



Sulkhani-Saba Orbeliani
UNIVERSITY

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Doctoral Study Regulations

Tbilisi
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General Provisions

The purpose of the regulations of doctoral studies of Sul Khan-Saba Orbeliani University is to determine the principles and rules of the University Dissertation Council and the doctoral dissertation, to establish the standard required for the implementation of the doctoral program and the academic degree of Doctor.

Chapter I. University Dissertation Council

Article 1. University Dissertation Council

1. The dissertation council of the university is a body for awarding doctoral degrees, which consists of university researchers who have a doctorate degree or an equivalent academic degree, elected by the faculty council for a period of 4 years from each faculty. The number of members elected by each faculty as part of the dissertation council in proportion to the number of full-time employees of the faculties, in agreement with the faculties, is determined by the academic council of the university.

2 . University Dissertation Council :

- a) develops an appropriate educational program for doctoral studies and submits it for approval to the Academic Council;
- b) Confers on a person the academic degree of Doctor;
- c) upon the recommendations of the dissertation Council, elects from among its members the chairman of the dissertation council;
- d) elects the secretary of the dissertation council on the proposal of the chairman of the dissertation council;
- e) approves or in agreement with the head of doctoral school, on the recommendation of the doctoral candidate and his supervisor, changes the title of the dissertation;
- f) in case of violation of the norms of academic honesty and (or) in the presence of the grounds determined by this regulation, on the basis of the recommendation of the head of doctoral school, makes a decision to terminate the status of doctoral studies. doctoral student or cancel the doctoral degree;
- g) on the basis of a reasoned request of a doctoral student and his supervisor, decides to grant the doctoral student the opportunity to enroll in an additional semester (semesters) ;
- h) makes a decision on the appointment of reviewers for a doctoral student on the proposal of the head of the doctoral school;
- i) on the recommendation of the head of the doctoral school, decides on the term for defending the dissertation and appointing the composition of the dissertation commission (including the chairman of the commission) ;
- j) in agreement with the head of doctoral school and doctoral studies, submits a request to the rector of the university to change the scientific supervisor of the doctoral student ;
- l) approves the doctoral dissertation by a majority of the full composition;
- m) executes other powers defined by this Regulation.

3 . The Dissertation Council of the University carries out its activities in accordance with these regulations. Dissertation Council meetings are held as needed, at least twice a semester. The meeting of the dissertation council is convened by the chairman of the dissertation council on his own initiative.

4 . The dissertation council makes decisions by a majority of the full membership. In the event of an equal division of votes, the vote of the Chairman of the Board is decisive.

5 . The decision made by the dissertation council of the university is drawn up in the appropriate protocol, which is signed by the chairman and secretary of the council. In the absence of a secretary, the chairman has the right to assign the duties of a secretary to one of the members of the council.

Article 2. Chairman of the Dissertation Council of the University

1. The dissertation council of the university is headed by the chairman of the dissertation council.

2. The Dissertation Council elects from among its members the Chairman of the Dissertation Council .

3 . Chairman of the Dissertation Council of the University :

a) convenes and chairs meetings of the Council;

b) directs the work of the council between meetings of the dissertation council;

c) signs decisions and protocols of the dissertation council;

k) executes other powers defined by this Regulation..

Article 3. Doctoral Student of the University

1. Doctoral school ensure the organizational activities of the dissertation council of the university and the administration of doctoral programs .

2. Doctoral school:

a) ensures the execution of the minutes of the meeting of the dissertation council in accordance with the unified work procedure of the university;

b) maintains documentation on the dissertation of a doctoral student;

c) ensures the resolution of organizational issues of doctoral studies;

d) includes the secretariat of the dissertation council, which provides archives and materials of the council;

e) advises and assists the doctoral student in the preparation of relevant documentation before and after defending the dissertation ;

f) ensures the timely placement of information on the web-page, as well as its communication to all interested parties;

g) checks the technical correctness of the doctoral dissertation (including the anti-plagiarism system), as well as the documentation submitted by the doctoral student, and prepares an appropriate conclusion. In the case of a negative conclusion, the doctoral student will not be able to submit a dissertation for oral defense.

h) Dissertation Council Performs other functions by reference.

2¹. The head of the doctoral school is appointed by the rector of the university. The head of doctoral school resolves administrative issues related to the activities of doctoral studies and the implementation of doctoral programs, if their decision is not within the competence of the dissertation council or other body or structure. The head of doctoral school is authorized to issue an order.

3. The doctoral school is obliged to notified any decision of the Dissertation Board and the Chairman of the Dissertation Board to doctoral student in written or electronic form.

Chapter III. Study in doctoral studies

ARTICLE 4. THE RIGHT TO STUDY IN DOCTORAL STUDIES

1. A person who has a master's degree or an equivalent scientific degree has the right to study in doctoral studies. Additional requirements may be set by the respective doctoral program.

2. Enrollment in doctoral studies is possible on the basis of mobility, in accordance with applicable law. A candidate for mobility must meet the same conditions as for applicants for doctoral studies.

Article 5. Admission to Doctoral Studies

1. A person to enroll in doctoral studies submits an application addressed to the rector of the university, indicating the doctoral program (Appendix 1.1.). The application must be accompanied by:

- a) a resume (CV);
- b) a notarized copy of a master's degree or an equivalent scientific degree and an appendix to it;
- c) in the case of education received abroad, a document of recognition;
- d) copy of ID Card/passport;
- e) photo (3x4 cm) and its electronic version;
- f) a document certifying military registration (for persons subject to military registration);
- g) a certificate of knowledge of a foreign language at level B2, provided for by the doctoral program (if any);
- h) an explanation as to whether the person is studying for doctoral studies at another educational institution;

Recommendation of a candidate for scientific leadership, selected by the doctoral student from the dissertation council (proposal) and his own vision of the topic of the dissertation (research project), which should include a rationale for the relevance of the research topic and the importance of the problem, as well as an approximate title of the work, an approximate structure and bibliography;

j) 2 letters of recommendation, one of which must be academic and the other official;

k) Information about job and work experience.

1¹. The doctoral program determines the admission criteria for doctoral studies. Taking into account the specifics of the program and the topic of research, the decision of the Dissertation Council may establish additional requirements for admission to doctoral studies.

2. In the case of reference to scientific publications and participation in conferences in the data on education and labor activity, A Candidate must submit copies of the mentioned materials, as well as documents confirming other additional requirements provided by the doctoral program.

3. Candidates for doctoral studies are required to know a foreign language at least level B2, which must be confirmed by a university exam or a relevant certificate. The procedure for assessing the knowledge of a foreign language, as well as the recognition of the corresponding certificate, is determined by the relevant program. Taking into account the specifics of the research topic, the admission committee of doctoral students has the right to require the candidate to confirm knowledge of an additional foreign language required for the research.

4. The doctoral student is exempt from the foreign language examination or presentation of the corresponding certificate if he has completed the master's program in the relevant foreign language.

5. A doctoral student who wishes to study in a Georgian-language program and whose native language is not Georgian, submits a certificate confirming the level of Georgian language B2 (if any), or passes an exam in Georgian language in accordance with the rules established by the university.

Article 6. Prerequisites for admission to an interview

1. A candidate who meets the requirements for admission to doctoral studies will be admitted to an interview.

2. The doctoral student is interviewed by the selection committee established by the Dissertation Council.

Article 7. Enrollment in a doctoral program

1. Based on the review and interview of the submitted documents, the Sectoral Commission evaluates the candidate with a 100-point system (Appendix 1.2). Following this, on the recommendation of the Sectoral Commission, the Dissertation Council will issue an act on the enrollment of the contestant in the relevant doctoral program based on the motion of the Chairman.

2. The head of the doctoral student and/or the co-leaders are appointed by the order of enrollment in the competition doctoral program.

3. The University concludes an agreement with the doctoral students enrolled by the order of the Rector on the provision of educational services.

Article 8. Suspension of the PhD status

1. A doctoral student acquires the right to participate in the educational process and carry out research work after passing the relevant semester administrative registration.

2. A doctoral candidate who does not pass the administrative/academic registration, the doctoral student status is suspended and loss the right to receive credits in the specified semester, the corresponding semester is not considered passed.

3. Other grounds for supervision of the doctoral student's status are determined by the relevant acts of the university and the legislation of Georgia.

Article 9: Termination of the status of a doctoral student by the decision of the Dissertation Council

1. By decision of the dissertation council, the status of a doctoral student may be terminated:

- a) in case of confirmation of plagiarism or falsification of data;
 - b) In case of non-compliance with the study or research plan by the doctoral student;
 - c) at the request of the supervisor or the head of the doctoral school, if the supervisor believes that the doctoral candidate will not be able to complete the educational and research process within the time period established by the present regulation;
 - d) In the case of repeated listening to the same training course and not receiving credit.
2. A doctoral student or the scientific supervisor has the right to apply for the termination of the doctoral student status.
 3. upon the recommendation of the chairman of the dissertation council, the status of a doctoral student will be terminated by an act of the rector, if this proposal is supported by at least 2/3 of the members of the dissertation council present.
 4. Other grounds for terminating the status of a doctoral student are determined by the relevant acts of the university and the legislation of Georgia.

Chapter IV. Doctoral Program

Article 10. Doctoral program and its scope

1. The Doctoral Program include study and research components. In thr doctoral program,, the academic component can be 45-60 credits. The research component does not count towards credits.
2. The duration of doctoral studies is not less than 6 and not more than 10 active semesters.
3. If the doctoral student fails to complete the educational and research work after six active semesters from the moment of enrollment in the doctoral program, the supervisor of the doctoral student has the right to apply to the Dissertation Council of the University with a reasoned petition on the advisability of continuing the learning/research process.
4. In case of a positive decision of the dissertation council, at the request of the scientific supervisor, the PhD student is obliged to complete the study and research process in doctoral program during the semesters defined by the dissertation council, but not more than 4 academic semesters.
5. During the additional year/semester, the doctoral student retains the status of a student.
6. The doctoral student who will complet the research component eill submits a dissertation to the Dissertation Council after full completion of the credits for the study components defined by the doctoral program. The dissertation defense is carried out in accordance with the rules established by this regulation. The thesis can be submitted no earlier than the 6th semester.

Article 11. Scientific-research component of the doctoral educational program

1. The purpose of the research component of the doctoral educational program is to develop the student's research skills.
2. A dissertation is a mandatory scientific-research component of the doctoral program. The fulfillment of the obligatory scientific-research component of the doctoral program is confirmed by the presentation and observance of the dissertation (presentation, scientific discussion).

3. The research component of the doctoral educational program, in addition to the performance and defense of the dissertation, requires:
 - a. Publication of at least three scientific articles in an journal with an impact factor, or as a peer-reviewed (as evidenced by the relevant international classifier or other international document) electronic and / or printed journal, or in the relevant international scientific journal published in the relevant field abroad, or in the materials of the international conference published abroad (so-called Proceedings);
 - b. Participate in at least one international scientific conference (make a personal report).
4. The list of referenced / peer-reviewed journals published in Georgia, or referenced / peer-reviewed electronic and / or printed journals shall be determined by the Dissertation Council. The publication in international journals, beyond the journals approved by the Faculty Dissertation Council, shall be confirmed by the Chairperson of the Dissertation Council by a relevant ordinance, submitted by the Secretariat of the Dissertation Council.
5. The doctoral student is considered to have published a scientific article if:
 - a. The relevant volume of the journal has been printed or submitted / released for publication and the relevant notice has been submitted;
 - b. The paper is available on the magazine's official website.
6. The dissertation (dissertation) is evaluated in the same or the next semester, in which the doctoral student will complete the work on it. However, the dissertation is evaluated once, with a final assessment.
7. The methods and criteria for evaluating a dissertation are further defined by the relevant doctoral program.

Chapter V. Head of doctoral program and doctoral student

Article 12: Head of Doctoral Program

1. The head of the doctoral program establishes the doctoral program and coordinates the implementation of the program.
2. The head of the doctoral program may be an affiliated faculty of the university who has a doctorate degree. The head of the doctoral program is approved by the Dissertation Council on the recommendation of the head of the doctoral school.

Article 13: The Scientific supervisor of PhD student

1. The supervisor of a doctoral candidate can only be a researcher of the branch dissertation council approved by the dissertation council of the university or a person with the relevance qualifications invited by the dissertation council.
2. The supervisor/co-supervisor must have a PhD degree, research experience in the scientific field related to the topic of the doctoral dissertation, and relevant publications.
3. The supervisor creates conditions for the doctoral student to conduct work aimed at research activities, and controls the implementation of the individual educational and research plan of the doctoral student.
4. The supervisor, in case of refusal to supervise at any stage of the doctoral student's education, submits a reasoned application to the chairman of the dissertation council. The application of the supervisor is accepted by the doctoral student immediately after the appointment of a new supervisor.
5. The supervisor of the doctoral candidate provides instructions and recommendations to the doctoral student. In addition, the doctoral student submits periodic reports to him.
6. A doctoral student may have more than one scientific supervisor. The second supervisor of the doctoral student must have a doctoral degree, research experience in the scientific field related to the topic of the doctoral dissertation, and relevant publications.
7. As a rule, one supervisor can have no more than 6 doctoral students registered in a research semester. In exceptional cases, a different number of doctoral students is allowed only upon prior agreement with the supervisors of the doctoral program and the corresponding program, taking into account the semester lecture and consulting hourly load of the supervisor. For the purposes of this article, the joint supervision of 2 doctoral students is considered to be the supervision of the 1st doctoral student.

Article 14: Change of the scientific supervisor and dissertation topic at the request of the doctoral student

1. At the request of a doctoral student, the scientific supervisor may be replaced before the start of the semester, and at the same request of the supervisor, his duties may be terminated.
2. When changing the supervisor, the dissertation topic cannot be changed with the consent of the new supervisor.
3. At the joint request of the doctoral student and the scientific supervisor, the dissertation topic may be changed within the framework of the doctoral program before the start of the semester. In these cases, the decision to change the dissertation topic within the same doctoral program is made by the Dissertation Council.

Chapter VI. Dissertation proceedings

Article 15. Individual doctoral student curriculum

1. Within one month after enrollment in the doctoral program, the doctoral student, in agreement with his / her scientific supervisor and the supervisor of the relevant doctoral program, draws up an individual curriculum (Appendix 1.3).
2. The individual curriculum depends on the specifics of the doctoral dissertation, the relevant field and the doctoral program.
3. According to the individual curriculum, after completing the study component, the doctoral student submits a completed special form and its attached documents to the Secretary of the Dissertation Council, who officially notifies the Dissertation Council of the completion of the study component by the PhD student.

Article 16: Individual research plan of the doctoral student

1. The doctoral student, in agreement with his scientific supervisor and the head of the doctoral program, establishes an individual research plan (Appendix 1.4.) and submits it with the first doctoral colloquium.
2. An individual research plan for a doctoral student is created to carry out the dissertation. The individual research plan of the PhD student should include the purpose of the research, the structure of the dissertation and the approximate schedule of the research.

Article 17: Report of the Scientific Supervisor on the implementation of the individual research plan by the PhD student

1. During the doctoral dissertation, during the completion of the relevant scientific-research component, no later than two weeks after the end of each active semester, the scientific supervisor of the doctoral student submits a report on the implementation of the individual research plan by the doctoral student (Appendix 1.5).
2. The report shall be submitted to the Secretariat of the Dissertation Board and shall be notified to the Chairman of the Dissertation Board and the Head of the Program.

Chapter VII. Preparation and defense of the dissertation

Article 18. Dissertation paper

1. The dissertation must be the result of an independent research work of a doctoral student. The dissertation should reflect the substantiated results of theoretical and/or experimental research, be characterized by scientific novelty and contribute to the development of the scientific field.
2. The dissertation must be written in Georgian. The issue of dissertation in another language is decided by the Dissertation Council.

3. In the case of a dissertation in a foreign language, the main results of the dissertation research must be presented in Georgian.
4. As a rule, the volume of the dissertation should be at least 120 and not more than 200 pages. The number of pages is considered to be all bound pages.
5. Technical parameters of the thesis: format - A4, margins - 2 cm in all directions, and on the left - 2.5 cm, paragraph - 0.5 cm, paragraph spacing - 0, line spacing - 1.15 cm, font - Sylfaen (UTF8) - respectively for text in Georgian and foreign languages, size - 11 (for footnotes - the same, font size - 9, spacing - 1.0).
6. The dissertation must be structurally composed of parts numbered in Roman numerals (I, II, etc.). The introduction and conclusion are numbered. The sub-sections inside the parts are numbered with Arabic numerals and numbers, in continuous sequence. At the beginning of each new part, the numbering of the subsections starts again. Each new part should start from a new page. Parts and substrates should not be left in the space between them. The subheading should be spaced one space from the main text.
7. Abstracts must be numbered consecutively. It is not allowed to leave free space or page. Also, repeating pages is not allowed. The minimum font size for page numbering is 9. Introductory pages, except for the title page, are numbered in the lower right margin with lowercase Roman numerals (i, ii, iii, etc.). The page number is placed in the bottom corner of the page.
8. The title page of the dissertation should be in a standard form. It must contain the title of the dissertation, surname, first name, academic position/degree of the doctoral student and his supervisor and the text - "Submitted for the degree of doctor [in the relevant field]", "Sulkhan-Saba Orbelyan University", "Tbilisi, 0186, Georgia. It should also indicate the academic position, the name and surname of the supervisor, as well as the month and year of submission of the dissertation to doctoral studies. The page number mentioned is (i), although it is not listed.
9. The signature page (page II) of the dissertation must be in the prescribed form. The original standard version of the dissertation must have original signatures. All copies of the standard version of the dissertation should be placed on this page. The indicated page should contain the text: "Sulkhan-Saba Orbelyan University", "We, the undersigned, confirm that we have familiarized ourselves with the dissertation work done by [name, surname] under the title: [name] and recommend it for consideration by the Dissertation Council of the University them. Sulkhan-Saba Orbelyan Degree of Doctor [region] get ", date . this must let it be approved heads And All reviewer with a signature .
10. The copyright page (page iii) of the dissertation should be in standard form. The original standard version of the dissertation must have the original signature of the author. The mentioned page should contain the text: "University im. Sulkhan-Saba Orbelyan", year of submission to the dissertation council, author's surname, first name, topic title, name of the direction, requested academic degree, session date. It should also include standard texts - "To the University. Sulkhan-Saba Orbelyan is granted the right to make a copy and distribute it for non-commercial purposes at the request of individuals or institutions in order to introduce the above title into the dissertation" and "The rest of the publication rights are reserved by the author and neither the entire work, nor its reprinting of individual parts or reproduction in any other way is not allowed without the written permission of the author. The author declares that appropriate permission has been obtained for the use of copyrighted materials in the work (with the exception of those small quotations that require only a

certain attitude when citing literature, as is customary when performing scientific works and verified by the appropriate source) and takes responsibility for all of them.

11. The dissertation abstract must follow the copyright page and must include a summary of the dissertation. It should clearly convey the result of the work performed and the main achievements. As a rule, the summary does not contain footnotes, tables, figures, diagrams, etc. The abstract should be between 500 and 800 words. The resume must be written in Georgian and English. If the dissertation is written in another language, then it must be accompanied by a summary written in that language.

12. The content of the dissertation should follow the abstract and comply with the technical parameters of the main text of the dissertation. It must be carried out by means of an electronic program, with automatic circulation and updating.

13. After the main text of the dissertation, the used literature is indicated. The sources indicated in the literature used should be arranged thematically (scientific literature, legislation, court decisions, electronic sources, etc.) In each thematically designed plot, the sources should be arranged according to the language of their performance, and then alphabetically. In the case of application of acts and decisions, they are ordered by the strength of their effect.

14. Tables, drawings, drawings can be attached to the thesis work. They are placed as an appendix after the bibliography and noted in the table of contents.

15. Verification of sources in the thesis is carried out using a footnote (footnote) that goes beyond the main text, in the lower corner of the same page. The following rule is used for citing and verifying sources:

a) Article: surname, first name, full title of the article, full title of the journal, number (volume), year, page (year and page are indicated only in numbers, without "year" and "p."). (For example: 1. S. Machavariani, The problem of departmental subordination and distribution in accordance with the procedural legislation of Georgia, Justice Magazine, N2, 2017, 186.).

b) book:

B.a) Last name, first name, full title of the book, place of publication (if the place cannot be determined - publisher), year, page (year and page are indicated only in numbers, without "year" and "r."). (for example, Melkadze O., Dvali B., Judicial power in foreign countries, Tbilisi, 2000, 68).

bb) in the case of a collection of articles - last name, first name, title of the article, full title of the book, editor, place of publication (if it is impossible to determine the place - publisher), year, page (year and page are indicated only by numbers, "year" and "page without "). (e.g., P. Javakhishvili, Anatomy of the normative regulation of the right of veto of the President of Georgia, in the book: 800 years of constitutionalism, edited by D. Gegenava and P. Javakhishvili, Tbilisi, 2017, 214.)

b.c) When quoting from the books of Holy Scripture, a bracket is opened at the end of the quotation, where the abbreviated title of the book is written through a dot, and then the numbers of chapters and verses are indicated separated by commas. For example: (Matthew 3:15) or (Gal. 4:5).

c) Global Information Network: website name in square brackets, last check date - day, month, year, indicated by numbers and numbers in square brackets (e.g <washingtonpost.com/news> [10/12/2020].)

Article 19. Presentation of the thesis

1. The doctoral student submits five hard copies of the dissertation and its electronic version (in PDF format) to the doctoral program for posting on the university website.
2. Together with the dissertation, the doctoral student must submit to doctoral school:
 - A. A Statement for acceptance of the dissertation for consideration addressed to the chairman of the dissertation council;
 - b. A Certificate of the completion of the educational component provided for by the doctoral program;
 - c. a printout of scientific papers indicating the main results of scientific research carried out under his authorship or in co-authorship on the topic of the dissertation and published in accordance with this regulation;
 - d. Materials of scientific seminars, forums and conferences, where the main results of the dissertation were presented.
3. The submitted dissertation must be accompanied by a written report from the doctoral student's supervisor (co-supervisors) on the dissertation, as well as the fact that he / she has read the dissertation and the paper is ready for public discussion.
4. The dissertation must be accompanied by an explanation of the doctoral student that the paper was done by him and all sources used in the dissertation are properly indicated.
5. The doctoral student is exempted from paying for semester registration and tuition fees from the next semester after submitting the dissertation to the Dissertation Council.
6. The dissertation will be presented to the council before the end of the semester.
7. After submitting the dissertation, the secretary of the dissertation board checks the documentation within three working days and, if it is in order, submits it to the chairman of the dissertation board for a decision on the appointment of reviewers.

Article 20. Preliminary review of the dissertation

1. After the presentation of the dissertation, the dissertation council elects two appraiser to evaluate the dissertation, at least one of which must be a person who is not part of the branch dissertation.
2. An Appraiser (reviewer) of a dissertation can only be a person with a doctorate or equivalent scientific degree who has published papers in the scientific field related to the dissertation topic. The Appraiser (reviewer) may not be a member of the Dissertation Council.
3. The Appraiser cannot be:
 - A. chairman or secretary of the dissertation board;
 - b. co-author of any work done by the dissertation student;
 - V. the person who is officially dependent on a PhD student;
 - e. A Relative, partner or other dependent or interested person of the PhD student.
4. Doctoral studies provide copies of the dissertation to appraiser within 5 working days after the appointment of reviewers.
5. The appraiser submits a conclusion to the dissertation council within 2 months after the submission of the dissertation.
6. If one of the appraiser cannot submit a conclusion due to objective circumstances (accident, illness, etc.), the Dissertation Council appoints a third appraiser.
7. The conclusion of the appraiser should reflect:

- A. the relevance of the doctoral topic;
 - b. scientific level of research;
 - V. methods used (methodology);
 - e. reliability of the obtained results;
 - e. The quality of the dissertation decoration, etc.
8. Based on the relevant argumentation, the methods in his conclusion makes one of the following decisions:
- A. on admission to the defense of dissertation;
 - b. On refusal to allow the dissertation to be defended.
9. If a decision is made by one of the two appraiser to refuse admission to the defende of the dissertation, the chairman of the dissertation council appoints a third appraiser.
10. If more than half of the appraiser decide not to allow the dissertation to be defended, then the dissertation is not allowed to be defended.
11. In case of non-admission to the defense of the dissertation by the decision of the dissertation council, the doctoral student is allowed to work on the dissertation during the semesters determined by the dissertation council, but not more than 2 academic semesters.
12. In case of failure to submit a dissertation within the time period determined by the dissertation council, the status of a doctoral student as a doctoral student is terminated by the decision of the dissertation council.
13. The revised dissertation resubmitted by the doctoral student is submitted to the same appraiser, and if this is not possible due to objective circumstances (accident, illness, etc.), the chairman of the dissertation council appoints new appraiser for reviewing the Thesis.
14. If more than half of the appraiser decide not to allow the re-submitted revised thesis to be defended, then the thesis the dissertation will not be admissible.
15. The secretariat of the doctoral school must inform the doctoral candidate in writing about the decisions of the appraiser. The doctoral student has the right to familiarize himself with the conclusions of the appraiser.
16. In case of refusal to allow the dissertation defense, one person of the rejected dissertation and the written conclusions of the appraiser will be transferred to the archives of the Dissertation Board for storage.

Article 24: Approval of the date of defense of the dissertation and the composition of the board

1. The dissertation council decides on the date of the dissertation defense and the composition of the commission (including the chairman of the commission) based on the presentation of the head of the doctoral school.
2. The defense of a dissertation can be scheduled no later than 30 calendar days after the decision on the date of the protect defense ion is made. Reduction of the specified period is allowed only with the prior consent of the PhD Student.
3. Within 5 working days after the approval of the composition of the protection committee, the doctoral school provides copies of the dissertation to the members of the dissertation committee.

4. The doctoral school is obliged to inform the PhD student about the decisions taken by the council. The composition of the dissertation commission, the date, time, place of defense, the possibility of the presence of absent persons and their allowable number, at least 30 calendar days before the defense, must be indicated in the notification of the appointment of the defense.
5. The Secretariat of Doctoral Studies publishes information about the date of defending the dissertation in written or electronic form, and also ensures the placement of an announcement on the information board (boards) of the university.

Article 25: Dissertation Board (Collegium)

1. A dissertation board is set up once, only to protect a specific dissertation paper.
2. The dissertation board should consist of at least 3 members of the relevant science field of the dissertation topic. The dissertation board includes a scientific supervisor of a doctoral student. Reviewers are usually included in the panel.
3. A member of the Dissertation Board may be a member of the Dissertation Council, as well as a person with a PhD or other equivalent scientific degree.
4. The Dissertation Board is chaired by a chairperson elected by its members and approved by the Dissertation Council. The chairperson may not be the scientific supervisor of the doctoral student or the reviewer of his or her dissertation.
5. The Dissertation Board is authorized to review written comments on the dissertation.

Article 26: Session of the Dissertation Board

1. The dissertation is defended publicly at a meeting of the dissertation commission. Information about the the dissertation commission meeting must be posted on the website of the university at least two weeks before the dissertation is defended.
2. The language of defense is Georgian, unless otherwise established by the decision of the dissertation council.
3. A meeting of the Dissertation Board is authorized if it is attended by 3/4 or more members of the Board.
4. If one of the appraiser does not attend the defense for an honorable reason, in that case the review should be read in its entirety during the course of the defense.
5. A scientific supervisor must be attended at the defense. If he does not attend the board meeting for an honorable reason, he sends the card to the panel with the relevant report and the personal description of the PhD student.
6. If the PhD student does not attend a dissertation for documented valid reasons, or the quorum of the dissertation council was not provided, or the defense fails due to the other reasons beyond the control of the PhD student, the chairman of the dissertation council sets a new date for the defense in the same semester.

7. Only one dissertation can be defended at one meeting of the dissertation council.
8. The meeting of the dissertation commission and the procedure for defending the dissertation are reflected in the relevant protocol, which is signed by the chairman and secretary of the commission.

Article 27. Defense of the dissertation

1. At the meeting of the Board, the Chairman of the Dissertation Board announces the identity of the dissertation student and the topic of the dissertation, the identity of the reviewers and the Board.
2. The defense process involves the presentation of the paper by the PhD student, the scientific debate, and the conclusion of the Dissertation Commission. The duration of the defense process should usually not exceed 120 minutes.
3. The presentation of the paper by the doctoral student implies the doctoral student's report - a presentation of the topic, the duration of which should usually not exceed 30 minutes. At the suggestion of the Chairman of the Board, the doctoral student reports to the Board the main provisions of his / her paper and the results obtained, clearly formulating a scientific novelty.
4. When presenting a paper, the dissertation student should use visible material: for example, slides, posters, video-film material, etc.
5. After the presentation of the paper, a scientific debate is held, the duration of which, as a rule, should not exceed 60 minutes. The PhD student will answer the questions asked by the attendees, after which the Chairman of the Board will inform the Board about the results of the preliminary review of the dissertation. The reviewers begin to argue with the PhD student, after which a word is given to the scientific supervisor (co-supervisors) of the topic for the personal description of the PhD student. A discussion is held in which both the members of the board and the representatives of the attending public can participate.
6. Upon completion of the scientific debate, at the suggestion of the Chairman of the Board, the PhD student is given a concluding speech, the duration of which should usually not exceed 10 minutes.
7. After the doctoral student's final speech, the dissertation board makes a decision to evaluate the dissertation in a closed final session.
8. A record of the defense of the dissertation is drawn up on the defense of the dissertation, its progress and the final result, which is signed by all the members present at the panel. The protocol commission shall ensure the writing of the protocol.

Article 28: Evaluation of the dissertation

1. Members of the dissertation council evaluate the dissertation once confidentially.

2. Each member of the Dissertation Board evaluates the dissertation according to the established assessment methods and criteria for achieving the result.
3. For the final assessment of the dissertation, the secretary selected by the dissertation commission calculates the arithmetic mean of the points (the sum of the points received divided by the number of members of the commission), to which the Latin mark will be added. applied.
4. To evaluate the thesis, five positive and two negative evaluations are used.
5. A positive assessment of the dissertation is made according to the following system:
 - a. Summa cum laude - excellent work - 91 points and more;
 - b. Very good (magna cum laude) - a result that exceeds the requirements in every way - 81-90 points;
 - c. Good (cum laude) - the result that exceeds the requirements - 71-80 points;
 - d. Average (bene) - a result that meets the requirements in every way - 61-70 points;
 - e. Satisfactory (rite) - a result that, despite the shortcomings, still meets the requirements - 51-60 points.
6. Negative assessment of the dissertation is made according to the following system:
 - A. Unsatisfactory (insufficient) - a result that does not meet the requirements due to significant shortcomings - 41-50 points;
 - b. Completely unsatisfactory (sub omni canone) - a result that does not fully meet the requirements - 40 points or less.
7. In case of receiving a positive assessment, the dissertation is considered defended.
8. In case of receiving an unsatisfactory grade, the doctoral student is granted the right to submit a revised dissertation within one year. To this propose, it has the right to submit an application to the Secretariat of the Dissertation Board within one month of the announcement of the result, requesting re-processing of the paper and retention of the dissertation.
9. In case of receiving a completely unsatisfactory (sub omni canone) assessment, the doctoral student loses the right to submit the same dissertation and the status of a doctoral student is terminated.
10. Upon the end of the session, the Chairman of the Dissertation Board publicly announces the reasoned final decision of the Commission. The PhD student has the right to read the final written decision of the Dissertation Board.
11. Within ten calendar days of the dissertation, the secretary of the dissertation board will submit one copy of the dissertation to the National Library and one copy to the University Library.

Article 29: Awarding the academic degree of Doctor

1. In case of receiving a positive evaluation, the person will be awarded a doctoral degree by the Dissertation Board, which will be confirmed by the issuance of a doctoral degree.
3. The diploma confirming the scientific degree of doctor is awarded by the university. The diploma and the diploma attachment are signed in accordance with the rules established by the university. The diploma is signed by the head of doctoral studies and the rector of the university.

Article 30. Invalidity of the scientific degree of doctor

1. The decision of the Dissertation Board will deprive the Doctor of his academic degree in case of misrepresentation of the dissertation, falsification of data, violation of plagiarism and other norms of academic honesty.

2. If plagiarism or falsification of dissertation documents is established at any time after the dissertation is defended, the Dissertation Board is obliged to annul the awarded academic degree and cancel the relevant diploma.

Article 31: Archive of Dissertation Case

1. After defending a dissertation, the dissertation file remains in the doctoral school archive, which includes:

- a. Doctoral student's application for a dissertation approved by the Chairman of the Certified Dissertation Board;
- b. A written opinion of the scientific supervisor (co-supervisors) on the dissertation;
- c. Electronic version of the dissertation and abstracts (in PDF format);
- d. Published scientific papers authored and / or co-authored by a doctoral student, as well as their list;
- e. Materials and list of scientific seminars, forums and conferences reflecting the main results of the dissertation.
- f. A sheet of assessments (marks) reflecting the performance of the learning component;
- g. Conclusions of reviewers;
- h. Minutes of the Dissertation Board Meeting;
- i. A document certifying the publication of a successfully preserved dissertation in print or in electronic form;
- j. A copy of the order of the Rector of the University on the issuance of a doctoral degree.

2. The bound documentation is kept in the board for four years, after which it is transferred to the archives of the university.

Chapter VIII . Awarding the title of Doctor Honoris Causa

Section 32: Title of Honoris causa

1. A person with special scientific merit in a given field may be awarded the academic title of Honorary Doctor.

2. The decision on awarding the title of Honorary Doctor is made on the basis of a joint nomination of the Rector of the University and the Dean of the Faculty

Chapter IX. Transitional and final provisions

Article 33: Validity of the doctoral dissertation

1. Regulations on the educational process of the university and other legal acts apply to those cases that are not provided for by the regulation on doctoral studies or are not otherwise regulated.

Annex 1.1.

Sulkhan-Saba Orbelyan University
rector, professor

Tbilisi, K. Kutateladze st. No. 3

Applicant's first name, last name

Address:

Tel:

Email:

Application for Enrollment in the doctoral studies

Sir _____,

Please enroll me in PhD program at Sulkhan-Saba Orbelyan University -----
Doctoral program.

The theme of my dissertation:

(topic title)

_____, agreed to lead the topic.

I certify that I meet the requirements for admission as set out in the rules of the doctoral program.

Sincerely,

date of signing

Attachments:

- autobiography of the contestant (data on education and labor activity), "CV";
- A notarized copy of a master's degree or an equivalent scientific degree and a notarized copy of an application or document confirming education received abroad;
- Copy of ID card/ (passport);
- Photo size 3x4 (cm) and its electronic version;
- a document confirming the military registration (for men);
- Certificate of knowledge of a foreign language at level B2 (if any);
- clarification that the applicant is not studying in a doctoral program at another educational institution;
- Recommendation of a candidate for scientific supervision, selected by the doctoral student from the dissertation council (proposal) and his own vision of the topic of the dissertation (research project), which should include a rationale for the relevance of the research topic and the importance of the problem, as well as an approximate title of the work, an approximate structure and bibliography;
- 2 letters of recommendation, one of which must be academic and the other must be professional
- Information about the job and work experience.

Form and criteria for evaluation of doctoral students

Doctoral Appraisal Form

Evaluation Criteria		PhD student
Documentation submitted by the PhD candidate (10 points)		
Candidate's academic experience (10 points)		
Research project (50 points)	Relevance and dissertation of the research topic (15 points)	
	The problem of the research topic (15 points)	
	The structure of the research topic (10 points)	
	Diversity of research topic sources (10 points)	
Candidate's ability to present his position (10 points)		
Candidate motivation (10 points)		
Persuasive reasoning of the candidate (10 points)		
overall score		

name and surname of the committee member

signature

date

Doctoral Candidate Evaluation Criteria

Documentation submitted by the doctoral candidate (10 points)	
Point	Criteria for evaluating documentation submitted by a doctoral candidate
10	The competitive documentation submitted by the doctoral student is presented in full, fully complies with the list established by the doctoral regulations. All documents are technically and in content correct.
7-9	The competitive documentation submitted by the PhD student is presented in full, fully complies with the list established by the doctoral regulations. All documents are mostly technically correct, but not fully understood in terms of content.
4-6	The competition documentation submitted by the PhD student is presented, although it is superficial, does not provide exhaustive information on the content, compliance with the standard established by the charter cannot be established.
1-3	The documentation submitted by the PhD student contains little information, it is impossible to determine the main content, the documentation does not allow competent identification of a person.
0	Documentation is incomplete, research project is not attached.
Candidate's academic experience (10 points)	
Point	Criteria for assessing the academic experience of the candidate
10	The PhD student's academic experience is excellent, his participation in local and international research activities is confirmed by the submitted documents and interviews, he has published several scientific papers.
7-9	The PhD student's academic experience is good, his participation in local and international research or development activities is confirmed by the submitted documents and interviews, he has published a scientific work.
4-6	The scientific experience of the PhD student is satisfactory, his participation in local research or development is confirmed by the submitted documents and interviews, he did not publish scientific papers.
1-3	The PhD student's academic experience is limited and limited to participation in a few developmental activities.
0	The PhD student has no academic experience.
Research project (50 points)	
Relevance and researchability of the research topic (15 points) , problems of the research topic (15 points) , structure of the research topic (10 points) , variety of sources of the research topic (10 points)	
Point	Relevance and dissertation criteria for evaluating the research topic
15	The topic of research is relevant both in Georgian and in comparative and international scientific parameters, the chosen question is dissertation and can be completed within the framework of a doctoral program.
12-14	The research topic is relevant both in Georgian and in comparative and international scientific parameters, the chosen question is a dissertation and can be exhausted by making a small correction in the framework of the doctoral program.
8-11	The research topic is more or less relevant and it is possible to defend a dissertation on it, although the topic is broad and needs to be narrowed down so that it can be carried out as part of a doctoral program.
4-7	The research topic is relevant, although not without meaning, it needs to be concretized and narrowed down in order to be able to carry it out from a technical and substantive point of view.
1-3	The research topic is less relevant and is so generalized that it is impossible to write a dissertation on it.
0	The research topic is not relevant and dissertation.
check	Criteria for assessing the problematic nature of the research topic

15	The topic of research is correctly defined, the problem is correctly identified, it is concrete, not abstract, it is possible to analyze the problem and, as a result, introduce specific, measurable and achievable ways to solve it.
12-14	Basically, the research topic is correctly defined, the problem is correctly identified, it is mostly specific, it is possible to analyze the problem and, as a result, introduce specific, measurable and achievable ways to solve it.
8-11	The research topic is partially correctly defined, the problem is correctly identified, although it is not specific and needs to be clarified, after which it is possible to analyze the problem and introduce specific, measurable and achievable ways to solve it.
4-7	The problem of the research topic is determined, although it is too abstract, it is possible to narrow it down for analysis and development of ways to solve it.
1-3	The problem of the research topic is not defined, it is too abstract and needs to be clarified.
0	The problem of the research topic was chosen incorrectly.
Point	Criteria for evaluating the structure of the research topic
10	The structure of the research topic is realistic, corresponds to the volume of the research topic, research questions are distributed rationally, it is focused on the complete exhaustion and analysis of the issue, does not include intersecting structural units.
7-9	The structure of the research topic is more or less realistic, corresponds to the scope of the research topic, the research questions are distributed rationally, it is focused on the complete exhaustion and analysis of the issue, although it includes several intersecting structural units.
4-6	The structure of the research topic partially corresponds to the volume of the research topic, although the research questions are not rationally distributed, there are many intersecting structural units.
1-3	The structure of the research topic is very superficial, it does not provide the necessary information about the breakdown of its research questions and possible analysis.
0	The structure of the research topic is not broken.
Point	Criteria for checking the diversity of sources of the research topic
10	Taking into account the scale of the project, the material is excellently presented in Georgian and foreign languages, a search was made for a variety of judicial practice, legal acts, electronic sources and other types of materials were provided, taking into account the content and specifics of the topic. .
7-9	Given the scale of the project, more or less material is presented in Georgian and foreign languages, judicial practice has not been studied properly, a small number of legal acts are cited, electronic sources and other types of materials are presented with violations.
4-6	Given the scale of the project, a small amount of scientific literature, judicial practice and legal acts is presented, other types of materials are practically not given.
1-3	Considering the scale of the project, the bibliography contains several different types of sources, the technical parameters are partially violated.
0	Given the scale of the project, the bibliography lists only a few sources and does not retain technical specifications.
Candidate's ability to present his position (10 points)	
Point	Criteria for assessing the ability of a candidate to present his position
10	The PhD student perfectly stated his position and ideas, discussed the views and opinions contained in the research project, correctly distributed the time, instead of general information, convincingly, through logical argumentation and logical grouping of information, directly conveyed his individual assessments.
7-9	For the most part, the doctoral student presented his ideas well and was able to defend his position, mostly by presenting his own views, although he spoke a little about the general ideas contained in the research project. The individual ratings were mostly logical and grouped.
4-6	The PhD student partially presented his ideas and tried to defend his positions. He mainly conveyed the general content of the research project, and not his own, individual assessments.
1-3	The own positions presented by the PhD student are superficial, insufficient and unconvincing.

0	The PhD student was unable to present and defend his position.
Candidate motivation (10 points)	
Point	Candidate Motivation Criteria
10	The doctoral student is motivated, aware of the importance of the doctoral program and the specifics of working on a dissertation, knows the nuances of the program, is purposeful and fully understands the responsibility of working on a doctoral dissertation.
7-9	The PhD student is motivated, is largely aware of the importance of the doctoral program and the specifics of working on a dissertation, knows the nuances of the program, is purposeful and largely understands the responsibility of working on a doctoral dissertation.
4-6	The PhD student is quite motivated, partially aware of the importance of the doctoral program and the specifics of working on a dissertation, knows the nuances of the program, is purposeful and tries to understand the responsibility of working on a doctoral dissertation.
1-3	A PhD student is less motivated and does not fully understand the importance of a doctoral program and the specifics of working on a dissertation, does not know the nuances of the program.
0	The PhD student is not motivated.
Persuasive reasoning of the candidate (10 points)	
Point	Criteria for assessing the credibility of the candidate's reasoning
10	During the discussion, the PhD student convincingly stated his position, built his positions in a logical sequence, deeply analyzed and considered the issues raised, substantiated his answers with meticulous accuracy.
7-9	During the discussion, the PhD student convincingly stated his position, built most of his positions in a logical sequence, analyzed and considered the questions raised, substantiated the answers.
4-6	The PhD candidate stated his position partially convincingly, he tried to substantiate some of his positions with a logical sequence, but he could not deeply analyze the questions and did not have completely convincing answers.
1-3	The PhD student convincingly stated only a small part of his position, reasoning and analysis are largely devoid of justification and logical consistency, and most of the answers were unfounded.
0	The PhD student defended his position superficially and unconvincingly, his reasoning was inconsistent and illogical.
	The PhD student was unable to state his position during the discussion; in fact, he is not unreasonable.

Doctoral Student Individual Curriculum

Name and surname of the doctoral candidate:

Name of doctoral program:

Head of Doctoral Program:

Scientific supervisor of doctoral candidate:

Date of admission to doctoral studies:

Number of the order for admission to doctoral studies:

Learning Component	ECTS credit	Evaluation
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	
	___ ECTS	

Doctoral candidate's signature: _____

Signature of the PhD student scientific supervisor: _____

Signature of doctoral supervisor: _____

Signature of the head of doctoral studies: _____

Date: _____

Individual research plan of a PhD student

Name and surname of the PhD student:	
Scientific supervisor of the PhD student:	
Thesis title:	
reason for research:	
Approximate structure of the thesis:	
Estimated schedule for dissertations (research):	

PhD student's signature:

Scientific supervisor's signature:

Signature of the head of the doctoral program:

Signature of the head of doctoral studies:

Date:

Sulkhan-Saba Orbelyan University**Supervisor's report****On the fulfillment by a doctoral student of an individual plan of scientific work**

doctoral program	
PhD student First name , last name :	
Scientific supervisor's name , surname :	
Thesis title	
Evaluation period	
The date of evaluation	

I consider the semester work done by the PhD student:

- Perfect
- completely satisfactory
- satisfactory
- unsatisfactory
- Completely unsatisfactory

A comment:

Scientific supervisor: ----- (Signature)

Head of Doctoral School: ----- (Signature)

(date)