



**Caucasus International University**

**REGULATION for the DISSERTATION COUNCIL  
and DOCTORAL STUDIES**

**Approved by the Academic Council  
on 03/11/2016 –minutes #32**

## **Chapter I**

### **General Regulations**

#### **Article 1. Regulation Scope**

This regulation is developed following the “Law of Georgia on Higher Education” and regulates the principles and rules of the Faculty Dissertation Board and the Doctoral Studies at Caucasus International University (hereinafter - University), as well as the minimum standard for awarding the Doctor's Academic Degree.

#### **Article 2. The purpose of doctoral studies**

The Doctoral Degree Program is the third level of higher academic education and is aimed at preparing scientific-pedagogical staff. The doctoral studies end with the Faculty Dissertation Board awarding the Doctor's academic degree.

## **Chapter II**

### **Faculty Dissertation Council**

#### **Article 3. Awarding the Doctor's academic degree**

1. The Faculty Dissertation Council is the body awarding the Doctor's Academic Degree. It is possible to make an agreement with the partner university for awarding a joint degree.
2. The Faculty Dissertation Council conducts activities under the present regulation.

#### **Article 4. The Faculty Dissertation Council**

1. The Faculty Dissertation Council consists of all the faculty professors, associate professors and assistant professors holding a professor's academic degree or equivalent. (02-311, 09.09.2024)
2. Removed (Resolution #06-24, 25.07.2024)
3. The composition of the Dissertation Council, submitted by the Dean of the Faculty, is approved by the Rector of the University. Under the Rector's decree, the date for the Council's first meeting, as well as a commission being responsible for selecting a chairperson of the Dissertation Council is determined. (Resolution #70, 18.10.2019)
4. The Faculty Dissertation Council:
  - A. Makes a decision about the approval of relevant topics of the doctoral thesis and the supervisor(s) of the doctoral dissertation (#02-311, 09.09.2024);
  - B. Removed (#57, 31.08.2018)
  - C. Discusses and by open voting approve the list of dissertation topics;
  - D. Removed (#57, 31.08.2018)
  - E. Removed (#57, 31.08.2018)
  - F. Makes a decision about the appointment of reviewers;
  - G. Decides on the date of the dissertation defense and the composition of the Board (including the Chairperson);
  - H. Implements the resolutions of the University Academic Council and other authorities defined by this Regulation.
- I. Establishes minimum requirements for a scientific degree seeker (minimum standard) (Resolution #03-23, 08.02.2023)

#### **Article 4<sup>1</sup>. Field Dissertation Council (Resolution #06-24, 25.07.2024)**

1. If there are two or more doctoral programs of different fields at the faculty, field dissertation councils are established within the Dissertation Council of the Faculty.
2. In the case of forming a field dissertation council, it will be staffed with the academic staff of the relevant field. The same person can be a member of two or more dissertation councils if his/her competence corresponds to the corresponding field.
3. If there are two or more Field Dissertation Councils, the doctoral qualification is awarded by the Dissertation Council of the Faculty, which acts based on the recommendation of the Field Dissertation

Council. All other authority defined by paragraph 4 of Article 4 of this Regulation are exercised by the Field Dissertation Council.

#### **Article 5.Regulation for the Dissertation Council**

1. The Faculty Dissertation Council conducts its activities under the present Regulation.
2. Meetings of the Faculty Dissertation Council are held as needed at least twice a year.
3. The Faculty Dissertation Council makes decisions at the Council meeting. The meeting is authorized if it is attended by more than 2/3 of the members. (#57, 31.08.2018)
4. The decision of the Faculty Dissertation Council is deemed to be accepted if it is voted for by more than half of the attendants unless another point is envisaged by this Regulation. (#57, 31.08.2018)
5. Any decision made by the Faculty Dissertation Council is written in the minutes and signed by the Chairperson and the Secretary of the Council.
6. Removed (02-311, 09.09.2024)
7. The work of the Council between the Faculty Dissertation Council sessions is supervised by the Chairperson and Secretary of the Council.
8. In case of absence of the Secretary, the Chairperson is authorized to impose the Secretary's function on one of the members of the Council.

#### **Article 6. The Chairperson of the Faculty Dissertation Council**

1. The Faculty Dissertation Council is headed by the Chairperson of the Dissertation Council.
2. The Chairperson of the Dissertation Council is elected by secret ballot from the Dissertation Council Composition by the majority of the Dissertation Council for a period of three years.
3. A group of at least three members of the Dissertation Council has the right to nominate a candidate for the Chairperson with the prior consent of the candidate.
- 3<sup>1</sup>. Candidacy for the chairperson may be submitted to the Coordinator of Doctoral Studies until 18:00 the day before the meeting. The application may be submitted as a hard copy or through an e-mail. (Resolution #70, 18.10.2019)
4. If the Chairperson can not attend the Dissertation Council meeting, the chairperson of the meeting is elected by the majority of the voters.
5. During the first meeting of the Dissertation Council, it is chaired by the eldest member of the Council. Information about the eldest member is provided by the Personnel Management Service.(Resolution #70, 18.10.2019)

#### **Article 7. The rights and responsibilities of the Chairperson of the Faculty Dissertation Council**

1. The Chairperson of the Dissertation Council:
  - A. calls meetings of the Council as needed and leads them;
  - B. he/she supervises the activities of the Dissertation Council between its meetings;
  - C. develops recommendations on the expediency of continuation of studies by the doctoral student;
  - D. organizes mandatory thematic workshops for doctoral students;
  - E. once a year reports to the Dissertation Council on the activities carried out and the future activities to be conducted;
  - F. exercises other powers defined by this Regulation.
  - G. Removed (02-311, 09.09.2024);
  - H. Removed (02-311, 09.09.2024);
2. The Chairperson of the Dissertation Council calls the Dissertation Council session on his/her own initiative, at the suggestion of the Dean, the Secretary of the Dissertation Council, the Doctoral Studies Coordinator, the Doctoral Program Director, or at least three members of the Dissertation Council.

#### **Article 8. The Secretary of the Faculty Dissertation Board**

1. The organizational activities of the Faculty Dissertation Council are ensured by the Secretary of the Dissertation Council, nominated by the Chairperson of the Dissertation Council from the members of the Council and elected by a majority vote of the composition of the Dissertation Council for a period of three years by secret ballot.
2. The Secretary of the Dissertation Council:
  - A. Keeps the minutes of the Dissertation Council meetings in compliance with the Uniform Rules for the University proceedings;
  - B. Helps the Chairperson to resolve organizational issues;
  - C. Manages the council archive and the proceedings;
  - D. Is responsible for maintaining the protocol.
3. The Secretary of the Dissertation Council is obliged to inform the Doctoral candidate about the decisions of the Dissertation Council and the Chair of the Dissertation Council, as well as information on the deadline of any session in the course of the program implementation in written form (via e-mail).

#### **Article 9. Doctoral Studies Coordinator**

1. The Doctoral Studies Coordinator, who is appointed by the Rector, ensures the organizational activities of the Faculty Dissertation Council and the Doctoral Program implementation.
2. Doctoral Studies Coordinator:
  - A. Records the doctoral candidate's dissertation documentation;
  - B. Helps the Chairman to resolve organizational issues;
  - C. Provides consultation and helps doctoral candidate prepare appropriate documents before and after he/she defends the dissertation;
  - D. Transfers the completed dissertation to the experts and reviewers;
  - E. Provides timely placement of information on the information website;
3. The Doctoral Studies Coordinator is obliged to provide the doctoral candidate with information about the decisions of the Dissertation Board related to the doctoral student, as well as the deadlines for any sessions during the implementation of the program. (02-311, 09.09.2024)

#### **Article 9<sup>1</sup>. Admission to a Doctoral Program**

1. Admission to a doctoral program is announced at most twice a year in the priority research directions pre-determined by the university.
2. Doctoral students are admitted to the doctoral program considering the human, financial and research resources available in the university in the relevant priority research direction, including the ratio of doctoral supervisors and doctoral students. Also, when determining the number of enrolled doctoral students, the university considers the results of the analysis of the indicators of timely completion of doctoral studies by students enrolled in the program.
3. The ratio between the supervisor and his/her active doctoral students shall not exceed - 1:3. A ratio of 1:5 between the supervisor and his/her doctoral students with active status is allowed only in cases where the doctoral student with suspended status requires restoration of status in order to submit a thesis/creative/performance work to be awarded an academic degree. The mentioned ratio can be determined differently depending on the conditions of the scientific grant/project;

### **Chapter III Doctoral Studies**

#### **Article 10. The right to study for a Doctoral degree**

1. A person with a Master's degree or its equivalent academic degree has the right to study for a doctoral degree.
2. The right to study in the doctoral program may be granted to the graduate of a foreign university by Article 50 of the "Law of Georgia on Higher Education".

#### **Article 11. Admission Requirements for Doctoral Studies**

1. Admission to Doctoral Studies is announced only twice a year within the approved doctoral program. **(#60, 18.01.2019)**
2. In order to enroll in the Doctoral Program, the contestant must submit a statement addressed to the Rector of the University to the Dissertation Council Coordinator, the doctoral program should be indicated in the statement. The statement must be accompanied by:
  - A. The contestant's autobiography (employment and educational information), CV;
  - B. Master's or equivalent degree diploma and a certified copy of an attachment to it (the University has the right in accordance with the legislation to request the applicant or a student already enrolled to submit a document on recognition of diploma. The failure to submit a document on recognition of diploma within a reasonable time is the basis for enrollment refusal or invalidation of enrolled doctoral student);
  - C. A copy of the identity card (passport);
  - D. Two recommendations of the relevant field specialists;
  - E. Photograph, size 3X4 (cm);
  - F. A copy of a valid certificate or a military ticket (for military liability);
  - G. Certificate of English language of at least B2 level or, considering the specifics of the field, a certificate confirming knowledge of one of the Western European other languages at least at B2 level and English language at least at B1 level (Toefl, IELTS, FCE, CAE). A person who has completed the Bachelor's or Master's Degree Program in the relevant language is exempted from presenting the certificate. A person who cannot submit a Certificate of relevant language proficiency shall pass a test in English at the University Language Center. **(02-311, 09.09.2024)**
  - H. Explanation that the applicant is not enrolled in the doctoral program at some other higher education institution.
  - I. The candidate is required to have a previous paper/publication in the relevant field and/or participation in scientific-research projects and events and/or at least 2 years of work experience in the relevant field. **(Resolution #57, 31.08.2018) (02-311, 09.09.2024)**
  - J. Research thesis/project, where the relevance and importance of the research should be substantiated and should provide an opportunity to evaluate the candidate's research skills; **(Resolution #57, 31.08.2018) (02-311, 09.09.2024)**
  - K. Other additional documents required by the program, as stated in the prerequisite for a doctoral degree. **(#69, 30.07.2019)**
  - L. A motivation letter related to the research topic; **(#57, 31.08.2018)**
3. In case of indicating scientific publications and participation in conferences in the data on education and employment, the doctoral studies applicant must submit copies of these materials.
4. Doctoral Studies candidate whose native language is not Georgian and who wants to study in Georgian shall submit a Georgian language proficiency certificate (B2 level).

## **Article 12. Prerequisites for admission to contest interviews**

1. A competitor, who submits all the documents stipulated in Article 12 of this regulation to the Doctoral Coordinator within a prescribed period meets the doctoral degree admission requirements and is allowed to be interviewed.
2. The doctoral applicant will be interviewed based on the nomination by the Head of Doctoral Studies by the selection committee created under the order of the University Rector. **(02-311, 09.09.2024)**
3. The Doctoral Studies Coordinator or the head of the doctoral program presents the candidate's CV data and research project to the commission. **(02-311, 09.09.2024)**
4. Removed **(02-311, 09.09.2024)**.
5. When enrolling in the Doctoral Studies the following information will be taken into consideration:
  - A. Having scientific publications;
  - B. Participation in scientific conferences;
  - C. Other documents and materials related to study/research activities (certificates, diplomas, patents, etc.).

### **Article 13. Enrollment in Doctoral Programs**

1. According to the predetermined criteria, the enrollment commission makes a summative decision on the selection of candidates. **(02-311, 09.09.2024)**
2. Applicants will be enrolled in the Doctoral Studies by the University Rector's Individual Administrative-Legal Act which shall be placed on the University website.
3. Within ten days after the enrollment in the doctoral program an agreement between the University and the doctoral student is signed which determines the rights and obligations of the Parties.

### **Article 14. Suspension of doctoral status**

1. Doctoral students shall be entitled to participate in the study process and perform research work after completing the relevant administrative semester registration.
2. Doctoral students who do not complete the administrative semester registration without a good reason, shall have their doctoral student status suspended and shall lose the right to obtain credits in the semester.
3. In case of failure to complete the administrative registration and automatic suspension of the status students continue to study from the semester for which the administrative registration will be completed.
4. The doctoral student is given an academic leave in accordance with the applicable legislation and rules established at the University.

### **Article 15. Termination of doctoral status**

1. In addition to the provisions regulating the learning process and prerequisites defined by the University regulatory procedures, the doctoral student status may be terminated:
  - A. If plagiarism or data falsification is confirmed;
  - B. In case of failure to comply with the agreement concluded between the university and the doctoral student;
  - C. For 8 years from the moment of enrollment, the doctoral candidate will not be able to complete the educational and research components defined by the program. **(Resolution #06-24, 25.07.2024)**
  - D. Doctoral student can not complete the dissertation and present it within 5 years after completion of the program (regardless of the status - suspended / active), which can not exceed 10 years from the moment of enrollment.
2. The termination of doctoral status for the doctoral student is commenced based on a report presented by the Dean of the faculty, the corresponding Doctoral Program Director or the scientific supervisor.
3. The status of the doctoral student shall be terminated with the order of the Rector of the University under the rules regulating the academic process and the procedures prescribed by the regulations.

## **Chapter IV**

### **Doctoral Programme**

### **Article 16. Developing and Submitting Doctoral Program**

1. Doctoral Program is developed
  - A. By one or several professors of the Faculty;
  - B. Together with the partner university;
  - C. Together with an education or research institution based on an appropriate agreement concluded between the University and this institution.
2. The Doctoral Program is supervised (co-supervised by a faculty professor or associate professor).
3. The Doctoral Program will be reviewed and approved by the University Academic Council.
4. The Doctoral program should be accompanied by syllabi of training courses defined by this program.
5. In the implementation of the Doctoral Program participate:
  - A. University Professor or Associate Professor;
  - B. A scholar from a partner university or scientific institution;

- C. An invited specialist holding a Doctor's or its equivalent academic degree.
- 6. The Doctoral Program Director should have research experience and publications in the scientific sphere connected with the Doctoral Program.
- 7. The number of doctoral students to be enrolled in the Doctoral Program during the academic year is determined by the Faculty Dissertation Council.

#### **Article 17. Scope of the Doctoral Education Program**

- 1. The educational process in the Doctoral Program is organized in the framework of the Doctoral Program.
- 2. The Doctoral Education Program includes an average of 60 ECTS credits per academic year. **(81, 13.11.2020)**
- 3. The Doctoral Program consists of the study and research components and concludes with the fulfillment and defense of the dissertation work.
- 4. The duration of the Doctoral Education Program is not less than 3 years and its study component includes not more than 60 credits. **(81, 13.11.2020)**
- 5. In case of failing to submit a dissertation within the prescribed period (3 years), the doctoral candidate has the right to complete the doctoral studies in the subsequent 2 years.
- 6. The doctoral candidate retains the student status over the course of the next year/semester.

#### **Article 18. Study Component of Doctoral Education Program**

- 1. The study component of the Doctoral Education Program aims at providing a doctoral candidate with methodological skills, helping him/her to perform the dissertation work and prepare for future pedagogical and scientific activities.
- 2. The study component of the Doctoral Education Program includes courses of lecture courses, thematic seminars and assisting a professor; **(02-311, 09.09.2024)**
- 3. Thematic seminar(s) will be submitted by the doctoral student to the Coordinator of Doctoral Studies until the end of the semester (not later than the 15<sup>th</sup> week);
- 3<sup>1</sup>. Sending the electronic version of the presented work to Anti-plagiarism software is ensured by the Coordinator of Doctoral Studies. **(#57, 31.08.2018)**
- 3<sup>2</sup>. The results received from Anti-plagiarism software are presented to the scientific supervisor and in case of receiving a positive conclusion by the scientific supervisor, the thesis will be submitted for further consideration. **(#57, 31.08.2018)**
- 4. The Chairperson of the Dissertation Council submits a motion to the Rector for the approval of the date for the thematic seminars defense as well as appointing the composition of the Commission no later than the 17<sup>th</sup> week;
- 5. On the basis of a motion the defense date is appointed by the Rector's order not beyond the examination period;
- 6. The order of the Rector shall be approved by the Commission, which includes the Doctoral Program Director, the doctoral candidate's scientific supervisor and the Academic Staff of the Direction/field (at least 5 members);
- 7. The presentation of thematical seminar(s) is performed by doctoral students within 20-30 minutes, followed by discussion;
- 8. The members of the Committee carry out the assessment of the doctoral student according to the criteria determined by the syllabus; **(02-311, 09.09.2024)**
- 9. Removed **(02-311, 09.09.2024)**

#### **Article 19. Research Component of the Doctoral Education Program**

- 1. The purpose of the Research Component in the Doctoral Education Program is to develop a student's research skills.
- 2. The research component of the Doctoral Education Program together with other appropriate activities envisaged by the Doctoral Program includes the following requirements:

- A. Publication of at least three scientific articles in peer-reviewed journals where the main findings of the scientific research conducted on the dissertation topics should be reflected; Whereas, one article shall be published in a foreign international indexed peer-reviewed journal. (02-311, 09.09.2024)
  - B. Participation in international scientific conferences: (a doctoral student is obliged to participate at least in one international scientific conference. His/her participation should be confirmed by certificates and published materials).
- 2<sup>1</sup>. Taking into account the specifics of the doctoral program, the minimum requirements (minimum standard) for the degree seeker will be determined by the sectoral Dissertation Council. (**Resolution #03-23, 08.02.2023**)
  3. The doctoral student's scientific article should reflect the substantive results of theoretical and/or empirical research.
  4. The scientific articles should be published according to the minimum standard defined by the Dissertation Council (**02-311, 09.09.2024**).
  5. The doctoral student's scientific article is considered to be published if:
    - A. The corresponding volume of the journal is printed;
    - B. The work is placed on the journal's official website.
  6. By the decision of the Faculty Dissertation Council, the doctoral student is exempt from the obligation to publish articles if he/she has published a relevant monograph related to the doctoral topic.
  7. The rule for the research components assessment is determined by relevant syllabi.

**Article 20. The presentation of the research components and their defense before a Commission (#81, 13.11.2020)**

1. The Doctoral Student shall present the mandatory element prepared within the research component to the Coordinator of Doctoral Studies (no later than the 15<sup>th</sup> week) until the end of the semester. (**#57, 31.08.2018**) (**#82, 18.12.2020**)
- 1<sup>1</sup>. Sending the electronic version of the presented work to Anti-plagiarism software is ensured by the Coordinator of Doctoral Studies. (**#57, 31.08.2018**)
- 1<sup>2</sup>. The results received from Anti-plagiarism software are presented to the scientific supervisor and in case of receiving a positive conclusion by the scientific supervisor, the thesis will be submitted for further consideration. (**#57, 31.08.2018**) (**#82, 18.12.2020**)
2. The chairperson of the Dissertation Council shall submit a motion to the Rector that the date of the defense of the mandatory element prepared within the research component be appointed and the composition of the commission be approved not later than the 17<sup>th</sup> week. (**#81, 13.11.2020**)
3. On the basis of the motion and the order of the Rector the date of defense shall be appointed which must not take place beyond the examination period.
4. The order of the Rector approves the Commission, composed of the Doctoral Program Director, the doctoral candidate's scientific supervisor, and the academic staff of the field (at least 5 members).
5. The doctoral candidate makes a presentation on the mandatory element prepared within the research component within 20-30 minutes followed by a discussion. (**#81, 13.11.2020**)
6. The Commission assesses the work done by the doctoral candidate positively or negatively and recommends him/her to continue working on the next element of the research component / complete the dissertation or to correct the relevant element/dissertation of the research component based on the remarks made. (**#81, 13.11.2020**) (**#82, 18.12.2020**)
7. If the mandatory item prepared under the research component contains a technical defect (s), the doctoral student is given one week to correct it and then the procedure must be resumed. In case of material deficiency (signs of plagiarism, negative recommendation of the supervisor, negative evaluation of the reviewer), the submission of the mandatory element prepared within the research component can be repeated from the next semester and goes through the same procedures. (**#82, 18.12.2020**)

**Article 20<sup>1</sup>. Evaluation of research components (02-168, 25.04.2025)**

1. Evaluation of the thematic seminar:

- 1.1. The thesis is checked in the anti-plagiarism program before submission to the doctoral service.
- 1.2. The thematic seminar is evaluated using a 100-point system and includes two components - the assessment of the written thesis by the supervisor within 80 points and the defense before the commission is evaluated within 20 points.
- 1.3. The thematic seminar is possible to be counted only if the total arithmetic mean of the points received in the individual reports of the commission exceeds or equals sixteen.

## **2. Planning and design of the research thesis, evaluation of the colloquium:**

- 2.1. The thesis is checked in the anti-plagiarism program before submission to the doctoral service.
- 2.2. The planning and design of a research paper, the evaluation of the colloquium includes two components - the supervisor's positive conclusion on the paper and its defense before the commission, which is evaluated with a positive or negative assessment.
- 2.3. The planning and design of a research paper, the colloquium is considered completed if it receives a positive assessment from the majority of the members present at the commission.

## **Article 20<sup>2</sup>. Procedure for appealing the results of the research component (02-168, 25.04.2025)**

1. A doctoral student has the right to appeal the results obtained in the thematic seminar and research components;
2. A doctoral student must submit a complaint in writing to the Doctoral Service, to the chairman of the commission for planning and design of research work, thematic seminar and research work colloquiums, no later than 5 working days after the publication of the results.
3. The complaint is considered by the semester defense appeal commission, which is determined in advance by the chairman of the dissertation council and approved by the order of the rector.
4. The appeal commission consists of at least 3 members and does not include persons involved in the initial assessment process.
5. The Semester Defense Appeal Commission makes a decision within 10 working days. If necessary, it may request additional evidence, an audio-video recording of the critical component (if any), a reasoned explanation from the commission members, or other information. The commission's decision is final and cannot be appealed.

## **Chapter V**

### **Doctoral Student's Scientific Supervision**

#### **Article 21. Doctoral Student's Scientific Supervisor**

1. The scientific supervisor of the doctoral candidate can be a professor with a doctorate or an academic degree equivalent to it, whom the university, by the decision of the faculty's dissertation committee, appoints as the scientific supervisor of the doctoral student, depending on the specificity of the dissertation topic. **(02-311, 09.09.2024)**
1. The scientific supervisor of the doctoral student can be a professor with a doctoral degree or an equivalent academic degree, whom the university appoints as the scientific supervisor of the doctoral student based on the specifics of the dissertation topic, based on the decision of the Dissertation Council of the faculty. In case of inviting the supervisor, the doctoral candidate must have a co-supervisor who shall be a university professor. The requirement in the section on holding an academic position does not apply to the international supervisor/co-supervisor; **(applies to doctoral students enrolled after August 1, 2024); (02-311, 09.09.2024)**
2. Removed **(02-311, 09.09.2024)**
3. The Scientific Supervisor should have research experience in the field connected with the doctoral student's dissertation theme.
3. Depending on the specifics and developments of the field, the scientific supervisor should have at least 1 scientific paper published in a foreign international, indexed peer-reviewed journal determined by the university in the last 3 years, which corresponds to the general topic/field of research of the doctoral student's doctoral thesis; **(applies to doctoral students enrolled after August 1, 2024); (02-311, 09.09.2024).**

4. The Dissertation Council makes a decision on the appointment of the head of the community no later than before the start of the second academic semester. (02-311, 09.09.2024)

**Article 22. The scientific supervisor's responsibilities (#57, 31.08.2018)**

1. A scientific supervisor of the doctoral student follows the rules that are established at the university.
2. He/she assists the doctoral student in selecting a research topic. (02-311, 09.09.2024)
3. A scientific supervisor monitors the completion of academic and research components by a doctoral student.
4. A scientific supervisor ensures the submission of the doctoral student's research and academic components within the deadlines and the format elaborated by the university.
5. A scientific supervisor ensures providing information to the doctoral student about not violating the norms of plagiarism established at the university.
6. A scientific supervisor ensures following the ethical norms and procedures available at the university.
7. A scientific supervisor organizes regular meetings with doctoral students related to the dissertation, provides them with recommendations during the working process on the dissertation, prepares a doctoral student to make presentations about various completed components, and monitors the progress of qualification research at different stages.
8. A scientific supervisor ensures students' involvement them in various scientific activities.
9. Removed (02-311, 09.09.2024).
10. In case, a scientific supervisor refuses the supervision, he/she is obliged to submit a well-grounded statement to Dissertation Board at any stage of studies.

**Article 22<sup>1</sup>. A doctoral student's responsibilities(#57, 31.08.2018)**

1. A doctoral student follows the rules that are established at the university.
2. Within one month after enrollment, a doctoral student presents Dissertation Board a selected title of the thesis and consent made by a scientific supervisor.
3. A doctoral student completes academic and research components in compliance with the regulations determined by the university.
4. A doctoral student submits research and academic components within the deadlines and formats elaborated by the university.
5. A doctoral student follows the norms on plagiarism established at the university.
6. A doctoral student follows the ethical norms and procedures established in the institution.
7. A doctoral student meets a scientific supervisor about the issues related to the dissertation on a regular basis.
8. A doctoral student is involved in various scientific activities.
9. A doctoral student communicates with a scientific supervisor for the preparation of a dissertation and presentation of various components.
10. Removed (02-311, 09.09.2024).
11. In case a doctoral candidate refuses to cooperate with a scientific supervisor, he/she is obliged to submit a well-grounded statement to the Dissertation Board at any stage of studies.

**Article 23. Changing the scientific supervisor and the dissertation theme**

1. The scientific supervisor may be changed before the beginning of the semester based on the doctoral candidate's substantiated request. Exactly, based on the scientific supervisor's similar request his/her obligations may be cancelled.
2. If in case of the scientific supervisor's change, the old and the new supervisors obtain consent the dissertation theme may not change.
3. On the joint substantiated request of both the doctoral candidate's and scientific supervisor's request the dissertation topic may be changed within the doctoral program before the beginning of the semester. In such cases, when the dissertation topic is changed within the same doctoral program, the decision is made by the Dissertation Council.

## Chapter VI

### Preparing and defending a dissertation

#### Article 24. Dissertation

1. The dissertation work should be the result of a doctoral candidate's independent scientific research. The dissertation work should reflect the scientifically grounded new results of theoretical and/or empirical research, characterized by scientific innovation and contributing to the development of the branch.
2. The dissertation work presented for the Doctor's academic degree must be fulfilled in the Georgian language, according to the established pattern and rules.
3. The assessment criteria, volume, format, style and other technical data of the dissertation paper are determined by the appropriate syllabus.

#### Article 25. Presenting a dissertation

1. The doctoral student shall present two printed copies of the dissertation work and its electronic version (in PDF format) to the Dissertation Council.
2. Together with the dissertation the doctoral candidate must submit the following documents to the Dissertation Council:
  - A. Statement to the Chairperson of the Dissertation Council on the dissertation acceptance for examination;
  - B. Academic certificate issued by the Dean of the faculty on the completion of the educational components provided for in the doctoral program; **(02-311, 09.09.2024)**;
  - C. A printout of the scientific papers showing the main results of the scientific research carried out on the dissertation topic under the authorship or co-authorship of the doctoral student and published following this provision; **(02-311, 09.09.2024)**;
  - D. Scientific seminars, forums and conference materials, where the main results of the dissertation are reflected (a doctoral candidate is obliged to have participated at least in one international scientific conference, the participation should be confirmed by certificates and published materials).
3. The submitted dissertation must be accompanied by a written report of the doctoral candidate's scientific supervisor (co-supervisors) in which, in addition to the evaluation, it will be stated that the dissertation is ready for public discussion. **(Resolution # 04-21, 21.06.2021)**
4. The submitted dissertation must be accompanied by the conclusion of the head of the doctoral program that he/she has become familiar with the dissertation and recommends its submission for public discussion. **(Resolution # 04-21, 21.06.2021)**
5. The doctoral student is exempt from the semester registration and tuition fee for the semester following the submission of the dissertation to the Dissertation Council. **(Resolution #03-23, 08.02.2023)**
6. The dissertation will be submitted to the Dissertation Council for consideration in the final semester before the end of the semester determined by the academic terms. **(Resolution #03-23, 08.02.2023)**
7. After submission of the dissertation, the Dissertation Council coordinator checks the documents within three working days and if they are in order, submits it to be checked in the antiplagiarism program. **(02-311, 09.09.2024)**
8. After checking the dissertation in the anti-plagiarism program, in the absence of plagiarism, the Doctoral Studies Coordinator will submit the thesis to the Faculty Dissertation Council for a decision on the appointment of preliminary evaluators (experts). **(02-311, 09.09.2024)**

#### Article 26. Approbation of the dissertation

1. After the doctoral student submits the dissertation, the Dissertation council shall designate two experts (one of them invited / external) to evaluate the dissertation. The experts should submit their written opinions within 1 month.
2. In case of a positive conclusion submitted by two experts, the Dissertation Board of the Faculty shall set a date for the preliminary review of the dissertation. Pre-defense will be conducted during the meeting of the dissertation board. **(Resolution # 04-21, 21.06.2021)**

3. If one of the expert opinions is negative, the Dissertation Council shall designate a third expert to assess the work.

4. In case of two negative conclusions, the dissertation will not be given further progress and will be returned to the doctoral student for processing. He/she will be eligible to submit an updated paper in the following semester. **(Resolution # 04-21, 21.06.2021)**

5. In case of the experts' positive opinions, the Faculty Dissertation Council shall establish a sectoral commission and shall designate the date of interim defense/assessment (Approbation) of the dissertation. **(#82, 18.12.2020)**

The assessment of the preliminary examination of the dissertation by a sectoral commission of the Faculty Dissertation Council takes place according to the following criteria:

- The relevance of the dissertation topic;
- Scientific innovation of the dissertation;
- The structure of the dissertation, the content, and the research awareness;
- Research methodology, the ability to search and use scientific literature;
- Consistent reasoning, argumentation and quoting ability;
- Ability to adequately understand a problem and to use critical and analytical thinking skills;
- Demonstration of Visual Material, Presentation Skills.

6. During the approbation, the doctoral candidate presents his / her thesis, after which the dissertation board will be acquainted with the conclusions of the experts, to which the doctoral candidate will answer. **(Resolution # 04-21, 21.06.2021)**

7. Upon completion of the approbation, the Dissertation Board is authorized to:

- a) allocate reviewers and give the paper further progress;
- b) in case of a negative conclusion, return the paper to the doctoral candidate with remarks. The doctoral candidate has the right to submit a revised thesis in the next semester, within the timeframe set by the regulations.
- c) return the paper to the doctoral candidate with some remarks and allow him/her to process it within two weeks. The doctoral candidate is obliged to submit his / her reasoned position in writing together with the revised paper on the conclusions of the experts and the opinions of the members of the dissertation board, which reflects which remarks of the experts and the members of the dissertation board he/she took into account, which he/she disagreed with and why. The conclusion is discussed by the head of the doctoral program, the chairman of the dissertation board and the scientific supervisor of the doctoral candidate. If all three of them consider the revised paper satisfactory, then a letter of consent is signed, after which the dissertation board selects the reviewers and the paper is given further progress. **(Resolution # 04-21, 21.06.2021)**

8. Removed **(Resolution # 04-21, 21.06.2021)**

## **Article 27. Author's abstract**

1. The author's abstract is a shortened version of the dissertation.

2. The author's abstract must be drawn so that the interested person gets acquainted with the basic results of the work.

3. The author's abstract should contain a title page. It should contain the relevance of the topic, the purpose of the work, the object of study, research methods, the main findings of the work and scientific novelty as well as information about the scope and structure of the dissertation. The author's abstract should provide the main results of the dissertation according to the chapters and general conclusions.

4. The author's abstract should contain a list of only those publications by the author, whose content corresponds to the dissertation and is included in the dissertation.

5. The author's abstract shall also contain information concerning the discussion of the main scientific theses of the dissertation (such as reports on conferences, forums, symposiums and seminars).

6. The author's abstract shall be performed in Georgian and one of the international (English, German, French) languages;

7. The total volume of the author's abstract (in both languages) should not exceed four printed tabs (64 pages).

#### **Article 28. Approval of the reviewers**

1. In case of successful completion of the dissertation preliminary assessment (Approbation), the doctoral student will submit to the Dissertation Council four bound printed copies of the dissertation and its electronic version (in PDF format), as well as 4 copies of the author's abstract together with the electronic version (for uploading on the University web site). (**#57, 31.08.2018**) (**#82, 18.12.2020**)

1<sup>1</sup>. Removed (02-311, 09.09.2024)

1<sup>2</sup>. After the successful passing of the approbation and the presentation of the documents specified in the first paragraph of this article, Dissertation Council appoints two evaluators-reviewers, whose names are anonymous. The evaluator-reviewer can be from an institution with appropriate competence (local and/or foreign university, scientific-research institute), one local and one international specialist, who prepare conclusions (the conclusion of the international reviewer is not mandatory if the doctoral student has an international supervisor) and evaluate the novelty of the scientific research of the dissertation and readiness for the defense of the dissertation (**Resolution #57, 31.08.2018**) (02-311, 09.09.2024)

1<sup>3</sup>. Depending on the specifics of the dissertation topic, in case of argumentative justification of the supervisor of the dissertation topic, the chairman of the council can appoint both evaluators - reviewers/experts from the academic staff of the university or invite both from outside. (not valid for doctoral students enrolled after August 1, 2024) (**Resolution #82, 18.12.2020**) (02-311, 09.09.2024)

2. A local reviewer can be a staff member of a local university, scientific-research institute/center, or a person with a status of emeritus, who has the latest knowledge in the field, has actively participated in scientific research, and has been publishing in a foreign international, indexed peer-reviewed journal during the last 3 years. Has at least 1 scientific paper that corresponds to the general topic/field of research of the doctoral student's doctoral thesis. An international reviewer can be a staff member of a foreign university, scientific-research institute/center, or a person with a status of emeritus, who has the latest knowledge in the field, has actively participated in scientific research, and has been publishing in a foreign international indexed peer-reviewed journal in the last 3 years, has at least 1 scientific paper that corresponds to the general topic/field of research of the doctoral student's doctoral thesis; (shall apply to doctoral students enrolled after August 1, 2024). (02-311, 09.09.2024)

3. The reviewer can not be:

A. **Removed** (**#03-23, 08.02.2023**)

B. Co-author of any publications performed by the doctoral candidate;

C. Person depending on the doctoral candidate in office.

4. It is unacceptable that both reviewers be employees of the same structural unit (eg, faculty, school) of any organization, except as provided in paragraph 1<sup>3</sup> of this Article. (**#82, 18.12.2020**)

5. The doctoral studies Director shall deliver copies of the dissertation and author's abstracts to the reviewers within 5 working days after the designation of reviewers.

#### **Article 29. Reviewing the dissertation**

1. The reviewer shall submit his/her written report (opinion) about the dissertation to the Dissertation Council no later than 30 calendar days from the date of delivery.

2. If a reviewer is not able to present a review due to objective circumstances (accident, illness, etc.), the Dissertation Council designates a third assessor (reviewer).

3. The reviewer's review should reflect:

A. Relevance of the Doctoral Dissertation;

B. Scientific level of the research;

C. Methods (methodology) used;

D. Reliability of the results obtained;

E. Design of the dissertation, etc.

4. The review shall be confirmed with the reviewer's signature whose authenticity should be certified with the employer's stamp.
5. **Removed (#57, 31.08.2018) (#65, 25.04.2019)**
6. **Removed (#82, 18.12.2020)**
7. **Removed (#57, 31.08.2018)**
8. **Removed (#57, 31.08.2018)**
9. If one of the two reviewers negatively evaluates the dissertation, the Dissertation Council within 10 calendar days shall appoint a third reviewer to evaluate the dissertation. The third reviewer has 30 calendar days to evaluate the work. **(#82, 18.12.2020)**
10. If the third reviewer positively evaluates the submitted dissertation, the doctoral student will be admitted to defend the dissertation. **(#82, 18.12.2020)**
11. The dissertation must be re-submitted to the Dissertation Board within the next two years, but not earlier than one year after receiving the negative evaluation. If a re-submitted dissertation receives a negative evaluation (during plagiarism, from a supervisor, or a reviewer), the doctoral student's student status is terminated. **(#82, 18.12.2020)**
12. The Chairperson of the Dissertation Council shall notify the doctoral candidate in writing about the decision made by the reviewers.
13. In case of a negative assessment of the dissertation, the doctoral student is not admitted to the defense. By the decision of the Dissertation Council, he/she may be given additional time to work on the dissertation. In such a case in accordance with the rule established at the University, the doctoral candidate is given the right to take an additional semester(s) with retention of student status.
14. The dissertation shall be repeatedly submitted to the Dissertation Council within the next two years, but within one year after receiving a negative assessment. If the repeatedly submitted dissertation will receive a negative assessment, the doctoral candidate's student status will be terminated.
- 14<sup>1</sup>. A re-submitted, revised dissertation by a doctoral student goes through all the procedures established by this statute and the doctoral program. **(#82, 18.12.2020)**
15. The improved dissertation repeatedly submitted by the doctoral candidate shall be given to the same reviewers and if it is impossible due to objective circumstances (accident, illness, etc.), the Dissertation Council appoints new reviewers.
16. In case of a negative assessment of the improved and repeatedly submitted dissertation it is not admitted to the defense.
17. In case the dissertation is rejected as a defense, one copy of the dissertation and the reviewers' written opinions shall be deposited in the archives of the Faculty Dissertation Council.
18. The doctoral candidate has the right on his/her own initiative at any stage to withdraw his/her dissertation from examination. In the latter case, the dissertation may be presented in the next academic year.

### **Article 30. Approval of the date of dissertation defense and composition of the board**

1. A decision on the date of the dissertation defense and the composition of the board (including the chairperson of the board) shall be made by the Faculty Dissertation Council.
2. The defense of the dissertation shall be appointed no earlier than 25 days after the session of the Dissertation Council. **(04-2024, 19.04.2024)**
3. The doctoral studies coordinator shall have the copies of the dissertation and the author's abstracts delivered to the members of the Dissertation Board within 5 working days after the approval of the composition of the Board.
4. The doctoral studies coordinator shall notify the doctoral candidate in writing (mail, e-mail or other) about the decisions made by the Council. The notification must be sent at least 30 days before the date of the defense and should include the composition of the Dissertation Board, the date of defense, the time and place, the possibility of attending the defense for guests and their permissible number.

5. On the basis of the decision of the Dissertation Council, the doctoral studies Coordinator disseminates information in writing or via e-mail on the date of the dissertation defense, besides, he/she shall provide putting the announcement in a prominent place (places).

#### **Article 31. Dissertation Board**

1. The Dissertation Board shall be created once only for a specific dissertation defense.
2. The Dissertation Board must consist of 5 or 7 professors from the relevant field of the dissertation topic including at least 1 (in the case of a 5-member board) and 2 (in the case of a 7-member board) people invited from outside/external members(# 65, 25.04.2019).
- 2<sup>1</sup>. If, due to the specifics of the doctoral dissertation, it is not possible to select the appropriate number of members and/or reviewers, experts in the relevant detail field by the reasoned decision of the Faculty Dissertation Board, a person with a doctoral degree in a wide/narrow field can be selected as a member of the Dissertation Board Board and/or a reviewer/expert.(#82, 18.12.2020)
3. A member of the Dissertation Board having the right to vote can be a professor, an associate professor or an assistant professor as well as a visiting professor from outside who holds a Doctoral degree or its equivalent academic degree. Moreover, the person's competence should be confirmed not only by having defended a dissertation in the respective field of the dissertation topic but also by the scientific activities performed during the last five years. (# 65, 25.04.2019).
4. The doctoral candidate's scientific supervisor, experts, and reviewers participate in the Dissertation Board only with advisory voting (they do not have the right to vote).
5. The same person may not participate in more than two defenses within a week.
6. The Dissertation Board is headed by the Chairperson selected from its members and approved by the Dissertation Council. He/she must be the University's current or honorary professor. The Chairperson can not be the doctoral candidate's scientific supervisor or his/her reviewer.
- 6<sup>1</sup>. Based on the presentation by a chairperson of the dissertation board, the board selects a secretary through open voting for a single time. The secretary is responsible for writing a minute during the dissertation defense. The secretary can not be the doctoral candidate's scientific supervisor or his/her reviewer. (#57, 31.08.2018)
- 6<sup>2</sup>. Depending on the specifics of the dissertation topic, the composition of the Dissertation board can only be composed of 5-7 invited members, of whom the Chairperson chosen by the dissertation council will lead the dissertation collegium. (02-311, 09.09.2024)
7. The Dissertation Board is authorized to get acquainted with the reports on the dissertation.

#### **Article 32. Dissertation Board Session**

1. A dissertation is publicly defended at the Dissertation Board session.
2. The language of defense is Georgian unless the Dissertation Council makes a different decision.
3. The session of the Dissertation Board is authorized if it is attended by 3/4 or more of the members of the Voting Board.
4. If one of the reviewers is not attending the defense for a valid reason, his/her review should be read in full.
5. The scientific supervisor must attend the defense. If he/she does not attend the dissertation board session for a valid reason, he/she sends a corresponding report and the doctoral candidate's personal characteristics to the dissertation board.
6. If the doctoral candidate failed to attend the defense for a valid documented reason or there was a lack of quorum, or the defense was not held for some other reason not connected with the doctoral candidate, the Dissertation Board shall appoint an additional session in the same semester.
7. At one session of the Dissertation Board only one dissertation defense can be held.

#### **Article 33. Dissertation defense**

1. The chairperson of the Dissertation Board announces the doctoral candidate's identity and the dissertation topic, identifies the experts and reviewers. The board is informed about the documents

submitted by the doctoral candidate, the dissertation defense procedure and short biographical information about the doctoral candidate by a secretary of the board. (#57, 31.08.2018)

2. The defense process envisages the dissertation presentation by the doctoral candidate, scientific discussion, evaluation of the dissertation and the announcement of the evaluation results of the dissertation. The rules of the procedure are reasonably determined by the Dissertation Board. (#57, 31.08.2018)

3. The presentation of the dissertation means the doctoral student's report - the presentation of the theme whose duration usually shall not exceed 30 minutes. By the proposal of the chairperson of the Board, the doctoral student introduces the main statements and results of his/her research to the board, clearly formulates the scientific novelty of his/her work.

4. In the presentation of the dissertation the doctoral student must use visible materials, for example, slides, posters, videos, etc.

5. After the presentation of the dissertation a scientific discussion is held. The doctoral student shall answer the questions asked by those present, after which the chairperson of the board will introduce the results of the preliminary review of the dissertation. The reviewers start a dispute with the doctoral candidate after which the word is given to the scientific supervisor (co-supervisor) of the dissertation for characterizing the doctoral candidate. A discussion takes place in which both the members of the board and the representatives of those present may participate.

6. After the completion of the scientific debate, by the proposal of the chairperson, the doctoral candidate is given the final word whose duration shall not exceed 10 minutes.

7. After the doctoral student's final word the members of the Board who have the right to vote make a decision on a closed vote at the closed final session.

#### **Article 34. Evaluation of the dissertation**

1. Dissertation is evaluated once by using the 100-point system, during the defense of the Dissertation Thesis. Dissertation is evaluated by assessors (reviewers) and the Dissertation Board. (#65; 25.04.2019)

1<sup>1</sup>. An assessor (reviewer) gives a maximum of 40 points while evaluating a Dissertation Thesis. The following criteria are applied while evaluating a Dissertation Thesis by an assessor (reviewer):

1. Significance of the theme, identification of the problem, and determining the strategy - 5 points;
2. Access to required information, critical assessment of information and its sources and efficiency of using information, quality of engagement in foreign studies - 5 points;
3. Innovative thinking - 5 points;
4. The system of methods used in the research, research methodology - 5 points;
5. Quality of research conducted - 5 points;
6. Conclusions and results, problem-solving - 5 points;
7. The use of research results - 5 points;
8. Legal and ethical use of information, culture of academic writing - 5 points.

In each of the above listed components (in the case of both assessors/reviewers) the doctoral candidate must overcome 50%. (#65; 25.04.2019)

2. Each member of the Dissertation Board evaluates the dissertation according to a 60-point system using the criteria provided by the appropriate syllabus. The final score is determined on the basis of assessments made by the members of the Dissertation Board and is equal to the arithmetic mean (the sum of the points earned is divided by the number of board members). (#57, 31.08.2018) (#65, 25.04.2019)

2<sup>1</sup>. The dissertation evaluation criteria (60 points) by the members of the Dissertation Board are as follows:

1. Topicality of the theme, identification of the problem and determining the strategy - 5 points;
2. Access to required information, critical assessment of information and its sources and efficiency of using information - 5 points;
3. Quality of engagement in foreign studies - 5 points;
4. Innovative thinking - 5 points;
5. The system of methods used in the research, research methodology - 5 points;
6. Quality of research conducted - 5 points;

7. Conclusions and results, problem-solving - 5 points;
8. The use of research results - 5 points;
9. Legal and ethical use of information - 5 points;
10. Culture of academic writing - 5 points;
11. Organizing a presentation, ability to deliver material - 5 points;
12. Scientific dispute - 5 points.

In each of the above listed components, the doctoral candidate must overcome 50%. (#65; 25.04.2019)

3. **Removed (02-311, 09.09.2024)**

4. **Removed (#57, 31.08.2018)**

5. **Removed (#57, 31.08.2018)**

6. **Removed (#57, 31.08.2018)**

7. In case of unsatisfactory (insufficient) assessment of the dissertation by the Dissertation Board the doctoral student is given the right to submit a revised dissertation. For this purpose he/she has the right within a month after the announcement of the results to submit a statement to the Dissertation Council with the request to improve the dissertation and repeatedly defend it.

8. In case of unsatisfactory (insufficient) evaluation of the dissertation by the Dissertation Board, the doctoral student is entitled to take an additional semester(s) in accordance with the rules established by the university. The dissertation may be repeatedly defended during the next one year.

9. In case the dissertation is evaluated by the Dissertation Board as completely unsatisfactory (sub omni canone) the doctoral candidate loses the right to submit the same dissertation.

10. **Removed (#65, 25.04.2019)**

11. The final evaluation of the dissertation thesis is determined by the Dissertation Board by summing up the arithmetic average of the reviewers' assessment and that of the board members's assessment. In case the summed-up result is 51 or more, the dissertation thesis is evaluated as positively by the Dissertation Board and is given the assessment: P- defended. (#57, 31.08.2018)

11<sup>1</sup>. A positive evaluation (P – defended) of the dissertation is made according to the following system:

- Excellent (summa cum laude) – Excellent work, maximum evaluation 91 and more;
- Very good – (magna cum laude) result that comprehensively exceeds the requirements -maximum evaluation 81-90;
- good (cum laude) - result that exceeds the requirement - maximum evaluation 71-80;
- average (bene) – a result that comprehensively meets the requirements - maximum evaluation - 61-70;
- Satisfactory (rite) – The result, which meets the requirements despite the shortcomings – maximum evaluation 51-60.(#57, 31.08.2018)

11<sup>2</sup>. According to Order # 3 of the Minister of Education and Science of Georgia of January 5, 2007, in case of receiving any positive evaluation provided by the doctoral dissertation evaluation system, the dissertation completed by the doctoral student and defended in the same or the following semester will be considered completed, evaluated once, only with a final evaluation, which is the basis for awarding the qualification / academic degree provided by the doctoral program. (#57, 31.08.2018) (#82, 18.12.2020)

11<sup>3</sup>. A negative evaluation of the dissertation (F – failed to defend)is made according to the following system:

- Unsatisfactory (insufficient) - the outcome that can not meet the requirements due to the significant shortcomings;
- Completely unsatisfactory (sub omni canone) - the result that does not satisfy the requirements at all. 40% and less than the maximum. (#57, 31.08.2018)

12. The chairperson of the Dissertation Board publicly announces the final decision of the Board. The doctoral candidate has the right to get acquainted with the evaluation of the Dissertation Board.

13. The Secretary of the Dissertation Board writes the minutes of the defense of the dissertation, reviews the course of the defense and its final results, all the members of the Board sign it.

14. Within ten calendar days from the defense of the dissertation the doctoral studies coordinator submits one copy of the dissertation to the National Library and one copy to the university library.

15. Creating video footage of the dissertation defense must be ensured by the doctoral candidate.

**Article 341. Procedure for appealing the results of the dissertation defense (02-168, 25.04.2025)**

1. If the doctoral student does not agree with the final assessment of the dissertation board, the doctoral student has the right to appeal the results of the dissertation defense in writing, addressed to the Rector of Caucasus International University, no later than 5 working days after the official announcement of the results.

2. The doctoral student's appeal must be substantiated.

3. The appeal shall be considered by the Appeals Commission. A petition on the composition of the commission shall be submitted by the Chairman of the Dissertation Council to the Rector, and the Rector shall approve the composition of the commission by order. The commission shall not include persons participating in the initial evaluation process.

4. The members of the Appeals Commission are appointed in accordance with the same procedure as that provided for in the regulations applicable to the composition of the Dissertation Board.

5. The Appeals Commission shall consider the appeal no later than 10 working days.

6. The Appeals Commission shall elect a chairman and a secretary from among its members.

7. Each member of the Appeals Commission shall be individually provided with the dissertation, reviews, evaluations of the Dissertation Board, as well as the relevant audio-video recording.

8. The members of the Commission shall individually evaluate the dissertation and the public defense within the framework of a 100-point system, and the evaluation shall be submitted in writing to the Secretary of the Appeals Commission.

9. If the average arithmetic score of the individual evaluations of the members of the Appeals Commission does not constitute the basis for granting an academic degree and their assessment is consistent with the initial negative assessment issued by the Dissertation Board, the Appeals Commission will not satisfy the appeal and a re-defense will be scheduled, in accordance with the procedure and deadlines specified in the Regulation.

10. If the doctoral candidate has been awarded a doctoral degree by the Dissertation Board, but appeals the score received and the average arithmetic score of the evaluations of the members of the Appeals Commission exceeds the initial score assigned to the doctoral candidate by the Dissertation Board by at least 3 points, a re-defense will be scheduled with the renewed composition of the Dissertation Board. The written consent of the doctoral candidate is required for the appointment of a re-defense. The doctoral candidate has the right to refuse to re-defend, which he confirms in writing and implies leaving the initial assessment in force.

11. In the event that the arithmetic average score of the assessments of the members of the Appeals Commission confirms the appropriateness of granting the academic degree of Doctor, and the Dissertation Board has not granted the degree to the doctoral candidate, a repeated public defense will be scheduled, no later than within one month, with the renewed composition of the Dissertation Board.

12. The decision of the Appeals Commission is final and not subject to appeal.

**Article 35. Publishing a dissertation and awarding a doctoral degree**

1. In case of receiving a positive assessment, the successful dissertation must be published in electronic form on the university website.

2. After the dissertation is published the Faculty Dissertation Council awards an individual the doctor's academic degree in the relevant detailed field provided by the program. (#65, 25.04.2019) (#82, 18.12.2020)

3. The Secretary of the Dissertation Council within ten days from the decision of the Dissertation Council prepares a draft order about awarding a doctor's academic degree to the doctoral candidate and issuing an appropriate diploma which he/she submits to the Rector of the University.

4. Issuance of the order, as well as issuing a diploma and diploma supplement shall be done in compliance with the procedure established by the university.

### **Article 36. Diploma verifying a doctor's academic degree**

1. Doctor's academic degree diploma will be issued by the University.
2. **Removed (#82, 18.12.2020)**

### **Article 37. Dissertation case archive**

1. After the dissertation is defended the Dissertation Case remains in the Dissertation Board archive, it includes:
  - A. Doctoral candidate's application, endorsed by the Chairperson of the Dissertation Board on receiving the dissertation for review;
  - B. Author's abstract of the dissertation;
  - C. Written conclusion of the scientific supervisor (co-supervisors) on the dissertation;
  - D. Electronic version of the dissertation and author's abstract of the thesis (PDF format);
  - E. Scientific publications published by the doctoral candidate alone and/or in co-authorship, as well as their list;
  - F. Scientific seminars, forums and conference materials and a list of the main results of the dissertation work;
  - G. List of assessments reflecting the performance of study and research components;
  - H. Opinions of the reviewers;
  - I. The minutes of the Dissertation Board meeting, certified by the seal of the university;
  - J. Document certifying the printed or electronic form of the successfully defended dissertation;
  - K. Copy of University Rector's Order on awarding the Doctor's Academic Degree to the Doctoral candidate.
2. The threaded-together documentation will be stored on the board for a year, after which it will be passed to the archive of the university.

### **Article 38. Doctor's academic degree cancellation**

1. By the decision of the Faculty Dissertation Board, the doctor will be deprived of the Doctor's academic degree, in case of misrepresentation of data in the dissertation, falsification of data, plagiarism and violating other norms of academic honesty.
2. If the plagiarism or the falsification of the dissertation documents is confirmed at any time, the Dissertation Board has the right to invalidate the awarded academic degree and abolish the appropriate diploma.

## **Chapter VII**

### **Doctoral program with the participation of a partner university(#82, 18.12.2020)**

### **Article 39. Agreement on the implementation of the Doctoral Program**

1. The University is authorized to jointly implement the Doctoral Education Program with Universities accredited in Georgia and/or with foreign universities similarly recognized according to foreign legislation.
2. Implementation of the doctoral program with the participation of a partner university is regulated by the cooperation agreement with this university and the implementation of a joint doctoral program. **(#82, 18.12.2020)**
3. Forms of interuniversity Doctoral Programs:
  - A. Organizing Joint Teaching;
  - B. Co-supervising a doctoral student;
  - C. Awarding a dual degree.

### **Article 40. Application for admission to doctoral studies**

1. In the case of partner university participation, admission to doctoral degree programs must meet the requirements for admission to the doctorate studies at both universities, which are determined by the contract on joint doctoral studies.
2. The doctoral candidate's application must be accompanied by the documents provided according to this regulation and a relevant professor's (from the partner university) agreement to co-supervise the dissertation.

#### **Article 41. Scientific Supervisor**

1. In the case of partner university participation, a doctoral student must be jointly supervised by professors of the University and the partner University. Both professors' conclusions are necessary. The defense of the dissertation should be attended by at least one of the supervisors.
2. The professor of the partner university who submits his/her consent to supervise the dissertation, submits his/her conclusion to the Faculty Dissertation Board.
3. If the dissertation proceedings are predominantly conducted at the partner university, they are implemented according to the regulation of the Doctoral Department of the partner University.

#### **Article 42. The document certifying the Doctor's academic degree**

1. The document confirming the Doctor's academic degree is issued by the University, where the dissertation was defended.
2. The document must contain the indication that the dissertation was defended with the participation of the Partner Universities.

#### **Article 43. Language of presenting and defending a dissertation**

The dissertation should be presented in Georgian and in the instruction language of the partner university. The same rule is applied for defending the dissertation.

#### **Article 44. Publication**

The decision to publish the dissertation is made in accordance with this Regulation or the requirements of the relevant Partner University Regulation.

### **Chapter VIII**

#### **Awarding the Honorable Doctor's Degree**

#### **Article 45. Honorable Doctor's Degree**

1. A person with special scientific merit may be granted the academic rank of honorary doctor in a specific field.
2. The decision on awarding the title of honorary doctor is made by the Rector of the University upon the submission of the Faculty Dissertation Board.

### **Chapter IX**

#### **Financing**

#### **Article 46. Funding sources**

Doctoral financing is carried out through university funding, scholarship, charity and self-financing.

### **Chapter X**

#### **Mobility**

#### **Article 47. Mobility in the Doctoral Program**

1. The right to mobility is given to doctoral students after completing the first year of study, before the semester begins, twice a year.
2. A doctoral student has the right to mobility only within the same or related doctoral program.
3. The mobility process is regulated in accordance with the applicable legislation and the internal acts of the University. (#57, 31.08.2018)

4. The data of the doctoral student enrolled through mobility will be submitted to the Faculty Dissertation Board for the approval of the dissertation topic and the scientific advisor.
5. The Dissertation Board approves of the Dissertation topic and the scientific supervisor within the existing doctoral program.

## **Chapter XI**

### **Final Provisions**

#### **Article 48. Final Provisions**

1. Approval of this Regulation, as well as changes and amendments therein, are carried out by the University Rector's Order. (**Resolution N06-24, 25.07.2024**)
2. The Head of the Doctoral Studies Office, Head of the Doctoral Program, Dean of the Faculty, or any member of the Dissertation Board has the right to nominate the proposal on changes and amendments to this regulation. (**Resolution N06-24, 25.07.2024**)
3. This regulation enters into force on 1 January 2017.
4. The assessment system envisaged in paragraph 5 of Article 34 of this Regulation is not applied to doctoral students who have already obtained credits in research components. Their final assessment will be the sum of credits obtained in research components performed by them subtracted from 120 credits. (**#57, 31.08.2018**)