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Procedure for Planning, Completing and Assessing Master's Thesis

Tbilisi

2022

Article 1

Master's Thesis

1. The master's thesis aims to form students' research skills and develop their practical analytical skills.
2. The corresponding master's programme envisages the completion of the master's thesis.
3. The completion of master's thesis is confirmed by completing and defending the master's thesis (presentation, and discussion).
4. The objective of completing the master's thesis and publicly defending it is to develop students' skills to conduct research in the corresponding field independently, present the achieved results and support his/her opinions with arguments.
5. The procedure for planning, completing and assessing scientific research paper of the master's programme also applies to the master's thesis if not otherwise envisaged in this Procedure.

Article 2

Registration of Master's Thesis and Supervisor

1. The topic of a master's thesis and a supervisor _ if admission preconditions exist within the master's programme _ ¹ must be selected by the MA student within 10 calendar days after the beginning of the fourth term.
2. Registration of the master's thesis title and supervisor is done together with the thesis registration of the Master's research.

Article 3

Master's student supervisor

1. The master's supervisor can be a doctor or a person equivalent to it, as well as a master's degree or a person equivalent to a master's degree, who has practical or research experience in the field related to the topic of the master's master's thesis. In addition, the master's student can have a co-supervisor along with the supervisor.
2. The supervisor/co-supervisor supervises the performance of the thesis by the master's student.
3. As a rule, one person can supervise no more than 5 graduate students. In exceptional cases, a different number of master's students is allowed only with the prior agreement of the dean of the faculty and the head of the relevant program, taking into account the semester lecture and consulting hourly load of the master's supervisor/co-supervisor. Co-supervision of 2 master's students is equal to the workload of one master's supervisor.
4. The supervisor of the master's student can be changed no later than three weeks before the presentation of the master's thesis upon reasonable request of the master's student. In case of a change of supervisor of the master's student, a new supervisor is assigned to the master's student with the agreement of the dean of the faculty and the head of the program.
5. Within the framework of the medicine program, the co-supervisor can be a practicing doctor who will carry out medical activities in medical institutions.

Article 4

Master's Thesis Conception

1. The master's thesis conception is an outline of the master's thesis on which a student works both under the supervision and independently.

¹ The term "MA student" means both a last-year student of MA educational programme and the programme of medicine, who has to complete a mandatory thesis envisaged in the programme.

2. Within 10 calendar days from the beginning of the semester, the master's student will submit the completed master's thesis concept to the faculty in electronic form
3. The thesis supervisor's written opinion on his/her familiarization with the master's thesis must be annexed to the master's thesis conception; this means that the conception is ready for approval.
4. The number of master's thesis conception pages must be not fewer than 4 and not more than 10. All pages must be numbered in an orderly fashion. Pages or space may not be left empty. The master's research thesis must be written on A4 paper (297×210 mm), a grammage of 80g/m² is standard. A font size for page numbers and footnotes is 10. For chapters and subchapters, larger fonts may be applied. The space left between the lines of the main body part of the master's thesis is 1.15. The left margin of the master's thesis conception must be 30 mm and other margins 25 mm. The text must be typed on one side only. The text must be printed by a laser printer, or the quality of printed paper must be similar to that of printed by a laser printer.
5. The master thesis concept should include:

5.1 tentative introduction (general description, novelty, relevance, objectives, research methods);

5.2 the approximate structure of the paper (with maximum detailing of parts and subsections);

5.3 Probable bibliography

6. The master's thesis conception is presented before the commission set up by the faculty dean not later than in the fourth study week after the beginning of the term. The master's programme supervisor, the master's thesis supervisor, and the representatives of the academic personnel of the corresponding field must be involved in the commission.
7. The MA student presents a completed master's thesis conception done accordingly, shows it to the commission members with the help of the PowerPoint presentation and answers any questions posed by commission members. The commission approves the thesis conception by a majority of votes, and the MA student starts working on the thesis afterwards. If the commission declines the initial version of conception, the MA student is given additional time to work on it.

Article 5

Master's Project

1. The findings/results of independent research by a student will be included in the master's thesis done by him/her. The master's thesis is a completed work which must show students' ability to hold practical research activities.
2. As a rule, the student works on the master's thesis both under supervision (15 hours) and independently (734 hours). A different amount and distribution of hours may be determined by the programme and the syllabus of the corresponding project.

Article 6

Length and Structure of Master's Thesis

1. A master's thesis must be a product of MA students' independent work. The master's thesis must analyse the issue of the corresponding field and important tools to achieve the corresponding objectives.
2. The number of master's thesis pages must be not fewer than 25 and not more than 40, all pages bound together included in it.
3. The master's thesis must be written on A4 paper (297×210 mm). A grammage of 80g/m² is standard. Paper position _ vertical. The text must be typed on one side only. Photographs and special purpose tables shall be presented on A4 photo paper. If a larger paper is used, e.g., for schemes, any formats are allowed, but these pages may not be bound together with the main body.
4. The left margin must be 30 mm and other margins 20 mm.
5. Any Sylfaen font of size 12 may be used for the main body part. For chapters and subchapters, larger fonts may be applied. Constricted fonts are not allowed. The text shall be printed by a laser printer, or the quality of printed paper must be similar to that of those printed by a laser printer.
6. All pages of the master's thesis must be numbered in an orderly fashion. Paper or space may not be left empty. Repetition of pages is not allowed. A minimal font size for page numbers is 10. Introductory pages, except for the title page, are numbered in the below right margin with Roman numerals such as i, ii, iii, etc. Other pages are numbered with Arabic numerals. The space between page numbers and low margin of the paper must be 1.3 cm and 2 cm from the right margin.

7. The space between lines for the main body part of the master's thesis is 1.15. For shorter sections such as body, the list of tables, resume, footnotes, remarks and others, the space must be 1.

8. The headings of all chapters and subchapters of the master's thesis must be included in the table of contents. The font size of chapters and subchapters may exceed that of the main body part. All chapters must start on a new page, while subchapters must be included in the same page.

9. Sources in the master's thesis shall be presented in its footnotes. The list of cited literature must be presented at the end of the master's project.

10. Footnotes are placed at the end of the page in its lower margin. A font size is 10. Arabic numerals are used to number footnotes.

Article 7

Constituent Elements of Master's Thesis

1. The required elements of the master's thesis are as follows:

1.1. A title page.

1.2. A signature page.

1.3. Georgian and English language resumes.

1.4. The table of contents;

1.5. The main body part of the thesis.

1.5.1. The introduction.

1.5.2. Results and their analysis.

1.5.3. The conclusion.

1.6. The bibliography

2. Optional elements of the master's thesis are as follows: the list of tables; the list of abbreviations; the alphabetical index and annexes.

Article 8

Introduction of Master's Project

1. The title page of the master's thesis (the cover) must be of a standard form. It must include the name of the master's project, the MA student's name and the following text "presented to obtain the master's degree in [the corresponding field], Sulkhan-Saba Orbeliani University, Tbilisi, 0186, Georgia, an academic position and the name of the MA student's supervisor. A year and a month when the master's thesis is to be presented must also be included in it. The number of the page, which is (i), is not indicated.

2. The signature page of the master's thesis must be standard. The original copy of a standard version of the master's thesis must include original signatures. The said page must be included in all copies of the standard version of the master's project. In this page, the following sentence shall be included: "Sulkhan-Saba Orbeliani University", "the [corresponding] faculty", "We, the signatories, confirm that we have introduced ourselves to the master's thesis by [surname name] titled as follows: [The name] and we recommend that it should be reviewed in the special commission for a final examination/defence of the master's thesis of [the corresponding] faculty of Sulkhan-Saba Orbeliani University to obtain the master's academic degree", date. It must be approved by a signature of the thesis supervisor.

3. A master's thesis resume must comprise its brief review. A brief information on the conducted research and main achievements must be included in it. As a rule, footnotes, tables, drawings and schemes are not included in the resume. The resume must be between 250 and 400 words. The space between lines is 1.

4. A table of contents must be included in the master's project. The space between lines is 1. The font size 12. The space between indents is 0. Page numbers shall be in the right margin. Filling the space between the title and page numbers with symbols such as „“, „–“, „_“ is allowed.

Article 9

Main Body of Master's Project

1. The body of the master's thesis shall be divided into chapters and subchapters. It must include the introduction, findings, discussion/analysis of the findings/results and the conclusion.

2. The introduction shall describe the issue presented in the paper, its relevance, and significance. The problem the solution of which is offered in the master's thesis must be presented concisely. Each sentence must be laconic and informative as it is intended for field specialists rather than general public. The introduction may not exceed 5% of the main body.
3. The structure of the results section analysis is dependent on the thesis topic and the author can present it as desired. The number of subchapters is not restricted either.
4. The master's thesis shall include post-research conclusions presented concisely.

Article 10

Optional Elements of Mater's Project

1. If a list of tables, diagrams, illustrations and analytical procedures are attached to the master's project, it shall be included in its introduction. The space between lines is 1.5. The font size is 12. Page numbers shall be in the right margin. Filling the space between the title and page numbers with symbols such as „“, „–“, „_“ . is allowed.
2. Contents of tables, analytical procedures, diagrams, schemes and illustrations, sections in which they are included and their formatting are conditioned by the thesis specifications. In using tables, analytical procedures, diagrams, schemes and illustrations from other sources, authors' rights may not be violated. Tables, analytical procedures, diagrams and schemes are presented in black and white; however, colourful diagrams and illustrations are also allowed. Names of tables, analytical procedures, diagrams and schemes are presented above or below them. The font size must be one size smaller than the text font size. Partly dark fonts are allowed. The space between lines shall be one.
3. Tables, analytical procedures, diagrams, schemes, illustrations and their names may be included both in the text and separate pages in the form of annexes. The space between tables, analytical procedures, diagrams, schemes, illustrations and the text must be 1.5-2 cm. A horizontal alignment of a page is allowed if required. Horizontal page margins and numbering must be similar to those of vertical pages.
4. If data tables, analytical procedures, diagrams, schemes and illustrations are annexed to a master's project, they shall come after bibliography or the list of used literature. Additionally, the numbering of tables, analytical procedures, diagrams, schemes and illustrations in the main body part must be transparent. The numbering of tables, analytical procedures, diagrams, schemes and illustrations in the annex starts from the beginning.
5. If in the master's thesis the author uses abbreviations that are not universally recognized, he/she should list them and their explanations that will make the paper easy to follow. The list of abbreviations must be included in the introduction of the master's thesis after the table of content of the master's thesis or the list of tables.
6. An alphabetical index may also be included in the master's thesis if the author wishes so. It must be included in the introduction of the master's thesis after the table of contents of the master's thesis or the list of tables or used abbreviations.

Article 11

Working on Master's Project

1. The master's degree student has a supervisor with who he/she discusses remarks, recommendations and suggestions made. The MA student is free to formulate his/her own positions, and the supervisor may not impose their positions on them.
2. The MA student is consulted by the supervisor regarding specific thesis-related issues on a weekly basis in the course of an entire semester.
3. A consultation schedule may be determined by a programme and a syllabus, but, as a rule, consultations between the MA student and the supervisor go as follows:

Week	Stage 1
I	Selecting the master's thesis topic and a supervisor. Undergoing a consultation with a supervisor: providing the student with information on required sources and determining research subject and issues.

II	Working on the master's project, agreeing on essential issues on research objectives, methodology and possible bibliography with a supervisor, determining the project's possible structure, presenting the thesis concept to the supervisor by the MA student, and issuing a written opinion by the supervisor according to which he/she got familiarized with the thesis conception, and the conception is ready for approval. Registration of the master's thesis with the head of the master's program. sourcing and processing.
III	Public presentation of the master's research thesis before the commission created by the dean of the faculty, work on sources, modification of the proposed structure, discussion of the commission's recommendations and proposals with the supervisor and reflection.
IV -VII	Working on master's thesis sources, consultation with a supervisor and controlling compliance with the supervisor's recommendations.
VIII	Discussing the structural units (sections, subheadings) of the master's thesis and analysing problematic issues together with the supervisor.
IX-XI	Working on master's thesis sources and the research process, consultation with the supervisor and control over compliance with the supervisor's recommendations.
XII	Discussing the structural units (sections, subheadings) of the master's thesis and analysing problematic issues together with the supervisor.
XIII-XIV	Completion of the project, sending the completed thesis to the supervisor, discussing the supervisor's recommendations and agreeing on all essential project-related issues.
XV-XVI	Editing the thesis, checking its compliance with recognized standards, printing and completing the project. Presenting the master's thesis to the administration and registering it.
XVII	Presenting the master's thesis to the administration and agreeing on technical parameters. Presenting and registering the completed master's project. Determining by the faculty dean the date of defence the master's thesis and the composition of the special commission.
XVIII	Defending the master's thesis (the dean determines the date). Master's thesis may be defended a minimum of 5 calendar days after determining the defence date.

Article 12

Presenting Master's thesis

1. The MA student presents three bounded printed copies of the master's thesis to the faculty administration and its electronic version in the PDF format before the end of the fourth study term (not later than 19th week). A week earlier before an official presentation, in the 18th study week, the MA student is obliged to forward the electronic version of the completed master's thesis to the master's programme coordinator and the supervisor of the corresponding master's programme to determine how properly the official and technical parameters of the programme are followed. The MA student has a week to fulfil the requirements of the master's thesis supervisor and the dean's office and adjusting the thesis to the official standards. If the MA thesis presented in the 19th week still fails to meet official standards, following the mutual decision by the master's thesis

supervisor and the faculty dean, the MA student will be given an additional semester to present the project. The student does not have to pay a tuition fee for the said semester.

2. Together with the master's project, the MA student shall provide the faculty with the following: A written opinion by the MA student's supervisor on the master's thesis and on his/her familiarization with it, which means that the final assessment may be written.

3. The MA student's confirmation that the thesis is done by him/her and the sources are properly included in it shall be annexed to the master's project.

4. The MA student is released from the obligation to undergo registration and pay a tuition fee the following term after presenting the project.

Article 13

Setting date for final examination/defence and approving composition of special commission

1. The dean makes a decision on the date of final examination/defence of the master's thesis and the approval of the composition of the special commission in the 17th study week at the latest.

2. The defence of the master's thesis must be scheduled five calendar days after the decision on the date of defending it is made.

3. Within five days after the dean's office approves the special commission composition, the dean's office presents the commission members with the master's thesis copies.

4. The special commission must be composed of at least three members specializing in the corresponding field.

5. Special commission members may be the university's academic personnel, or any other person with a doctoral, master's or equivalent degrees with the corresponding experience in the field. The MA student's supervisor must also be among special commission members.

6. A chairperson designated by the faculty dean among the special commission members presides over the Master's thesis Defence Commission.

Article 14

Defence of Master's Project

1. The master's thesis is defended at the final examination publicly; the MA student introduces the audience to its main findings and results.

2. The special commission session is authorised to hear the student if at least two commission members are present at the session.

3. The procedure of planning, completing and assessing of science-research components of the master's programme applies to the defence of the master's project.

Article 15

Assessment of Master's Project

1. The master's thesis is assessed in the same or following semester in which the MA student finishes working on it. The assessment system and criteria for the medicine programme thesis is determined by the corresponding syllabus.

2. The master's thesis is assessed once, and it is a final assessment.

3. The 100-point scale is applied for the assessment of students' achievements.

4. The following means _ assessment methods _ are used for the final assessment of the master's project: the assessment of the master's project; the assessment of the presentation of the master's project; and participation in the discussion.

5. A maximum possible point with which the master's thesis may be assessed is 60 points; the presentation of the master's thesis 20 points, and the participation in the discussion 20 points.

6. The master's thesis assessment criteria are as follows: the significance of the study, i.e., the importance of the research subject (10 points), the objective of the thesis research (5 points), the selected research material (5 points), research methodology and quality (15 points), the thesis structure (5 points), students' own ideas and positions (5 points), conclusions and findings/results (10 points), research ethics and compliance with research standards (5 points).

Point	Significance of Study, Importance of Research Subject
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9-10	The relevance of a research topic is clear and well-substantiated; it copes with modern field challenges; the research topic shows novelty and focuses on a specific issue; the research process is aim-oriented, and its objective is to offer new methods of solving a specific issue.
7-8	The relevance of a research topic is clear and mostly well-substantiated; it mostly copes with modern field challenges; the research topic highlights a great number of novelties; the research is mostly aim-oriented, and its objective is to offer new methods of solving a specific issue.
5-6	The relevance of a research topic is partly clear; it mostly copes with modern field challenges; the research topic highlights some novelties; the research is hardly aim-oriented.
3-4	A research topic is hardly relevant; it hardly copes with modern field challenges; the research topic hardly focuses on novelties; and the research is not aim-oriented.
1-2	The relevance of study cannot be detected; the research topic does not focus on novelties and does not show specific problems and their solutions.
0	A research topic is not relevant, and it does not include any novelty.

Point	Research Objective
5	thesis research objectives are listed clearly, and all of them are attainable, measurable, verifiable and countable. The objectives clearly focus on the possible development of research, prospects and possible findings. The research objectives are clearly separated from its tasks.
4	The thesis research findings/results are mostly formulated and determined, and great number of them is attainable, verifiable, and measurable. They give a view of possible research development and the majority of results is predictable. The research objectives are separated from its tasks.
3	The thesis research objectives are formulated but not well-determined, and their majority is abstract and unmeasurable. They give a vague view of the possible development of research, and the majority of results is impossible to predict. The research objectives are hard to separate from its tasks.
2	The thesis research objectives are general and vague, and potential results are impossible to predict, and also there is no line between research objectives and its tasks.
1	The thesis research objectives are superficial and general; they are, in fact, impossible to achieve.
0	Master's thesis objectives are not specified.

Point	Selected Research Material
5	Versatile field-related materials are used in the master's project, and all field-related sources, the corresponding official opinions and reports are verified in it.
4	Versatile field-related materials are used in the master's project, almost all field-related sources, the corresponding official opinions and reports are verified in the master's project.
3	Voluminous materials are used in the master's project, majority of field-related sources, the corresponding official opinions and reports are verified in it.
2	Materials have been used in the master's project, part of significant field-related sources, the corresponding official opinions and reports are verified in the master's project.

1	Materials in the master's thesis are mostly obsolete.
0	The master's thesis uses almost no relevant materials.

Point	Research Methodology and Quality
13-15	Versatile modern research methods are used in the master's thesis as required; the thesis is not of descriptive nature, is based on analytical and synthetic research methods and inductive and deductive methods logically replace each other in it. The research creates a single logical chain. The research conducted is in-depth and supported with arguments; the research subject and issues are studied meticulously.
10-12	Versatile modern research methods are used in the master's thesis mostly as required; the thesis is not of highly descriptive nature and is mostly based on analytical and synthetic research methods. The research creates mostly a single logical chain. The research conducted is supported with arguments; the research subject and issues are studied, however not exhaustively.
7-9	The master's thesis is mostly of descriptive nature, hardly based on analytical and synthetic research methods. The research cannot create a single logical chain. The research conducted is mostly supported with arguments; the research subject and issues are studied imperfectly. The issue is not studied comprehensively.
4-6	The master's thesis is mostly based on descriptive methods and analytical research methods are not almost applied. The thesis system is not well-structured, its elements do not complement each other logically, and the issue is studied superficially.
1-3	The master's thesis is based on descriptive methods and analytical research methods are not applied. The research is abstract and cannot meet minimal quality standards.
0	The research has not almost been conducted, and the thesis is a combination of unprocessed sources.

Point	Structure
5	The master's thesis is well-structured, logical and focused on providing all possible information about the issue; the numbering style of structural units is appropriate, and all structural units are equally important, with neither of them overlapping the other as the issues in one of them are not covered by the other; additionally, a systemic analysis method is used to structure the project.
4	The master's thesis is mostly well-structured, logical and mostly focused on providing all information about the issue; the numbering style of structural units is mostly appropriate, and the majority of structural units are equally important, with vast majority of them not overlapping one another as the issues in one of them are not mostly covered by the other; additionally, a systemic analysis method is used only formally to structure the project.
3	The master's thesis is inconsistent and mostly not focused on providing all information about the issue; the numbering style of structural units is not appropriate, and the structural units are not equally important, with them overlapping one another due to their identical content. A systemic analysis method is not, in fact, used to structure the project.
2	The master's thesis is inconsistent and not focused on providing all information about the issue; the numbering style of structural units is not appropriate, and the structural units are not equally important, with them overlapping one another.
1	The master's thesis structure is illogical and only some superficial information is provided on certain issues; the numbering style of structural units is non-existent.

0	The master's thesis structure is illogical, and the thesis does not, in fact, have a single structure.
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Point	Students' Ideas and Positions
5	The master's thesis comprises its author's ideas based on the corresponding arguments and sources. The author develops and shows his/her positions regarding a research topic, balances his/her individual assessments in consideration of authoritative field-related views. The author's views are supported with arguments, are logical and is explicitly linked to the research subject.
4	The master's thesis focuses on the author's ideas mostly based on the corresponding arguments and the sources employed and discussed in it. The author tries to demonstrate and develop his/her own positions in relation to the research topic and more or less balance his/her individual assessments in consideration of authoritative field-related views. Ideas expressed by the author are mostly substantiated, logical and relevant for the research subject.
3	The author's ideas in the master's thesis are scarce. A small section only is based on rational arguments. The author does not try to show his/her positions and opinions distinctly in relation to the research topic. His/her positions are mostly unsubstantiated.
2	The author's ideas and positions are scarce in the master's project; arguments are superficial but not in-depth individual analysis can still be detected. Ideas and positions in the master's thesis are mostly unrelated to the analysis of its sources.
1	The author's views, ideas and positions are mostly not included in the master's project, while the majority of them is unsubstantiated, superficial and without a rational basis.
0	The author's own views, positions and opinions are not included in the master's thesis.

Point	Conclusions and Results
9-10	The thesis includes specific, measurable and assessable results and well-founded conclusions based on the discussion of the corresponding topics. Each result and conclusion is logically related to objectives in the introduction and is achieved by using the corresponding research methods planned in the introduction. Conclusions and results give a clear view of the key thesis fields, the author's ideas and positions.
7-8	The thesis includes specific, measurable and assessable results and conclusions mostly based on the discussion of the corresponding topics. The majority of results and conclusions is logically related to objectives in the introduction and is achieved by using the corresponding research methods planned in the introduction. Conclusions and achieved results mostly give a clear view of the key thesis fields, and the majority of the author's ideas and positions.
5-6	The thesis covers certain results and conclusions and part of them is logically related to the objectives in the introduction, and some methods in the introduction are applied to achieve results. The author tries to support his/her conclusions with arguments and base them on verified information.
3-4	Specific conclusions in the thesis are scarce and linking introduction objectives to results is hard. Conclusions and results mostly do not include information on the author's opinions and positions.
1-2	The thesis involves abstract unsubstantiated conclusions producing unspecific results.
0	The thesis does not include tangible conclusions and results.

Point	Compliance with academic writing conventions, quotation techniques and official standards
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5	The master's thesis complies with high-standard academic writing conventions; the principles of academic honesty and ethics are fully considered; periphrases are used much more frequently than quotes in it; information is processed in compliance with the corresponding standard. The author's manner and style of writing is exceptionally good, with grammatical and orthographic mistakes almost non-existent in the thesis. The thesis content is very good. The author meets all official standards and requirements.
4	The thesis mostly complies with the principles of academic honesty and rules of ethics; periphrases are used more frequently than quotes in it; this is done in compliance with the corresponding standards. The author's manner and style of writing is good, with very few grammatical and orthographic errors. The thesis content is mostly good. The author meets almost all official standards and requirements.
3	The thesis partly complies with the principles of academic honesty and rules of ethics; quotes are used rather frequently; periphrases, without information being processed, are quite a lot; the author's manner and style of writing are satisfactory, with quite a lot grammatical and orthographic errors. The thesis content is not entirely good. The author mostly fails to comply with formal standards.
2	The thesis partly complies with minimal standards of academic honesty and rules of ethics; quotes and inaccurate periphrases are used frequently; the author's manner and style of writing are not sufficiently good, with lots of grammatical and orthographic errors. The thesis content is not good.
1	The thesis does not comply with minimal standards of academic honesty and rules of ethics; quotes and inaccurate periphrases are almost in each section of the thesis; the author's manner and style of writing are faulty and problematic, with lots of stylistic, grammatical and orthographic errors.
0	The thesis defies the standards of academic honesty, rules of ethics, and quotation techniques.

7. The assessment criteria of the presentation of the master's thesis are as follows: visual aspect and elements of the presentation (4 points), the ability to demonstrate a topical issue (4 points), the ability to substantiate a novelty and present research findings (4 points), the ability to support a position (4 points), and presentation techniques (4 points).

Point	Visual Aspect of Presentation Materials
4	The visual elements and the design of the presentation material are in line with the requirements of academic style; the number of slides do not exceed ten or twelve, without excessive information included in them. Relevant messages are conveyed. The slides content does not deviate from that of the master's project. The presentation colours are adequate for a classical academic presentation. Information in slides is clear and easily comprehensible.
3	The visual elements and the design of the presentation material are in line with the requirements of academic style; the number of slides is mostly acceptable, without excessive information included in them. Mostly relevant messages are conveyed. The slides content, for the most part, does not deviate from that of the master's project. Information in slides is clear and easily comprehensible.
2	The presentation material mostly complies with academic style requirements. The number of slides are a lot with much information included in them. Slide contents do not focus on specific issues. Information in slides is not fully clear or easily comprehensible.
1	The presentation is uninformative, does not comply with academic style requirements, includes mostly texts and detailed description of topics.
0	A PowerPoint presentation has not been created.

Point	Raising and Showing Topical Issues
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4	The MA student organizes research-related information in the thesis logically and consistently, ensures that the research topic and the corresponding issue in the thesis is consistent and substantiated and that the information on the significance of the issue is discussed and presented convincingly.
3	The MA student more or less convincingly shows the significance of the research topic, ensures that research-related information in the thesis is organized consistently, and the research topic is presented appropriately. The MA student discussed the research topic mostly convincingly.
2	The MA student partly substantiates the statement that the research topic is of contemporary relevance and discusses large number of issues but fails to provide the corresponding arguments.
1	The MA student shows the research topic and significance of the issue superficially.
0	The MA student fails to show his/her position and the significance of the issue.

Grade	Showing Novelty and Presenting Research Findings
4	The MA student provides comprehensive information on the novelty of his/her master's project, discusses the possibility of practical application of the research novelties, presents research findings logically and consistently and substantiates the interrelation between the thesis findings and the objectives set in the introduction.
3	The MA student provides comprehensive information on the novelty of his/her master's thesis, discusses the possibility of practical application of research novelties, presents research findings mostly logically and consistently and partly substantiates the interrelation between the research findings and the objectives set in the introduction.
2	The MA student provides insufficient arguments to prove the significance of the master's thesis novelty, and only partly discusses research findings.
1	The MA student provides insufficient and unconvincing information on originality and novelties of the research and its findings.
0	The MA student fails to show the novelty and research findings.

Point	Ability to Support Position
4	The MA student has demonstrated his/her position and ideas perfectly well, has discussed the views and opinions in the master's project, has managed time properly, has made his/her own convincing assessments instead of general evaluations thanks to logical arguments and grouping of information.
3	The MA student has demonstrated his/her position and ideas more or less clearly and has managed to support his/her views, however, has only slightly focused on general ideas in the master's project. The students have mostly logically supported and grouped individual evaluations.
2	The student has partially presented his/her own ideas, positions and tried to support them. He/she has conveyed a general idea of the thesis instead of individual evaluations.
1	Positions by the MA student are superficial, insufficient, and unconvincing.
0	The MA student failed to show his/her position.

Point	Presentation Technique
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4	The presentation is well-planned; the master's student demonstrates good time management skills, maintains eye-contact with the audience, uses gestures and body language, speaks distinctly and logically groups provided information. The student is not dependent on slides; the visual aspect of the presentation is in line with the manner it is presented.
3	The presentation is mostly planned appropriately, and the student uses up time allocated for him/her. The student mostly uses the right body language, speaks distinctly; however, information provided is not entirely logical. The MA student is not dependent on slides; however, the visual aspect of the presentation deviates from the information provided by the student.
2	The presentation is not planned properly; the MA student fails to present the information properly, with logically linked points. He/she also fails to use the right body language and is dependent on slides.
1	The MA student presents information superficially, fails to follow its logical order and use the right body language. The visual aspect of the presentation deviates from the information provided by the student.
0	The MA student fails to convey information.

8. The assessment criteria of participation in the discussion are as follows: participation in the master's project-related discussion (10 points), consistency of arguments, analysis, and elaboration on ideas (10 points).

Point	Participation in Master's Project-Related Discussion
9-10	The MA student actively participates in the master's project-related discussion, provides exhaustive answers to all questions posed and discusses all corresponding issues. The MA student complies with the principles of academic ethics and honesty and satisfies interests of the parties concerned.
7-8	The MA student is actively involved in master's project-related discussion, provides exhaustive answers to almost all questions and tries to provide detailed information about them. The MA student follows the principles of academic ethics and honesty and mostly satisfies the interests of persons concerned.
5-6	The MA student participates in the master's project-related discussion and provides partly convincing answers to questions posed. The MA student partially follows the principles of economic ethics and honesty in discussing the topic and partly satisfies interests of persons concerned.
3-4	The MA student participates in the discussion and provides unconvincing answers to the majority of questions posed. He/she almost follows the principles of academic ethics and honesty and fails to satisfy interests of persons concerned.
1-2	The MA student is officially involved in the discussion; however, he/she provides general and unconvincing answers to questions posed.
0	The MA student fails to participate in the discussion and fails to provide answers to questions posed.

Point	Consistency of Arguments, Analysis and Elaboration on Topic
9-10	The MA student shows his/her position convincingly during discussion, founds his/her positions on logical consistency, provides an in-depth analysis of questions posed and supports his/her statements with well-substantiated arguments.

7-8	The MA student shows his/her position more or less convincingly, founds the majority of them on logical consistency, analyses and discusses the corresponding issues and supports his/her answers.
5-6	The MA student demonstrates his/her position partly convincingly, tries to found some of his/her ideas on logical order; however, fails to provide an in-depth analysis of the issue and entirely convincing answers.
3-4	The MA student presents only a small section of his/her position convincingly; the majority of his/her answers are not substantiated and logical order is mostly non-existent.
1-2	The MA student supports his/her position superficially and unconvincingly; information delivered is inconsistent and illogical.
0	The MA student fails to show a position or elaborate on the corresponding issues.

9. A score of final oral examinations is determined after calculating the arithmetic means of received grades (the total number of scores divided by the number of special committee members).

10. Credits may be obtained if a student has one of the positive evaluation determined by the legislation of Georgia.

11. Five types of positive grades:

(A) Excellent _ 91 -100 of maximum points;

(B) Very good _ 81-90 of maximum point;

(C) Good _ 71-80 of maximum point;

(D) Satisfactory _ 61-70 of maximum point;

(E) Acceptable _ 51-60 of maximum point;

12. The assessment system envisages two types of negative grades:

(FX) Fail _ 41-50 of maximum point, meaning that a student requires some more work before passing the examination and is given a chance to sit an additional examination after independent work; herewith, the M.A. student may present the processed scientific-research component the next semester.

(F) Fail _40 and less of maximum point, meaning that the work of a student is unacceptable, and he/she has to study the subject anew.

13. If the master's thesis is assessed negatively, MA students will undergo administrative registration in the corresponding semester and will be entitled to present a thesis on a new master's thesis.

14. The master's thesis may be also negatively assessed if:

a) students fail to attend a public presentation of the master's thesis without a valid excuse.

b) students refuse to defend the thesis;

c) plagiarism is detected;

d) an attempt to disrupt the thesis defence or violate the corresponding regulations is detected;

e) students issue verbal or physical threats in an attempt to get a positive assessment, lie or apply other unacceptable methods.

Article 16 Following Positive Assessment of Master's Project

1. If the master's thesis is assessed positively, master's students obtain an academic degree in the corresponding field, i.e. the master's diploma.

2. The diploma and the diploma supplement will be signed in accordance with the legislation of Georgia and the rules of procedure established in the high educational Institution. The diploma is signed by the relevant faculty dean and rector of the University.

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