Issues on a questionnaire prepared for study, test, laboratory/field studies, experiments or other activities, which the student intends to use for the research. The Board inspects whether human rights and their dignities, ethical standards, their lives and well-being, Georgian legislation and fundamental principles recognized by the University of Georgia are violated or not and approves a research instrument.
2. The Board of Human Issues is established by the Scientific-Research Institute and it consists of: Director of the Scientific-Research Institute (Chairman of the Board of Human Issues), supervisor of PhD candidate, University Lawyer, Psychology Specialist. In case of a splitting of votes in half, the vote of the Chairman of the Board will be crucial. The Qualification Works Manager attends the meeting and signs the Minutes of the meeting.
3. PhD student submits the Board's permit to the Scientific/Advisory Board in advance, before making an apply.

Article 21. Dissemination of Thesis Information

1. On basis of the information of the Qualification Works Manager, the PR and Marketing Department provides information on the thesis (Auto abstract and information on date/place of the dissertation defence on the Dissertation Board), posts it on the University website, also ensures informing of academic/invited persons. PR and Marketing Department ensures the audio recording of the entire process of the defence and transmits the record to the PhD student and Qualification Works Manager.

2. If the defence of thesis is held in accordance with this provision and decision is made on awarding the PhD student with the PhD academic degree, PR and Marketing Department ensures sending/transferring of the electronic version of the dissertation work to the National Library of Georgian Parliament and Archive, also ensures its publication on the official website of the University.

Chapter V. Evaluation System

Article 22. Evaluation System

1. Maximum grade is 100 points/100%. The minimum threshold for a positive assessment is 51% - 51 points of the maximum score;

2. Study components are assessed through both intermediate and final assessments, while evaluation of the research components are carried out through final assessment. (Amendment No. 2, approved by the Academic Board, by Protocol No. 31-16 of August 31, 2016)

4. Dissertation work's Evaluation System:

For the assesmnet of the PhD Students dissertation work is used the following Grading System:	
a) Excellent (summa cum laude) – Excellent work;	91% and more;
b) Very good (magna cum laude) – The result, which exceeds the requirements in every way;	81-90%;
c) Good (cum laude) – A result that exceeds the requirements;	71-80%;
d) Satisfactory (bene) – A result that meets the requirements in every way;	61-70%;
e) Sufficient (rite) – A result that despite the flaws, still meets the requirements;	51-60%;
f) Insufficient (insufficenter) - a result that fails to meet the requirements for significant deficiencies;	41-50%;
g) Totally unsatisfactory (sub omni canone) - a result that does not completely meet the requirements.	< 40%

5. PhD Student's Studying Components Evaluation System:

(Amendment No. 2, approved by the Academic Board Protocol No. 31-16, on August 31, 2016)

Matrix of prerequisites

Average of Grades	University Grading	The General Structure of Grading applicable in Georgia	
97-100	A +	A.	Excellent
94-96	A.		
91-93	A-		
87-90	B +	B	Very good
84-86	B		
81-83	B-		
77-80	C +	C	Good
74-76	C		
71-73	C-		
67-70	D +	D	Satisfactory
64-66	D		
61-63	D-		
51-60	E	E	Sufficient
Negative Grading			
41-50	FX	FX	Failed to pass
<40	F	F	Failed

6. Student participates in the evaluation of the program and/or program component, teaching and research staff, for which the student completes the evaluation questionnaire on a semester basis.

Chapter VI. PhD Student's Workload, Learning and Research Components

Article 23. Remeved

(Amendment No. 2, approved by the Academic Board Protocol No. 31-16, on August 31, 2016)

Article 24. Administration of Learning and Research Components

1. The schedule of the meetings envisaged by the learning components of the PhD Student are drawn up by the Qualification Works Manager prior to the commencement date of each semester and is agreed with the PhD student and the correction is possible during the semester. Manager is obliged to notify the agreed schedule to the manager and PhD students of the appropriate module. Planning of the research components of the PhD student's is carried out on the Scientific/Advisory Board's meeting, prior to starting each relevant semester, which shall be also agreed with the PhD student.

2. Consultation meetings with PhD student are conducted at the University and/or by using electronic technologies / electronic communication systems.

3. Specification of the title of the work is possible on the Scientific/Advisory Board's meeting any time before the defence of dissertation work and by dealing with Scientific/Advisory Board, on bases of the Minutes of Scientific/Advisory Board, as for the essential change of the title it is made on bases of the intermediation of the PhD student's supervisor before starting the research components. In case of essential change of the title, the PhD student shall submit new concept in accordance with rule defined under this provision.
4. For the admission on the defence of the dissertation work at the Dissertation Board, it is mandatory that the PhD student has published no less than 2 articles/publications related to the appropriate research topic during the study period on the PhD program and has taken participation minimum in 1 conference under the status of reporter. Specific criteria related to the article/publication/conference will be determined through the relevant PhD program.
5. Educational programs may also include supplementary and different regulations to this provision. Administration of study and research components is regulated in accordance with programs.
6. The PhD student is entitled to receive a grant to finance the activities of the study and research components, the amount of which is determined by the respective program. The financing issue is discussed on the Scientific/Advisory Board's meeting, which submits the positive inetrmiadtion to the relevant School Board. School Board makes a decision on financing within 5 working days after submission of mediation to it (in case of the positive decision, indicates the amount of financing and the activity to be financed).

Article 25. Preparation of the Text of the Dissertation Work

1. The text of the dissertation work is prepared in accordance with APA style/ style which is defined by the relevant school.
2. According to the first paragraph, article 26 of this provision, prior to sending the dissertation work to the Scientific/Advisory Board, in the conclusion issued by the supervisor must be outlined that the dissertation work does not include the signs of plagiarism.
3. After determination of correspondence of dissertation work with APA/relevant school's style, the PhD student shall send the copy of the dissertation work (in electronic form) to the members of Scientific/Advisory Board.

Article 26. Defence of Dissertation Work

1. No later than two months prior to the defence, the PhD student sends electronically the dissertation work confirmed by the supervisor to the members of Scientific/Advisory Board.
2. The Chairman of the Scientific/Advisory Board shall appoint a preliminary defence meeting no later than 6 weeks prior to the dissertation defence. The date of the preliminary defence meeting is notified to the PhD student and board members by the Qualification Works Manager.
3. On the preliminary defence, the Scientific/Advisory Board shall initially verify the condition of fulfilment of prerequisite on admission for the final evaluation of dissertation work (defence

of work on the dissertation work) as it is defined under the relevant program of PhD student and according to their provisions. In case of existence of all prerequisites, the Chairman of the Board assigns the new date of preliminary defence meeting, whereas in case of execution of preliminaries, the board gets acquainted with bilingual auto abstract of the PhD student on the preliminary defence (Executed in Georgian and English languages). Auto-abstract is prepared in accordance with Annex # 2.

4. The appropriate School Board may determine additional requirements for admission to the final evaluation/dissertation defence.

5. The duration of a PhD student's thesis report on the preliminary defence is 20-30 minutes.

6. The Board gives to the PhD student recommendations for improvement of the thesis.

7. By taking into consideration the protocol of preliminary defence, the appropriate School Board defines the staff of the Dissertation Board and specifies the date of the dissertation defence.

8. After the issuance of the conclusion of the dissertation work by the editor in accordance with article 19 and 25, PhD student sends the corrected thesis to the Qualification Works Manager. The Manager immediately sends the corrected electronic versions of the thesis to the members of the Dissertation Board.

9. The experts of the Dissertation Board after receiving the thesis no later than 1 month will submit the written conclusion, in which shall be outlined both positive sides as well as defects of the work. It would be clearly specified in the conclusion whether the PhD student deserves the PhD degree. On bases of the conclusion, 5 working days will be given to the PhD student for taking into account the recommendations or for preparation of the answers.

10. After expiration of the validity date envisaged under paragraph 9 of this article and the PhD student sends electronically the final version of thesis to the Dissertation Board members and Qualification Works Manager 3 working days prior to the dissertation defence.

11. Defence of the dissertation work on the Dissertation Board meeting is public and it can be attended by any physical entity. In case of large number of persons wishing to attend the defence of dissertation work, due to which it becomes impossible to locate all of them on the place determined for the dissertation defence (auditorium, hall and etc.) the University is entitled to limit the number of the interested persons on the dissertation defence.

Article 27. Issuance of the Quality Assurance Document

1. Studying process on the PhD program is considered as completed and the diploma will be issued in case if the PhD student had successfully overcome all components foreseen under the PhD program (learning and research components) and was awarded with the PhD degree by the Dissertation Board.

2. Issuance of the Diploma and its duplicate is carried out in accordance with the rule defined by the law.

Chapter VII. General Rule for Decision Making by Collegial Bodies

Article 28. General Rule for Decision Making by Collegial Bodies

1. Collegial Body is entitled if the Board is attended by more than half members of the full staff, whereas the Dissertation Board's meeting is authorized if the board (defence of the dissertation work) is attended by no less than 4/5 of members of the full staff. Decision is made by the major of votes of the attendees. In case of splitting the votes equally, the Chairman's vote is crucial.
2. If the decision is not made on the Collegial Board's meeting about holding the voting secretly, the voting is open.
3. Decisions made at the meetings of the Collegial Body shall be made by a protocol drawn up by the secretary of the meeting. The protocol is signed by the Chairman and the Secretary. To the protocol is attached the paper of the attended persons as the annex, which are signed by the attended persons.
4. The rules defined under this article is valid until it is otherwise specified by this provision.

Article 29. Making Amendments in the Provision

1. Amendment made in this provision gets into force from the next semester, besides the case when the amendment improves the condition of the student.

Annexes

- №1. Requirements for designing the work (APA style);
- №2. Instruction of the execution of the auto-abstract.
- №3. Requirements for designing work (OSCOLA style).