Regulations
on Doctoral Studies and the Dissertation Council of the Faculty of Exact and Natural Sciences of Akaki Tsereteli State University

This Provision determines the principles and rules for the implementation of doctoral programs and the awarding of the academic degree of doctor at the Faculty of Exact and Natural Sciences of Akaki Tsereteli State University in accordance with the Law of Georgia "On Higher Education".

Article 1. Doctoral studies

1.1. According to Article 2 of the Law of Georgia "On Higher Education", Doctoral Studies is the third level of higher education, a combination of training programs and scientific research that aims to train scientific staff and ends with awarding a Doctor's academic degree.
1.2. The doctoral studies include educational and research components.
1.3. A doctoral student is a person enrolled in a PhD program.
1.4 Doctor is the highest academic degree awarded to the graduate of Doctoral Studies of the faculty Exact and Natural Sciences at Akaki Tsereteli State University after the public defense of a thesis in the sphere of **Mathematics**

Article 2. Doctoral program development and supervisor

2.1. The doctoral program shall be developed:
• by one or several professors of the faculty(s);
• jointly with the partner university;
• jointly with an educational or scientific institution, based on the appropriate agreement concluded between the university and this institution.
2.2. The doctoral program shall be headed by:
●Akaki Tsereteli State University's Professor;
● Akaki Tsereteli State University's Associate Professor;
● Akaki Tsereteli State University's Emeritus;
● Professor at an accredited university in Georgia, who is a member of the Faculty Dissertation Council;
● Professor at a high-ranking university abroad who is a member of the Faculty Dissertation Council
2.3. The doctoral program shall be reviewed by the Quality Assurance Service of the Faculty and the Faculty Council. In the event of a positive decision, the doctoral program shall be submitted to the Quality Assurance Service of the University. In the event of a positive decision by the Quality Assurance Service of the University, the doctoral program shall be submitted to the Academic Council of the University.
2.4. The following persons shall be involved in the implementation of the doctoral program:
• Professor or associate professor of faculty;;
• Scientist from a partner educational or research institution;
• Visiting specialist holding the appropriate academic degree provided by the doctoral program

Article 3. Doctoral program components

3.1. The doctoral program includes educational and research components. The educational component in doctoral studies amounts to 60 credits.
3.2. The educational component of the doctoral program involves the sectoral and methodological skills of the doctoral student, and it includes:
• A module consisting of field-specific courses, which implies an in-depth study of a special and related subject

based on the dissertation topic; the field-specific courses necessarily involve modern methods of field-specific research; A module of modern teaching methods, followed by the involvement of the doctoral student in the teaching process (lectures and practical classes under the guidance of the professor). After completing this component, the doctoral student is evaluated by the professor who supervised the presented module.

3.3. The completion of the research component is confirmed by the successful defense of the thesis. The prerequisites for taking the dissertation to the public discussion before the dissertation committee are:

1. Submission of a summaey statement confirming the earning of credits provided for the educational component of the doctoral program to the Dissertation Council of the Faculty. The summaey statement shall be issued by the Dean of the Faculty and signed by the Vice Rector of the University and the Dean of the Faculty;
2. Submission of minutes of at least two colloquiums provided by the research component of the doctoral program to the Faculty Dissertation Council. The completion of colloquiums is confirmed by the certificate issued by the dean of the faculty about the completion of at least two colloquiums. Colloquium assessment methodology is determined by Order No. 3 of January 5, 2007, Article 4, Clause 17 of the Minister of Education and Science of Georgia. According to the Resolution No. 57(16/17) of the Academic Council of Akaki Tsereteli State University of July 17, 2017;
3. The number of publications determined by the dissertation council of the faculty in journals and editions approved by the dissertation council of the faculty, which are confirmed by submission of the article; the dissertator can also submit a monograph. A monograph is a description of the problems related to the dissertation, the ways and methods of their solution, and the publication of the achieved research findings in printed form. ISBN, ISSN, not less than 100 copies. A certificate from the printing house; a payment receipt;
4. Participating in the conferences, the number of which is determined by the dissertation council of the faculty, and submitting a report related to the dissertation topic, the fulfillment of which is confirmed by the publication of the relevant work in the conference proceedings and its presentation;
5. Reviewing the articles, the numbr of which shall be determined by the dissertation council of the faculty by an anonymous expert (if required);
6. Review of the finished thesis at a special meeting of the department, which is confirmed by the review protocol;
7. Provision of official experts by the Faculty's Dissertation Council, who are to be presented to the Rector for approval; the number of official experts and content of their work shall be determined in accordance with Regulation No. 1 (Article 19) of 5 September;
8. In the event of a positive assessment from official experts, 2 or 3 reviewers shall be provided by the Faculty's Dissertation Council, who are to be presented to Rector for approval; decision on whom to appoint as the official reviewers shall be made in accordance with Regulation No 1 (Article 20) of 5 September 2007 of the Academic Council of Akaki Tsereteli State University, and Resolution No 40(14/15) of 22 December 2014 of the Academic Council of Akaki Tesereteli State University; if more than half the reviewers asess dissertation negatively, Doctoral student is not permitted to defend his/her dissertation; if one of two reviewers makes negative conclusion on dissertation paper, the Dissertation Council is to provide the third reviewer within a period of 10 days;
9. In the event of a positive assessment from the official reviewers, Doctoral student is permitted to present dissertation publicly to the Dissertation Commission provided by the Faculty's Dissertation Council. The Dissertation Commission provided by the Faculty's Dissertation Council is presented to Rector for approval; the composition of the Dissertation Commission shall be determined in accordance with Regulation No. 1 (Article 21) of 5 September 2007 of the Academic Council of Akaki Tsereteli State University, Resolution No. 17 (09/10) of 6 November 2009 of the Academic Council of Akaki Tsereteli State University, and Resolution No. 61 (14/15) of 7 May 2015 of the Academic Council of Akaki Tsereteli State University;

10. Rules for the assessment of dissertation paper are specified in paragraph 17 of Article 4 of Order No. 3 of 5 January 2007 of the Minister of Education and Science of Georgia, and in Resolution No 17 (09/10) of 6 November 2009 of the Academic Council of Akaki Tsereteli State University;
11. In case of successful completion of dissertation paper, the Faculty's Dissertation Council awards students the Doctor's academic degree (Resolution No 62 (17/18) of 1.03.2018, Article 25) and presents to the Rector for approval the project awarding the Doctor's academic degree to the Doctoral student.

In the case of issuing an order on the awarding of an academic degree by the rector of the university, the credits provided for the research component are considered to have been earned.

3.4. The colloquium is an essential part of the doctoral student's research component. The colloquium is a presentation of the results of the doctoral student's research, an assessment and discussion of new scientific achievements, problems, and literature in the field of the doctoral student's activities, followed by a scientific discussion. The doctoral student is obliged to make a presentation at the colloquium at least twice in the second and third year of study, and no more than one colloquium in the second years of study. One or two reviewers will be appointed to evaluate the colloquium, in the event of a positive review, a commission consisting of not less than 3 and not more than 5 members shall be appointed. Each member of the commission evaluates the research presented by the doctoral student and its presentation with a two-point system: 1. Research quality, 2. Presentation. Each point is evaluated by a five-point system, the criteria of which are given in Appendix 5. The colloquium will be considered positively evaluated if the sum of the points awarded by the commission members is not less than 60% of the total possible number of points both in the quality of the research and in the presentation.

Article 4. The individual study plan of the doctoral student

The individual study plan of the doctoral student shall be established by the scientific supervisor of the doctoral student in agreement with the doctoral student. The individual plan should contain the purpose of the research, a brief description of the dissertation topic, the estimated schedule of the educational component, and the research.

Article 5. Deadlines for admission to the doctoral studies

Admission to the doctoral studies shall be announced for the fall semester.

Article 6. Duration of the Doctoral Studies

The term of training in doctoral studies is at least 3 and not more than 5 years.

Article 7. Prerequisites for admission to the doctoral program

7.1 The procedure for admission to doctoral studies is approved according to this regulation (see Appendix 1).
7.2. A person holding a master's degree or equivalent academic degree in the relevant field has the right to enter the doctoral program.
7.3. A graduate of a foreign university may be granted the right to study in the doctoral program in accordance with the requirements of Article 50 of the Law of Georgia "On Higher Education".
7.4. A doctoral candidate is required to know German, English, or French at least at B2 level. Applicants to the doctoral program "Contrastive Linguistics" of the Faculty of Humanities of Akaki Tsereteli State University were allowed to take German, French, or Russian as a second foreign language.
7.5. A doctoral candidate, if he/she wants to study in a Georgian-language program and Georgian is not his/her native language, presents a certificate of knowledge of the Georgian language.
7.6. Additional requirements may be established by the Faculty Dissertation Council's resolution and doctoral programs.
7.7. The procedure for enrolling in the doctoral program in the joint doctoral program "Educational Sciences" is determined by the agreement signed between the universities implementing the program and according to the program

Article 8. Application

Those wishing to enroll in the doctoral program shall submit a written application to the Rector. The application

must be accompanied by:

- applicant's autobiography (CV);
- a copy of the identity card along with the original;
- a letter of recommendation from the prospective scientific supervisor;
- Apostille-certified document of a master's or equivalent academic degree
- In case of lack of confirmation of the authenticity of the diploma confirming the academic degree of the Master's or its equivalent, the applicant for admission to the doctoral program must submit a notarized copy of the diploma or a notice issued by the Human Resources Management Service on the award of the Master's academic degree;
- Within 6 months after receiving the documents, the person enrolled in the doctoral program must present a document certified by an apostille of the master's or equivalent academic degree certificate, otherwise the doctoral student's status will be suspended;
- The candidate for enrollment must submit an application to the Rector indicating the title of the doctoral program;
- Documentation confirming research activities (papers, participation in conferences), if any;
- If the candidate for enrollment in the doctoral program does not have scientific works, then he/she must submit an abstract written in the relevant field.

Article 9. The procedure for enrolling in the Doctoral Studies

9.1. A candidate for a doctoral degree shall submit an application and pass examinations in a specialty and a foreign language in accordance with the regulations of the Dissertation Council (in the absence of a diploma or certificate confirming the B2 level).

9.2. After the positive decision of the examination commissions and the determination of the ranked lists, the rector of the university issues an individual administrative-legal act on the enrollment of the candidate in the doctoral program as a doctoral student.

9.3. The university and the doctoral student sign an agreement (see Appendix 2) that defines the obligations and rights of all parties no later than one month after enrollment. The individual plan of the doctoral student is part of the contract.

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Article 10. Scientific supervisor of the doctoral student

10.1. The faculty provides the doctoral student with a scientific supervisor and creates conditions for performing research-oriented work.

10.2. The scientific supervisor controls the implementation of the individual study plan.

10.3. The scientific supervisor of a doctoral student can be a member of the Dissertation Council who meets at least one of the following conditions:

- is a full professor or emeritus of an authorized higher education institution;
- is an authorized associate professor of a higher education institution, and holds the scientific degree of Doctor of Sciences;
- is a legal entity under public law, a chief research fellow of a scientific-research institute or an authorized higher education institution;
- is a legal entity under public law, a senior research fellow of a scientific-research institute or an authorized higher education institution and holds the scientific degree of Doctor of Sciences;
- is a specially invited visiting specialist of Akaki Tsereteli State University and holds the scientific degree of Doctor of Sciences;
- in exceptional cases, an associate professor may be appointed as a scientific supervisor with a one-time right granted to him/her by the academic council.

10.4. The scientific supervisor is required to have research experience and significant publications in the scientific field related to the doctoral dissertation topic;

10.5. One professor can be the scientific supervisor of no more than three doctoral students simultaneously.

10.6. In the event that the scientific supervisor refuses to provide guidance, he/she must submit a substantiated statement to the Dissertation Council at any stage of his/her studies.

10.7. Departure of the scientific supervisor from the academic position at the ATSU does not entail the rejection of the supervision of the doctoral student if, after leaving the position, the Dissertation Council of the Faculty will take a decision on inviting him/her to the Dissertation Council of the Faculty at the next meeting. In this case, a new contract will be signed between the university, the scientific supervisor, and the doctoral student, which, in addition to the obligations of the parties, will determine the terms of the supervisor's remuneration.

10.8 If during the work on the dissertation new scientific aspects were identified, the solution of which requires the participation of another person with research experience in the scientific field related to the dissertation topic, then a co-supervisor can be appointed to the second- or third-year doctoral student by the decision of the academic council of the university based on the reasoned request of the Dissertation Council of the Faculty. The co-supervisor must be a member of the Dissertation Council of the Faculty of Exact and Natural Sciences, who has published at least 3 papers in the last 5 years in the direction of the dissertation in highly rated scientific journals, where at least two of them are recorded in Scopus or Web of Science scientific databases. Additional conditions for the co-supervisor, if necessary, are established by the Faculty Dissertation Council.

Article 11. Termination of doctoral student status

According to the decision of the Dissertation Council, the doctoral student's status may be terminated:

- In cases of confirmation of plagiarism or data falsification;
- In the event of non- fulfillment of the conditions stipulated in the contract signed between the university, the doctoral student, and the scientific supervisor.

Article 12. Funding of doctoral program

Funding for doctoral studies is carried out in the form of state grants, university funding (see Appendix 1 - the procedure for admission to doctoral studies), scholarships, charity and self-financing.

Article 13. Dissertation Council

13.1. The Dissertation Council of the Faculty is the body awarding the academic degree of Doctor.

13.2. The Dissertation Council includes all professors and associate professors of the faculty. Upon a motivated petition of the Dissertation Council, approved by the Academic Council, a person with an academic degree of Doctor who is not a professor or associate professor of the faculty may be included in the Dissertation Council. To be included in the Dissertation Council, the candidate must submit the following documents:

- certified copy of the document confirming the academic degree of the doctor;
- A certificate from the workplace confirming the academic position held by the candidate.
- CV

13.3. The Dissertation Council shall elect the chairman from among its members for a term of 3 years by a vote of the majority of the total number of its members, approved by the Academic Council. The same person can be elected as the chair of the same faculty only twice in a row. Prior to the election of the chairman, the first meeting of the Council is chaired by the dean of the faculty.

13.4. The secretary of the Dissertation Council (from among the members of the Council) shall be nominated by the chairman and approved by the Dissertation Council. The term of office of the secretary is 3 years.

13.5. The Dissertation Council shall conduct its activities in accordance with the regulations developed by the Faculty Council and approved by the Academic Council of the University.

13.6. The progress of the Dissertation Council session is reflected in the minutes signed by the chairman and the secretary of the Council.

13.7 The Dissertation Council shall take the decisions at the Council meeting. The meeting shall be valid if attended by more than 1/2 of its full membership. Decisions shall be taken by open vote, unless another procedure is provided by university regulations. The decision is considered adopted if it is supported by at least 2/3 of the members present at the meeting.

13.8. Any decision of the Dissertation Council must be communicated to the doctoral student in writing.

Article 14. Powers of the Dissertation Council

14.1 Dissertation Council shall:

a) select and present to the Academic Council for approval the Chairman of the Dissertation Council; b) approve the secretary of the Dissertation Council; c) appoint the doctoral student's scientific supervisor nomination and presents to the rector of the university for approval; d) determine the topic of the doctoral student's dissertation and presents to the rector of the university for approval; e) submit the date of defense of the thesis to the rector of the university for approval; f) present the evaluators (reviewers) of the thesis for approval by the rector of the university; g) present the composition of the dissertation commission to the rector of the university for approval; h) based on the conclusion of the dissertation committee, submit the document on the awarding of the academic degree of doctor to the rector for approval.

Article 15. Powers of the Chairman of the Dissertation Council

The Chairman of the Dissertation Council convenes and presides over the sessions of the Council as needed. If the chairman of the council is unable to fulfill his authority due to an honorable reason (temporary incapacity), the sessions of the dissertation council are convened and chaired by the dean of the faculty.

Article 16. Authority of the secretary of the dissertation council

The secretary of the Dissertation Council ensures the organizational activities of the Council. If the secretary of the council is unable to exercise his authority due to an honorable reason (temporary incapacity), the secretary of the session, by the decision of the thesis council, can be elected once from the composition of the council.

Article 17. Thesis work

17.1. The thesis should reflect the new scientifically grounded results of theoretical and/or experimental (empirical) research, which contributes to the development of the field.

17.2. If a PhD student is involved in a research group, his/her contribution should be clearly visible.

17.3 The thesis must be written in Georgian. It should be accompanied by a short version (the author's abstract) reflecting the main provisions of the thesis in Georgian and one of the European languages.

17.4. In special cases, the Dissertation Council of the Faculty decides on the issue of completing the thesis in another language.

17.5. In case of writing the thesis in a foreign language, the main results of the research should be presented in Georgian as well.

17.6. The volume, format, and other data of the thesis are determined by the Dissertation Council of the Faculty with an appropriate Provision.

Article 18. Submission of the thesis

18.1. The thesis and the author's abstract shall be submitted to the Dissertation Council in four bound and one electronic copies.

18.2. Along with the thesis, the doctoral student must submit the following documents:

- a document confirming the earning of study credits provided by the doctoral program (collective source);
- The conclusion of checking the thesis for plagiarism;
- Printout of published scientific papers;
- An official document confirming the invention related to the dissertation topic (if any);
- List of scientific seminars and forums where the provisions or results of the thesis were reported.

18.3. In order to be allowed to defend the thesis, it is necessary to have the conclusion of the scientific supervisor of the doctoral student that the thesis is ready to be presented for public consideration.

18.4. A certificate issued by the dean's office on completion of the colloquiums must be submitted.

18.5 The main results of the thesis must be published before defense in the form of at least three scientific papers in peer-reviewed journals, of which at least two are placed in journals indexed in Scopus or Web of sciences databases. The list of peer-reviewed journals is established by the Dissertation Council of the Faculty.

18.6. If necessary, an anonymous reviewer can be assigned to the scientific paper at the request of the expert

commission. The anonymous reviewer of the scientific work should be paid 50 GEL.

Article 19. Expert commission

19.1. The Dissertation Council shall submit the thesis to the Rector of the University for approval for preliminary review to an expert commission with no more than 3 members, which is tasked with: a) determining the compliance of the thesis and the author's abstract with the requirements of the Dissertation Council; b) Ensuring the public consideration of the thesis;
19.2. The expert commission may include a person holding an academic degree of doctor in the relevant field of the dissertation topic who has significant research in the direction of the dissertation topic.
19.3. The discussion of the dissertation is held at the scientific seminar determined by the expert commission at the Akaki Tsereteli State University or at a partner educational or scientific institution, which is organized in agreement with the administration of the faculty.
19.4. The expert commission must present its report within 45 days.
19.5. In the event of a negative conclusion by the expert commission, the doctoral student is allowed to re-submit the revised version of the thesis within 6 months.
19.6. A dissertation expert invited from another higher education institution should be paid - 150 GEL.

Article 20. Preliminary assessment of the thesis

20.1. In case of a positive conclusion of the expert commission, the Dissertation Council, after agreeing with the head of the doctoral program and the dean, shall present to the rector of the university for approval two or three evaluators (reviewers), to whom the dissertation and an author's abstract are sent. Evaluators shall submit a written evaluation (review) of the thesis to the Dissertation Council no later than 2 months after receiving the thesis.
20.2. The appointment of an evaluator (reviewer) is made on the basis that the person being appointed holds a doctorate degree (or equivalent scientific degree) in the relevant field of the thesis topic and meets at least one of the following conditions:
● is a professor at an authorized university;
●is an associate professor of an authorized university and holds the scientific degree of Doctor of Sciences;
● is a legal entity under public law, chief research fellow in a scientific-research institute;
● is a legal entity under public law, a senior research fellow in a scientific-research institute and holds the scientific degree of Doctor of Sciences;
● is a full member or corresponding member of the National Academy of Sciences of Georgia;
● is a professor at a high-ranking university abroad;
● is an authorized university emeritus.
20.2'. Upon a motivated request of the Dissertation Council of the Faculty, by the decision of the Academic Council of the University, an associate professor of an authorized university or a legal entity under public law - scientific-research institute or an authorized university - can be appointed as one of the reviewers (evaluators) of the dissertation who has published at least 3 papers in highly rated scientific journals in the last 5 years;
20.3. The evaluator (reviewer) cannot be a co-author of the papers completed by the doctoral student, a member of the scientific group where the doctoral program was completed, a member of the unit where the doctoral student works, or a person officially dependent on the doctoral student.
20.4. It is not allowed for evaluators to be employees of the same unit of the same organization.
20.5. Along with the evaluation of the thesis, the review should include an appropriate recommendation on admission to defend the thesis, or to return it to the doctoral student for correction or unacceptance of the thesis for defense.
20.6. If more than half of the evaluators evaluate the thesis negatively, the thesis will not be accepted for defense.
20.7. In the event of a negative conclusion by one of the two reviewers, the Dissertation Council appoints a third reviewer within 10 days.
20.8. The reviewers must submit their written report no later than 2 months after the submission of the thesis. In the case of appointing the third evaluator, he/she is given 1 month to evaluate the paper.

20.8.' The reviewer (evaluator) of the dissertation should be paid 250 GEL.
20.9. If the thesis is not accepted for defense, by the decision of the Dissertation Council, the doctoral student is allowed to revise the thesis and resubmit it to the Council within 1 year. Otherwise, the doctoral student will not be allowed to defend.
20.10. In the event of a negative evaluation of the revised thesis, the thesis of the doctoral student shall not be accepted for defense.

Article 21. Dissertation Committee

21.1. If the reviewers accept the defense of the thesis, the Dissertation Council, in consultation with the head of the doctoral program and the dean, establishes a Dissertation Committee to guide the defense of the thesis and submits it to the rector of the university for approval.
21.1. The member of the Dissertation Committee invited from other higher education institutions should be paid 130 GEL.
21.2. After approval by the chairman of the Dissertation Council, the author's abstract shall be issued and sent to the addressees as determined by the regulations of the Dissertation Council.
21.3. The Dissertation Committee shall be formed with a minimum of 6 and a maximum of 12 persons who have the right to vote.
21.4. The Dissertation Committee shall be authorized to review the written responses received in connection with the thesis.
21.5. The elected member of the Dissertation Committee should be a specialist holding a doctor's academic degree (or equivalent scientific degree) in the relevant field. At least 2/3 of the members of the Committee must meet at least one of the conditions listed in paragraph 2 of Article 20. According to the decision of the Dissertation Council of the Faculty, it is possible for at least 1/2 of the Committee members to meet at least one of the conditions listed in Article 20, paragraph 2. The scientific supervisor and evaluators (reviewers) participate in the Committee activity with an advisory vote. The Dissertation Committee may also include specialists in the field holding the academic degree of doctor, who are not members of the Faculty's Dissertation Council. At least 1/3 of the Dissertation Committee should be members of the Dissertation Council. If, due to objective reasons, it is not possible to staff the Dissertation Committee according to the above-mentioned principles, the issue is decided by the Academic Council of the University under the circumstances.
21.5'. The Dissertation Committee must include at least two persons invited from other higher education institutions and research institutions, who are not members of the Faculty's Dissertation Council.
21.6. The Dissertation Committee shall be headed by the Chairman of the Committee, who can be a person who meets at least one of the conditions listed in paragraph 2 of Article 20. The Chairman shall not be the supervisor of the thesis.
21.7. The meeting of the Dissertation Committee is considered valid if at least 2/3 of the Committee members participate in its work.
21.8. Within one week after approval of the Dissertation Committee, the doctoral student shall provide each member of the Committee with a thesis and an author's abstract.

Article 22. The defense of the thesis

22.1. The defense of the thesis is public.
22.1'. The defense of the thesis takes place in the same or the next semester in which the doctoral student completes the work on it.
22.1. The thesis defense is appointed no earlier than 4 weeks after approval by the Dissertation Committee. The date of the defense is approved by the Rector of the University upon the submission of the Chairman of the Dissertation Council.
22.2. The defense language is Georgian, unless otherwise determined by the Dissertation Council's decision.
22.3. The course of the defense and the decision made shall be reflected in the protocol, which is signed by the chairman and the secretary of the Dissertation Committee.
22.4. The thesis defense consists of the following procedures:

• Doctoral student's presentation (not more than 30 minutes);
• public reading of reviews by evaluators;
• scientific discussion;
• closed session of the Dissertation Committee to evaluate the thesis;
• Announcing the evaluation of the thesis.

22.5. It is possible to organize the defense of the thesis in case of one reviewer's absence due to an honorable reason, if his/her review is positive. If the reviewer whose assessment is negative cannot attend the defense, the defense shall be postponed.

22.6. Only one thesis defense can be held at one session of the Committee.

22.7. Theses defenses shall be held during the academic year, no more than twice a month at each faculty.

22.8. The thesis must be defended within 6 months from the date of submission of the thesis to the Dissertation Council.

Article 23. The final evaluation of the thesis

23.1. The thesis presented by the doctoral student shall be evaluated at the end of the defense procedure by Each member of the dissertation commission, by secret ballot, in accordance with the evaluation criteria (Annex 11), using the evaluation bulletin of the established form (Annex 12). For application of this procedure, at the proposal of the chairperson of the session, the dissertation committee shall elect from its members the assessments counting commission consisting of 3 persons by open voting.

23.2. The assessments counting commission shall elect the chairman from among its members.

23.3. Prior to starting the procedure, the secretary of the Dissertation Council shall inform the members of the Dissertation Commission about this procedure and the order of filling of the evaluation bulletin.

23.4. The Dissertation Commission members should be personally involved in the procedure. The transfer of the evaluation right to another person shall not be allowed.

23.5. Based on the assessments of the members of the Dissertation Commission, the arithmetic average of the points awarded by them (E_0) is determined. The number E is defined as the natural number closest to E_0 (if E_0 is of n,5 kind, then E is defined as equal to n +1). The final grade is the grade corresponding to the E number. A protocol is drawn up (Annex 13).

23.6. Five positive and two negative assessments are used for a single assessment of the thesis.

Positive assessments:

a) Excellent (summa cum laude) – brilliant work;
b) Very good (magna cum laude) – the result that exceeds the requirements in every way;
c) Good (cum laude) - the result that exceeds the requirements;
d) Mean (bene) - the result that meets the requirements in every way;
e) Satisfactory (rite) - the result that meets the requirements, despite some shortcomings

Negative assessments:

a) Unsatisfactory (insufficienter) - the result that does not meet requirements because of substantial shortcomings;
b) Far from satisfactory (sub omni canone) - the result that does not meet requirements at all (failed outright).

23.7. These assessments shall be made by the members of the Dissertation Commission with secretly assigned points (0-100) in accordance with paragraph 5 of this article, in particular:

- The grade "Excellent" is obtained if the doctoral student scores 91-100 points;
- The grade "Very good" is obtained if the doctoral student scores 81-90 points;
- The grade "Good" is obtained if the doctoral student scores 71-80 points;
- The grade "Mean" is obtained if the doctoral student scores 61-70 points;
- The grade "Satisfactory" is obtained if the doctoral student scores 51-60 points;
- The grade "Unsatisfactory" is obtained if the doctoral student scores 41-50 points;

- The grade “Far from satisfactory“ is obtained if the doctoral student scores 40 points or less.

23.8. Upon receiving a positive assessment provided for in subparagraphs "a"-"e" of paragraph 6 of this article, the doctoral student is awarded the Doctor’s academic degree of a doctor

23.9. Upon receiving an „Unsatisfactory“ grade on the defense of the thesis, the doctoral candidate has the right to submit a revised thesis within one year. Upon receiving this grade, the doctoral student is required to apply to the Rector of the University within one week from the defense to extend the status for an additional semester, otherwise, the student status will be suspended.

23.10. Upon receiving a “Far from satisfactory“ grade or an “Unsatisfactory“ grade repeatedly on the defense of the thesis, the doctoral student loses the right to submit the same thesis.

23.11. The Chairperson of the Assessments Counting Commission announces the results of the procedure to the Dissertation Commission. In case of a positive assessment by at least 2/3 of the present members of the Dissertation Commission, the relevant decision shall approved by an open vote, and the Minutes and bulletins shall kept in the Dissertation Council of the Faculty of Exact and Natural Sciences together with the doctoral candidate's documents.

23.12. If the Minutes of the Assessments Counting Commission cannot be approved, the evaluation procedure must be repeated or postponed to the next working day. The Assessments Counting Commission shall prepare new ballots and the Dissertation Commission carries out the relevant repeat procedure according to the above rule.

23.13. After approving the Minutes of the Assessments Counting Commission, the Chairperson of the Dissertation Commission shall notify the doctoral student and the audience of a final decision.

Article 25. Awarding the Doctor’s academic degree

The doctoral candidate is awarded the academic degree of Doctor at Akaki Tsereteli State University by the Dissertation Council of the Faculty of Exact and Natural Sciences.

Article 28. Rules of amending the Regulations

Any member of the Dissertation Council has the right to propose additions and amendments to the present Regulations. A justified proposal shall be considered by the Dissertation Council at the next meeting, and in case of a positive decision, it will be presented to the Faculty Council for consideration. All additions and changes made to the Regulations shall be approved by the Academic Council of the university.

Appendix 1

The procedure for admission to doctoral studies at LEPL – Akaki Tsereteli State University

1. Registration of the applicants

1.1. A person holding at least a master's degree or an equivalent academic degree who meets the requirements defined by the relevant doctoral program is eligible to enter the doctoral program.

1.2. Applicants for doctoral studies are required to submit an application to the rector on their desire to continue their studies at the relevant doctoral program during registration, which must be accompanied by:

a. Applicant's autobiography (CV):

b. Two photos of 3×4 cm in size;

c. A copy of the identity card (along with the original);

d. A certified copy of a diploma of master's degree or equivalent academic degree;

e. Marks sheet;

f. Recommendation from the prospective scientific supervisor;

g. A reference paper or a publication that can be considered a reference paper with permission of the scientific supervisor;

h. Receipt for the payment of the fee for participation in the university exams for doctoral studies (bank details: Akaki Tsereteli State University; recipient's bank - State Treasury; recipient's name - unified account of the treasury; bank code - TRESGE22; recipient's account/treasury code - 709057267).

.

2. Organization of examinatins.

2.1. In order to conduct the entrance examinations for doctoral studies, the university commission with faculty sub-commissions consisting of subject groups should be created.

2.2. Organizational support of the examination procedure for those who wish to enroll in doctoral studies shall be rest with the university examination sector.

2.3 The competition shall be held by the university commission created by the rector.

3. The form of the entrance examinations for doctoral studies.

3.1. For admission to octoral studies, the applicant must pass two exams in the specialty and in a foreign language (English, French or German).

3.2. The competition commissions approved by order of the university rector shall be responsible for the conductin of the exams.

3.3. The foreign language test is of B2 level. The foreign language exam shall be conducted online on a personal computer.

3.4. Contestants with a B2 level certificate are are allowed not to pass the entrance exams in a foreign language.

3.5. The entrance exam for the doctoral specialty shall be conducted in writing and orally.

3.6. In connection with the entrance exams in the specialty, the commissions shall be created by the Rector of the University, which are required to provide the exam tickets in compliance with the following requirements:

a. The number of tickets in a particular subject should be at least 20.

b. The number of questions in a particular ticket should be at least 3.

3.7. The exam ticket shall be signed by head of the doctoral program and the dean of the faculty and certified with the seal of the faculty.

3.8. The educational process management service shall be entrusted with the task of providing the examination commissions with the appropriate number of sealed examination papers of the university.

3.9. The applicant is evaluated on a 100-point scale.

4. The course of the entrance exam in the specialty:

4.1. One hour before the start of the exam, the applicants go through the registration process.

4.2. The applicant is obliged:

a) to come to the exam without delay. The applicant will not be allowed to pass the exam after the start of the exam reference time (after the end of registration);
b) to carry an identity card;
c) to sign in a special form when handing over the exam assignment after the end of the exam;
d) to fulfill other obligations stipulated by this order and separate instructions of the examiner.
4.3. During the exam, the applicant is prohibited from:
a) having a mobile phone or other electrical device;
b) use of supporting material - textbooks, notes and other means for the exam;
c) putting an identifying mark (name, number, address, etc.) or any kind of graphic image (figure, inscription, etc.) on the exam assignment sheet or exam paper, which is not related to the exam assignment;
d) Talking to someone, providing or receiving assistance in any form, obstructing another applicant in any form;
e) Leaving the workplace without permission. It is possible to leave the workplace only with an accompanying person.
4.4. The work, during which there is used a different color ink or which contains an identifying mark or any kind of image, which is not related to the exam assignment, will not be assessed.
4.5. The submitted exam papers will be handed over to the head of the exam sector of the ATSU.

5. Checking the works of the applicants in the specialty
5.1. After coding, the exam papers shall be registered and distributed to the exam commissions by the exam sector of the ATSU.
5.2. A paper written in a different color of ink or containing an identifying mark (name, number, address, etc.) or any kind of graphic image (figure, inscription, etc.) that is not related to the exam assignment, is not subject to checking and will be graded with zero points.

6. Minimum competence threshold
6.1. The minimum level of competence in a foreign language is determined by 51 points, and in the specialty by 71 points.

7. Ranking of the applicants and enrollment in doctoral programs
7.1. Based on the total scores of the foreign language and specialty exams, a ranked list of applicats who exceeded the minimum competency threshold shall be made for each doctoral program, the applicants on the list shall be ranked in descending order of grades
7.2. The applicants, whose counting numbers in the ranked lists of the applicants do not exceed the number of competitive sites determined for the corresponding doctoral program, shall be enrolled in the doctoral program of the university on the basis of signing an appropriate contract by order of the Rector.
7.3. In case of equal total points, preference shall be given to the the score obtained in the specialty exam.
7.4. In case of equality of the total points and the score obtained in the specialty exam, the decision is taken by the council of the relevant faculty based on the GPI score.

8. Tuition fees for doctoral studies
8.1. The tuition fee for doctoral studies shall be set at 2750 (two thousand seven hundred and fifty) GEL per year.
8.2. The tuition fee for the joint doctoral program "Educational Sciences" is determined by the agreement signed between the universities implementing the program and according to the program requirements.

9. Conditions, amount and sources of funding for university training grants
9.1. The funding budget (F)) for a separate doctoral program is determined by 30% of the total amount to be paid by the doctoral students enrolled in the program;
9.2. 30% of the funded persons in each faculty should be those who scored at least 81 points in the specialty exam (not less than B grade), and not less than 81 points in the foreign language exam (not less than B grade).
9.3. In accordance with the rules of admission to doctoral studies, each subject has its own share (for example,

foreign language - 40%, specialty - 60%);
9.4. The doctoral student's competitive score (Q_) is calculated taking into account the points obtained on the entrance exams and the specific shares determined for a separate subject Q_(Total)=Q_1*40%+Q_2*60%
9.5. For the funded doctoral students, the corresponding coefficient of competitive points is calculated:
9. 5.1. For each doctoral student, it is calculated how many points he exceeded the threshold of 80 points (〖P_(i)=Q〗 _(total)-80, this will be his share of the total number) and the obtained results are collected P_ =∑_(i=1) ^n▒P_i ;
9. 5. 2. The amount allocated for financing (F) is divided by the result (P) calculated according to clause 5.1 of the same article, which represents the value of the coefficient (the value of one conditional point) $K = \frac{F_{ფ}}{P}$;
9.6. Funding for a doctoral student is calculated by multiplying the received ratio (K) by the share of the doctoral student (P_(i))(see Appendix 2).
9.7. The faculty is authorized to consider the issue of granting a grant to persons enrolled in doctoral studies, which will be submitted to the rector based on the appropriate argumentation of the faculty council.
9. 8. The main goal of faculty funding is to improve the provision of educational programs with highly qualified personnel and to promote the growth of the scientific potential of the departments.
9. 9. All persons enrolled in doctoral programs of the relevant faculty, heads of all doctoral programs operating at the faculty, and all prospective scientific supervisors of persons enrolled in doctoral studies should be informed about the date of the Faculty Council meeting.
9.10. Taking into account the information presented in articles 9.1, 9.2, 9.3, 9.4. 9.5, 9.6, the rector of the university makes the final decision on the enrollment of students and their financing according to doctoral programs.

Appendix 2

Contract No.

This Contract is made on the basis of order of the Minister of Education and Science of Georgia dated September 9, 2013 No. 132/N, between, on the one part,
Legal entity under public law - Akaki Tsereteli State University (hereinafter, according to the text of the agreement - the University), represented by its Rector, and on the other part, by ..... (hereinafter – student), Personal number ..... citizen of Georgia postal address. .....,
whereas:

Article 1. Object of Contract
1.1. The university enrolls a student in the doctoral program
- ..... of the third level of academic higher education in accordance with the law "On Higher Education" and the University's Charter, which provides for the teaching of the relevant educational program, which is necessary for the awarding of the academic degree of doctor as a result of mastering of the prescribed number of credits, and the student pays the university the cost determined by the university for teaching the educational program in accordance with the rules established by the legislation of Georgia in force;
1.2. The University shall enroll student in ……. Faculty's .... doctoral program's 1st year;
1.3. The Student shall pay the University tuition fees for the educational program each year amounting to ..... GEL.

Article 2. Rights and obligations of the University.

2.1. The university is obliged to provide the student with all kinds of educational services according to the doctoral program ..... If the state accreditation of the accredited educational program is terminated, the conditions specified in the agreement will be fulfilled in accordance with the applicable legislation;

2.2. The University shall provide assistance in mastering the educational program by the Student, in accordance with the rules and standards established by the law at the …… Faculty ..... within the doctoral program;

2.3. The University shall provide the Student with all kinds of information related to of receiving appropriate educational services by the Student. The University shall take responsibility for the quality of educational services for the students at the University, shall issue relevant documents confirming the Student's enrollment and teaching;

2.4. The Student who, after successful completion of the educational program, earns the number of credits determined by the educational program, is awarded the academic degree of doctor. The University is obliged to issue a document confirming the qualification granted to the Student - a diploma with supplement;

2.5. The University shall allow the Student to use all the resources of the University, which are related to the educational process and are necessary for achieving the results of the relevant educational program, in accordance with the established rules;

2.6. The University shall ensure that the educational process is conducted within the established time frame with appropriate programs and syllabi;

2.7. The University has the right to demand compensation from the Student for the damages caused by the Student's actions;

2.8. The University has the right to terminate or suspend the status of a Student in accordance with the existing legislation and on the basis of the administrative acts adopted by the University administrative bodies.

Article 3. Rights and obligations of the Student

3.1. The Student is obliged to comply with the applicable legislation, the internal regulations of the University, the code of ethics and other relevant administrative acts that regulate the educational process at the University. The Student is also obliged to comply with the legislation and administrative acts adopted by the University administrative bodies;

3.2. The Student is obliged to properly meet the requirements provided by the syllabus of the relevant educational program and separate study course;

3.3. The Student is obliged to fully cover the one-year tuition fee of the educational program every year in accordance with the rules established by this Contract (in case of University's co-financing, the latter is reduced by the amount corresponding to the interest shown in the Student's enrollment order issued by the Rector of the University;

3.4. The Student is obliged to pay the tuition fees for each academic year in 4 equal parts no later than the following conditions:

a) I part of the amount ..... GEL - no later than November 15;
b) II part of the amount ..... GEL - no later than January 20;
c) III part of the amount ..... GEL - no later than April 15;
d) IV part of the amount..... GEL - no later than June 15.

3.5. In case of University's co-financing, the Student shall pay the amount to be paid by him/her within the terms set 3.4. clause in four equal parts (.....% financing);

3.6. The Student is obliged to pay the financial obligation to the University on time and in full;

3.7. In the event that the Student failed to master the educational program within the period established by the relevant legislation, he/she is obliged to pay the tuition fee for the semester in the corresponding academic year in the amount determined for the relevant educational program;

3.8. Tuition fees shall be paid by non-cash payment through a bank institution. In case of request, the Student is obliged to submit the tuition fee payment receipt to the University;

3.9. The Student completes the doctoral program..... ..... using the teaching credit system and is obliged to learn all the subjects that he/she has chosen of his/her own free will and that are compulsory. During the study period, the Student is obliged to eran the number of credits established for each subject, the sum of which is equal to 30 per semester. The Student has the right to master 15 additional credits during the academic year. The Student is obliged to complete the research component of the program. The performance of the research component is confirmed by the defense of the thesis

3.10. All issues related to the Student, the Student's status (including the suspension/termination of the academic relationship with the University) are resolved based on the Law of Georgia "On Higher Education" and in accordance with the rules established by the University;

3.11. The Student who cannot master the credits provided for by the educational program within the time limit established by the legislation, other conditions are determined for him/her by order of the Rector of the University No. 01-01/52 02.09.2016 (On the method of payment of tuition fees established for mastering of different credits of students enrolled at the University under the mobility/recovery rule and who are in academic debt)).

4. Duration of the Contract

4.1. The duration of the Contract is 3 years. The Contract enters into force under from the date of issuing order No. ..... on the enrollment of the Student in the doctoral program.

5. Conditions for the early termination of the Contract

5.1. The Contract may be terminated early due to non-fulfilment or improper performance of the obligations under the Contract by one of the parties, thereby violating the terms stipulated in the Contract;

5.2. In the event of the early termination of the Contract at the initiative of the Student or due to non-fulfillment or improper performance of the obligations under this Contract, the tuition fee paid will not returned back;

5.3. Disputes arising between the parties due to non-fulfillment of contractual obligations shall be resolved in accordance with the procedure established by the Georgian legislation force.

6. Additional terms

6.1. This Contract is drawn up in two copies. Both copies have legal force. One shall be kept by the University and the other one shall be given to the Student;

6.2. Changes and/or additions to the terms of this Contract shall be made by written agreement and are an integral part of this Contract;

6.3. Changes and/or ammendments to the terms of this Contract, the necessity of which arises from the changes made in the current legislation, does not require a written agreement between the parties, and the relations between the parties are regulated by the norms established by the changes legislation.

7. Details and signatures of the parties

Akaki Tsereteli State University
Legal address: 59 Tamar Mepe Street, Kutaisi
Bank details: Akaki Tsereteli State University Beneficiary's bank – State Treasury
Beneficiary's name - Treasury Unified Account Bank Code - TRESGE22 Beneficiary's account /Treasury Code - 709057289

Rector of Akaki Tsereteli State University .....
(signature)

Studento: .....
(signature)

Appendix 3

Ministry of Education and Science of Georgia
Akaki Tsereteli State University

Doctoral student's
individual study plan

Doctoral student's name and surname:

Faculty:

Doctoral program title:

Doctoral student's scientific supervisor/co-supervisor:

Doctoral enrollment order number:

Explanatory card on the selection of the
dissertation topic

1. Thesis topic:

2. Explanation about the selection of the thesis topic:

Doctoral program's educational component:

No.	Course title	Compul. / Elective	Credits	Credits distribution by semester						Performance (points/ date of passing)
				I	II	III	IV	V	VI	
	University courses									
1. ...										
	Special curses									

1.										
2.										
…	Filed-specific special courses	Elective								
	Pedagogical practice									
	Total									

Doctoral program's research component:

№	Course title	Semesters						Performance
		I	II	III	IV	V	VI	
1.	Doctoral student's I colloquium				+			
2.	Doctoral student's II colloquium					+		
….	Doctoral student's III colloquium							
4.	Completion and defence af a doctoral thesis	+	+	+	+	+	+	
	Research component in total							

I approve _____ Chairman of the Dissertation Council of the Faculty

„_____“ _____

Certification sheet:

I year: I semester:
Information about the performance of the educational component provided by the doctoral program:

Information about the work done in connection with the thesis:

II semester:
Information about the performance of the educational component provided by the doctoral program:

Information about the work done in connection with the thesis:

The final conclusion of the scientific supervisor on certification:
Head of the department _____ „_____“ 20....
Sciebntific supervisor _____ „_____“20....
Chairman of Dissertatin Council _____ „_____“20...
Dean f the Faculty _____ „_____“20....

II year: III semester:
Information about the performance of the educational and research components provided by the doctoral program:

IV semester:
Information about the performance of the research component provided by the doctoral program
---

Information about publications related to the thesis topic

The supervisor's final conclusion on certification ---

Head of the department _____ „_____“ 20....
Sciebntific supervisor _____ „_____“20....
Chairman of Dissertatin Council _____ „_____“20...
Dean f the Faculty _____ „_____“20....

III year; V Semester:

Information about the performance of the research component provided by the doctoral program and the publications related to the thesis topic ----------

---

Information on the status of completion of the thesis topic (if any, indicate the difficulties encountered)----------

---

---------- VI semmester:

Information about the status of completion of the thesis topic

---

Information about publications related to the thesis topic

---------- The supervisor's final conclusion on certification ---------- ----------

---

Head of the department _____ „_____“ 20....

Sciebntific supervisor _____ „_____“20....

Chairman of Dissertatin Council _____ „_____“20...

Dean f the Faculty _____ „_____“20....

Final report of the doctoral student:

1. Conferences (Indicate which conferences you have participated in (indicate the name of the conference, time of holding, place, title of your report) ----------

---

---

1. Articles

Indicate the title of the published article, the name of the journal, issue and year

---

3.Internship abroad, indicate which university you did your internship at and with what program

---

The results of a doctoral student

Fulfillement of a work plan	Passing the preliminary defence at the department	Submission of the thesis to the Faculty Council	Defence
1.Fulfilled 2 Fulfilled partly 3. Not fulfilled	1. Passed 2. Not passed	1. Submitted 2. Not submitted	1. Defended 2. Not defended

Rector of Akaki Tsereteli State University

: Dean of the Faculty

Appendix 4

Akaki Tsereteli State University doctoral studies

……. Fcaulty Doctoral student's seminar report

Doctoral program: Seminr credits Number:

Doctoral student: Seminar Topic:

Seminar supervisor: reviewer:

Assessmnt form	Assessmnt		Professor's sinature	Date
	numerical	verbal		
Midterm exam (maximum score - 30)				
Activity (maximum score - 30)				
Final exam (presentation) (maximum score - 40)				
Conclusion:				

Final exam (presentation) commission composition:

1. .....

signature

2. .....
signature

3. .....
signature

Dean of the Faculty

Appendix 5

Evaluation of the colloquium

1. **Evaluation of research quality - (5 points)**

5 points -At the colloquium doctoral student represents an outstanding paper in which the obtained results are very important and relevant. The work containing the presented results has been accepted for publication in a well-known scientific journal.

4 points - An interestng paper presented by a doctoral student at the colloquium, in which the obtained results are relevant and contain essential scientific news. The results of the research are presented in a perfect form for publication in a scientific journal.

3 points - A paper represented by a doctoral student in coloquium containing certain scientific novelty can be considered to be submitted to a scientific journal for publication.

2 points - The results of the research of the paper presented by the doctoral student on the colloquium do not contain more or less important scientific news and are less active.

1 point - The material presented by the doctoral student on the colloquium has no research nature and does not contain any scientific novelty.

2. **Presentation – (5 points)**

5 points - The results of the research are visually clear and in terms of text recording. The summary, introduction, content and conclusion are correctly conveyed. Text chapters, paragraphs, numbering of theorems and concepts are properly presented and are not overwhelmed with unnecessary information. The presented material corresponds to the purpose of the presentation. Mathematical text standards, spelling and punctuation are observed. Oral speech is flawless. The speaker answers the questions clearly and convincingly; Concentrated and self-confident. The regulations are observed.

4 points - The results of the research are visually clear and in terms of text recording. The summary, introduction, content and conclusion are correctly conveyed. Text chapters, paragraphs, numbering of theorems and concepts are properly presented and are not overwhelmed with unnecessary information. The presented material corresponds to the purpose of the presentation. Mathematical text standards, spelling and punctuation are observed. Oral speech deficiencies are small. The speaker answers most of the questions clearly and convincingly; Concentrated and self-confident. The regulations are observed.

3 points - The results of the research are presented visually and satisfactorily in terms of text recording. The summary, introduction, content and conclusion are correctly conveyed. The chapters of the text, paragraphs,

numbering of theorems and concepts, are presented in a proper manner. The presented material corresponds to the purpose of the presentation. There are flaws in terms of mathematical text standards and oral speech. The speaker answers most of the questions clearly and convincingly, although his answers to some questions are inconclusive. The regulations are observed.
2 points - The results of the research are presented visually and unsatisfactorily in terms of the text record. The relevance of the presented material with the purpose of the presentation is weak. There are substantial flaws in terms of mathematical text standards and oral speech. The speaker answers a significant portion of the questions inconclusively.
1 point - The results of the research are poorly presented in terms of visual and textual recording. The material presented is in weak compliance with the purpose of the presentation. Mathematical text standards are violated. The speaker answers most of the questions inconclusively. The regulations have been violated.

Colloquium will be considered positive if the sum of the points awarded by the commissioners is not less than 60% of the total possible points in both the research quality and presentation section.

Akaki Tsereteli State University doctoral studies
……. Fcaulty Doctoral student's colloquium report

Doctoral student:
Doctoral program: semester:
Colloquium No. Scientific supervisor:
reviewer (reviewers): Commission composition:

№	Name and surname	Signature
1	(Chairman)	
2		
3		
4		
5		

Conclusion:

Final assessment:

Filfilled	Failed to fulfill

Date:

Dean of the Faculty

Appendix 6

Akaki Tsereteli State University doctoral studies

……. Fcaulty Doctoral student's educational component report

Doctoral program: Sememster:
Subject
Number of credits:
Professor: Doctoral student:

	Assessmnt		Professor's sinature	Date
	numerical	verbal		
Midterm exam				
Activity				
Final exam				
Total grade				

Dean of the Faculty

Appendix 7

Akaki Tsereteli State University

Examination commission 20..... . ,,....."..... meeting
Minutes

Final exam
Doctoral student's name, surname .....
.....
.... Faculty .....
Doctoral program .....
Subject .....
.....
.
Examination
commission.....

Doctoral student's exam ticket questions:

1. .....
..... I question assessment.....
2. .....
..... II question assessment.....
3. .....
..... III question
assessment..... 4.
.....
..... IV question assessment.....

Exam was passed with grades
.....

Examination commission members: 1. .....
2. .....

Dean of the Faculty

Appendix 8

Akaki Tsereteli State University

…….Faculty

Minutes

On completeing the colloquium by Doctoral student

Doctoral program title .....

Doctoral student.....completed..... colloquium with a positive assessment

Dean of the Faculty:

Secretary of the Faculty:

Appendix 9

Ministry of Education and Science of Georgia

LEPL - Akaki Tsereteli State University……. Faculty

Spreadsheet

Given to _____ to certify that he/she completed the Doctoral program „_____“ courses provided for by educational component

N	Course title	Assessment, date of completion	Credits	Surname, first name and academic position of the chairman and members of the examination commission
1				
2				
3				
4				
5				
6				
7				
…				

Rector of Akaki Tsereteli State University, Professor

Dean of the Faculty

Appendix 10

Evaluation criteria for dissertation

1. Knowledge of the field. Evaluation 4 points (Maximal point - 20. Scaled point = 5x M, M- is received points)

4 points. The doctoral student clearly conveys the concepts and provisions surrounding the problems to be considered, explains the connection between them, gives the necessary examples, and is familiar with both basic and auxiliary literature;

3 points. The doctoral student clearly conveys the concepts and provisions around the problems to be considered, opens the connection between them and is familiar with the basic literature;

2 points. The doctoral student conveys with small gaps the necessary concepts and provisions around the problems to be considered, opens the connection between them and becomes familiar with the main literature;

1 point. The doctoral student delivers with small gaps the concepts and provisions surrounding the problems to be considered. unsatisfactorily familiar with the basic literature;

0 point. The doctoral student does not disclose the knowledge necessary to discuss the issues.

2. Formulation and topicality of the research problem. Theoretical and practical value. Evaluation 4 points. (Maximal point - 25. Scaled point = 6,25x M, M-received points)

4 points. Identification of problematic issues and results is very relevant, interesting and important;

3 points. The results obtained in its content for the field are relevant, interesting and important;

2 points. The results obtained in its content contain certain news and are Important for the field;

1 point. The results of the research of the paper submitted by the doctoral student do not include More or less important scientific news and is irrelevant;

0 point. The dissertation does not have theoretical or practical value

3. Research methods and publications level. Evaluation 4 points (Maximal point - 20. Scaled point = 5x M, M- is received points)

4 points. The information, sequence, prehistory, analysis and synthesis obtained by the doctoral student around the topic under consideration is complete logical and convincing. The research methods used to solve the task are based on the basis of good knowledge of the theory is argumentative and mind-boggling. The results obtained are published in highly rated scientific journals.

3 points. The information obtained by the doctoral student around the topic under consideration is completely logical and convincing. The research methods used to solve the task are based on the basis of good knowledge of the theory is argumentative and thoughtful. The results obtained are published in well-known scientific journals.

2 points. The information obtained by the doctoral student around the topic under consideration is lacking

of completeness. The research methods used is lacking of logic and persuasion. The results obtained are published in less prestigious scientific journals.

1point. The researcher makes serious mistakes in the discussion. papers are published in less prestigious scientific journals.

0 point. The doctoral student does not reveal the knowledge required for the topic under consideration.

4. Communication. Evaluation 4 points (Maximal point - 20. Scaled point = 5x M, M- is received points)

4 points. The doctoral student knows computer skills. Speaks based on facts, logically, consistently, concentrated and self-reliant. Argumentatively answers the questions, reveals the ability to critically analyze, synthesis and evaluate.Oral speech is flawless.

3 points. The doctoral student knows computer skills. Speaks based on facts, is concentrated and self-confident. Argumentatively answering the questions asked, oral speech gaps are small. Regulations are observed.

2 points. The doctoral student is concentrated on reporting but lacks self-confidence. Answers to questions with flaws, oral speech deficiencies are small. Regulations are observed.

1 point. The doctoral student's presentation is inconclusive. Answers questions with serious flaws, oral speech is unsatisfactory. Regulations have been violated

0 point. The doctoral student is not ready to give a report.

5. The visual side and structure of the presentation. Evaluation 4 points. (Maximal point 15. Scaled point = 3,75x M, M-is received points)

4 points. The results of the research are visually clear and in terms of text recording. The summary, introduction, content and conclusion are correctly conveyed. Dissertation chapters, paragraphs, numbering of theorems and concepts are properly presented and are not overwhelmed with unnecessary information. The presented material corresponds to the purpose of the presentation. Mathematical text standards, spelling and punctuation are observed.

3 points. The results of the research are presented visually and satisfactorily in terms of text recording. The summary, introduction, content and conclusion are correctly conveyed. The chapters of the text, paragraphs, numbering of theorems and concepts, are presented in a proper manner. The presented material corresponds to the purpose of the presentation.

2 points. The results of the research are presented weakly in terms of visual and textual recording. The relevance of the presented material with the purpose of the presentation is weak. There are substantial flaws in terms of adhering to the standards of mathematical text.

1 point. The results of the research are presented visually and unsatisfactorily in terms of the text record. The relevance of the presented material with the purpose of the presentation is weak. There are substantial flaws in terms of adhering to the standards of mathematical text.

0 point. The results of the research are poorly presented in terms of visual and textual recording. Presented material is inconsistent with the purpose of the presentation.

Appendix 11

Evaluation Bulletin Form

The assessment bulletin is a paper sheet of A5 format (210148mm),density- 80 g/m2, the first page of which includes text: assessment bulletin, name of the Dissertation Council, name and surname of the doctoral student, date, evaluation system and relevant points;

On the second page there are assessment criteria, possible maximum scores for their assessment and points earned by the doctoral student.

Contents of the first page of the assessment bulletin

Dissertation Board

PhD student:

(name, surname)

Date of the defence:

Excellent	100	99	98	97	96	95	94	93	92	91	Positive grade
Very good	90	89	88	87	86	85	84	83	82	81	
Good	80	79	78	77	76	75	74	73	72	71	
Average	70	69	68	67	66	65	64	63	62	61	
Satisfactory	60	59	58	57	56	55	54	53	52	51	
Unsatisfactory	50	49	48	47	46	45	44	43	42	41	Negative grade
Completely unsatisfactory	40	39	38	37	36	35	34	33	32	31	
	30	29	28	27	26	25	24	23	22	21	
	20	19	18	17	16	15	14	13	12	11	
	10	9	8	7	6	5	4	3	2	1	

Please, circle the total score

Form of the second page of the evaluation bulletin

№	Criteria for evaluating a dissertation	Max points Quantity	Points Earned				
1	Knowledge of the field.	20	20	15	10	5	0
2	Relevance, theoretical and practical value of the topic	25	25	19	13	6	0
3	Research methods and publications' level.	20	20	15	10	5	0
4	Communication.	20	20	15	10	5	0
5	The visual side and structure of the presentation.	15	15	11	8	4	0

Please circle the score according to the evaluation criteria.

Dissertation Council of the Faculty of Exact and Natural Sciences

PHD Program

Protocol of the evaluation counting commission№

1. Should be filled in clearly
1. The form is printed on one sheet
1. Maximal grade - 100 points

Doctoral surname, name:	
Date of the defence	
Supervisor:	

Final Assessment _____

№	Members of the commission	Signatures
1.		
2.		
3.		