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## The rule of Preparation of Master's thesis

2020



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## Article 1. General Provisions

1. Master Thesis / Project is a research paper performed by a Master's student within the framework of the Master's educational program, which summarizes the research skills of the Master's student, demonstrates the student's ability to conduct research independently, prepare, design, publicly present and defend a scientific text;
2. Master Thesis / Project is performed in compliance with the general requirements established by this rule and the additional requirements envisaged by the Master Thesis / Project syllabus of the relevant program;
3. Master Thesis / Project is performed by the Master student individually, taking into consideration the instructions of the Master Thesis / Project supervisor;
4. Master Thesis / Project is defended by the Master's student before the Master's Thesis Defense Commission established by the order of the Rector of the European University based on the submission of the Dean.

## Article 2. Master Thesis / Project Supervisor/Reviewer

1. Head of master's thesis/project - guides the work of the master's student, helps him in developing a research project, selecting sources, formulating a research problem, forming research questions and hypotheses, gives general instructions on the current challenges of the field and the implementation of research in the relevant direction the head of the master's thesis/project writes a conclusion on the completion of the thesis and determines the issue of transferring the completed thesis to the reviewer for evaluation;
2. A master's student may have one or more supervisors who have scientific research experience relevant to the research topic for the completion of the master's thesis/project;
- 2<sup>1</sup>. A maximum of 5 master's theses can be supervised by one academic/visiting staff at the same time.



3. The supervisor of the master's thesis/project can be: an academic staff of a European university or an invited person who has a doctor's academic degree in the relevant field. Taking into account the specifics of the educational program, a person with special practical experience and a master's academic degree, who has the experience of supervising a master's thesis, may be admitted as the head of a master's thesis/project within the framework of a separate program. In the event that the master's thesis includes a study of pedagogical practice, the supervisor/co-supervisor of the thesis must have at least three years of experience in pedagogical work and hold the status of a senior teacher.
4. The reviewer of the master's thesis - reports on the completed master's thesis, writes a conclusion on the technical and content performance of the thesis and determines the issue of admitting the master's student to the public defense;
5. In order to review the master's thesis/project, two reviewers are appointed, who have relevant scientific and research experience in the research topic;
6. The reviewer of the master's thesis/project can be:
  - A) An academic staff member of a European university;
  - B) An invited person who has an academic degree of doctorate in the relevant field. Taking into account the specifics of the master's thesis/project, a person with special practical experience and a master's academic degree can be admitted as a reviewer.

### **Article 3. Rules for selecting and approving the author of the master's thesis/project, the thesis/project, and approving the reviewer**

1. The Master's Thesis / Project supervisor is selected by a student. On the bases of initiation of the issue by the Dean of the Faculty, the supervisor is approved by the Faculty Board;
2. The Master's Thesis / Project is selected by a master student in agreement with the thesis supervisor;
3. The selected master's thesis / project is approved by the Faculty Board upon the submission of the heads of the relevant master's educational program no later than two weeks after the beginning of the lecture period defined by the academic calendar;
4. Upon the initiation of the issue by the Dean of the Faculty, the reviewers of the master thesis / project are approved by the relevant Faculty Board.



## Article 4. Assessment of a Master's thesis

1. The Master's Thesis / Project is evaluated within the same semester or in the following semester, when the student completes work on it.
2. In case of successful completion of the Master's Thesis component, which is reflected by receiving one of the positive marks (51-100 points), the graduate is awarded the credit envisaged by the educational program in the master's thesis component.
3. The system of evaluation allows for:
  - a) Five types of positive evaluation:
    - a. a) (A) Excellent – 91-100 points;
    - a. b) (B) Very good - 81-90 of maximum evaluation;
    - a. c) (C) Good - 71-80 of maximum evaluation;
    - a. d) (D) Satisfactory - 61-70 of maximum evaluation;
    - a. e) (E) Sufficient - 51-60 of maximum evaluation.
  - b) Two types of negative evaluation:
    - b. a) (FX) Did not pass– 41-50 points of maximum grade, which meaning that a student requires more work before passing and a Master student is allowed to submit a revised research component during the next semester;
    - b. b) (F) Fail –40 points and less of maximum grade, which meaning that the work performed by the student is not enough and in case of receiving this grade, the Master student loses the right to submit the same research component.
4. The master's thesis is evaluated in the same or the next semester in which the student completes the work on it.
5. The completed master's thesis / project will be submitted to the supervisor of the master's thesis for submission of the conclusion no later than the 15th week;
6. The master thesis / project manager writes a report on the performance of the thesis and determines the issue of submitting the thesis to the reviewer no later than the 16th week;
7. The Master Thesis supervisor checks the Master Thesis / Project for plagiarism before submitting it to the reviewer;



8. The Master Thesis / Project is checked by the electronic program "Turnitin";
9. In case of detecting plagiarism the supervisor is authorized to return the paper / project to the author once and give recommendations;
10. In case of detecting plagiarism in the final version of the Master Thesis / Project, the thesis is not evaluated and the master student is deprived the right to process and submit the same thesis;
11. In case of a positive conclusion of the supervisor, the paper is submitted to two reviewers for the preparation of the conclusion;
12. In case of preparing a negative conclusion by the reviewers (is not allowed on public defense), the master student will not be allowed on public defense of the paper;
13. In case of preparing a negative conclusion by one of the reviewers the paper will be submitted to a third reviewer for evaluation; In case of preparation of a positive conclusion by the third reviewer, the paper will be admitted to public defense, and in case of preparing a negative conclusion, the paper will be returned to the student to correct the recommendations;
14. In case of preparing of a repeated negative conclusion by the reviewer, the student loses the right to defend the same master's thesis;
15. In case of preparation of a positive conclusion by the reviewer (admissible on public defense), the master thesis / project shall be submitted to the Master Thesis Protection Commission for evaluation no later than the 17th week;
16. The Master Thesis Defense Commission evaluates the thesis.

## Article 5. Assessment Components and Criteria of the Master Thesis/Project

1. The Master Thesis / Project is evaluated by the members of the Defense Commission according to the following criteria:



## The rule of preparation of Master's thesis

#	Evaluation component	Evaluation Criteria	evaluation
1.	Technical Design of the Thesis	<ul style="list-style-type: none"> <li>• Technical and grammatical correctness of the paper</li> <li>• Adherence to citation techniques</li> </ul>	10 points
2.	Consistency of set goals and research results	<ul style="list-style-type: none"> <li>• The consistency of the paper to the goals and objectives</li> </ul>	10 points
3.	research methodology	<ul style="list-style-type: none"> <li>• Selection of relevant research methodology</li> </ul>	10 points
4.	used sources / Literature	<ul style="list-style-type: none"> <li>• within the research topic a variety and valid literature has been selected</li> </ul>	10 points
5.	Relevance of the research issue	<ul style="list-style-type: none"> <li>• setting and demonstration of a research problem</li> <li>• Novelty and actuality of the topic</li> </ul>	15 points
6.	Analysis and conclusions of the results/findings;	<ul style="list-style-type: none"> <li>• Depth of analysis</li> <li>• Argumentative conclusions</li> <li>• Relevance of the conclusion</li> </ul>	25 points
7.	Public defense of the project / thesis	<ul style="list-style-type: none"> <li>• The ability to state and demonstrate a research problem</li> <li>• Ability to substantiate research novelty</li> <li>• Skills of defending one's own position</li> <li>• Ability to present the results of research</li> <li>• Compliance with time regulations for the presentation</li> </ul>	20 points
Maximum final evaluation			100 points



2. The distribution of points for each criterion is determined by the syllabus of the Master Thesis / Project.

## Article 6. Master's Thesis defense Commission

1. The defense of the Master Thesis / Project is conducted before the Master's Thesis Defense Commission upon the submission of the Dean of the Faculty and the order of the Rector;
2. The Commission consists of specialists of the relevant field (not less than 3 and not more than 7 members), a member of the Commission can be an invited specialist. The composition of the Commission is approved on the basis of the recommendation of the Faculty Dean and by the order of the Rector, by which the chairman and secretary of the Commission are appointed;
3. The Commission is authorized if at least 2/3 of the members of the Commission attend the defense of the relevant Master's Thesis;
4. A member of the Commission cannot be the Dean of the Faculty, the Head of the relevant Master's Thesis and the reviewer;
5. The defense of the Master Thesis / Project is public. The public defense of the Master Thesis must be attended by the head of the master's program.
6. Defense results shall be documented in the form of a protocol, which is signed by the chairman and Secretary of the commission.
7. At one session of the commission, several Master's thesis defense may be held.
8. At the defense of the Master's Thesis, the master's student is evaluated in the relevant components by each member of the commission upon completion of the defense, and the final evaluation is calculated by the arithmetic mean of the evaluation of each commission member;
9. The final evaluation of the Master's Thesis is notified to the master student no later than the day following after the decision is made by the commission.



## Article 7. Appeal Procedures

1. The master student, no later than in 5 days following the notification on the master's thesis evaluation, is authorized to appeal the results of the evaluation.
2. The master student is obliged to indicate in the application to which evaluation criterion/component does not agree with the received evaluation.
3. By the decision of the Appeal Commission, the Supervisor of the Master's Thesis, the Head of the master's program and the person/persons responsible for the evaluation of the appealed component have the authority to attend the consideration of the issue;
4. Based on the appeal, the Rector creates the Appeals Commission upon the submission of the Faculty Council, appoints the Chairperson and the Secretary;
5. The Appeals Commission should include no less than 3 persons. All members of the Commission must be present at the meeting;
6. A member of the Appeals Commission is not allowed to be:
  - a) The Dean;
  - b) the head of the relevant program;
  - c) Master Thesis / Project supervisor;
  - d) Master Thesis / Project reviewer
  - e) A member of the Master's Thesis defense Commission;
7. The Appeals Commission makes the following decision:
  - a) on the return of the project/master's thesis to the Defense Commission and re-examination;
  - b) leaving the received assessment;
  - c) leaving the appeal unconsidered in case of presenting an unsubstantiated statement.
8. The Appeals Commission is obliged to substantiate the decision received in written form.



9. The decision of the Appeals Commission must be notified to the master student no later than 5 days.

## Article 8. The Rule of Master Thesis / Project Design

1. Necessary components of the Master Thesis are:

- a) title sheet;
- b) signature page;
- c) annotation;
- d) table of contents;
- e) Introductory part, which includes the subject of the research, research problem, actuality of the research problem, research purpose, research questions, used research methodology and methods, theoretical and practical value of the paper, description of the structure of the paper;
- f) Literature review, where the existing literature related to the research subject is analyzed, on the basis of which the current situation related to the research subject is studied and analyzed, and the research problem and research questions are outlined;
- g) the main part, which describes the conducted research, research results and analysis;
- h) a conclusion, in which the research questions set in the introduction will be answered, conclusions and recommendations will be formed based on the analysis of the research results;
- i) Bibliography.

2. The following should be attached to the Master Thesis:

- a) Conclusion of the supervisor;
- b) Conclusion of the coincidence of the Turnitin program;
- c) Conclusion of the reviewers.



3. The title page is the first page of the Master Thesis and it must be filled in according to a strictly defined rule:

- a) Full name of the higher education institution (European University);
- b) the name and surname of the Master student in full, with the name in nominative case;
- c) title of the Master Thesis;
- d) the full name of the educational program;
- e) Name and surname of the supervisor, status (academic position or status of invited staff) of the Master Thesis;
- f) the place of completion of the master's thesis and the year of its submission.

4. The annotation is a brief overview of the Master Thesis and it includes information on the purpose of the research, the research problem and the results and conclusions of the research; The main text of the annotation should not exceed 150 words and should be presented in Georgian and English languages.

5. The table of content must reflect the title of all Chapters and sub-chapters with reference to pages.

6. Technical Design of the Master Thesis

- b) The text of the Master Thesis should be presented on a standard sheet of A4 format. Font: Sylfaen; Font size: 12; Space between text lines: 1,5 interval; Text field on the page: Left - 3 cm, right - 1 cm, above - 2.5 cm, below - 2.5 cm; Volume of the paper - not less than 50 and not more than 80 pages.
- b) The main text of a Master's thesis shall be divided into chapters and sub-chapters.
- c) Modern material should be used in the literature review. It is necessary to reference the used sources. APA style is used for citation and referencing.

7. The bibliography should reflect the list of scientific literature or used sources by the master student while working on the master's thesis. The list of used literature must be placed to the end of the thesis. For referencing the used literature should be used APA style.

## Article 9. Protection of confidentiality and anonymity of information received during the research

1. The author of the master thesis is responsible for adhering to the principle of anonymity and confidentiality in relation to the information received from the respondent during the research.
2. In order to protect the principle of confidentiality and anonymity of the information received from the respondent during the research, the author of the master thesis prepares an informed letter of consent (Annex 3).
3. An informed consent letter describes the research problem and the purpose of the research and defines the responsibility of the author of the master thesis for the protection of anonymity and confidentiality of the information received from the research respondent and also confirms the research respondent's consent to use the information provided by him.
4. The author of the master thesis confirms the use of the information received from the respondent only for the purposes of the research submitted to the respondent within the framework of a specific research, adherence to the principle of anonymity and confidentiality by signing an informed consent.
5. The respondent confirms his / her consent to the use of the information provided within the framework of a specific survey for the purposes of the same survey by signing an informed consent.

## Annex 1. Conclusion of the Master Thesis / Project Supervisor

#	Evaluation component	Evaluation Criteria	evaluation
1.	Technical side of the Thesis	<ul style="list-style-type: none"> <li>• Technical and grammatical correctness of the paper;</li> <li>• Adherence to citation techniques</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
2.	Consistency between the objectives and research outcomes	<ul style="list-style-type: none"> <li>• The consistency of the paper to the goals and objectives</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
3.	Research methodology	<ul style="list-style-type: none"> <li>• Selection of relevant research methodology.</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
4.	Used sources/ Literature	<ul style="list-style-type: none"> <li>• Within the research issue a variety and valid literature has been selected</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
5.	Relevance of the research issue	<ul style="list-style-type: none"> <li>• setting and demonstration of a research problem</li> <li>• Novelty and actuality of the topic</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
6.	Analysis and conclusions of the results/findings;	<ul style="list-style-type: none"> <li>• Depth of analysis;</li> <li>• Argumentative conclusions;</li> <li>• Relevance of the conclusion.</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad

Verbal evaluation of the work performed

Please assess the work performed by the Master student in case of any additional comments.

Compliance with the master's thesis rule:

- Master's thesis/project meets all the requirements established by the rule;
- The master's thesis/project needs changes in order to comply with the requirements established by the rule.

The results of the check on plagiarism:

- Plagiarism was detected in the Master Thesis / Project
- No plagiarism was detected in the Master Thesis / Project

The final conclusion of the Master Thesis/Project supervisor



## The rule of preparation of Master's thesis

- The Master Thesis / Project to be submitted to the reviewer for evaluation
- The Master Thesis / Project to be returned to the master student for processing
- The master student will be deprived the right to process and submit a thesis

Date:

Signature of the Supervisor:

## Annex 2. Conclusion of the Master Thesis/Project reviewer

#	Evaluation component	Evaluation Criteria	evaluation
1.	Technical side of the Thesis	<ul style="list-style-type: none"> <li>• Technical and grammatical correctness of the paper;</li> <li>• Adherence to citation techniques</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
2.	Consistency between the objectives and research outcomes	<ul style="list-style-type: none"> <li>• The consistency of the paper to the goals and objectives</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
3.	Research methodology	<ul style="list-style-type: none"> <li>• Selection of relevant research methodology.</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
4.	used sources / Literature	<ul style="list-style-type: none"> <li>• Within the research issue a variety and valid literature has been selected</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
5.	Relevance of the research issue	<ul style="list-style-type: none"> <li>• statement and demonstration of a research problem</li> <li>• Novelty and actuality of the topic</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad
6.	Analysis and conclusions of the results/findings;	<ul style="list-style-type: none"> <li>• Depth of analysis;</li> <li>• Argumentative conclusions;</li> <li>• Relevance of the conclusion.</li> </ul>	<input type="checkbox"/> Good <input type="checkbox"/> Medium <input type="checkbox"/> Bad

### Verbal evaluation of the work performed

Please assess the work performed by the Master student in case of any additional comments.

### The final conclusion of the Master Thesis/Project reviewer

- The master student is admitted to the public defense of the Master Thesis / Project  
 The master student is not admitted to the public defense of the Master Thesis / Project

Date:

Signature of the supervisor:

### Annex 3. Informed consent

Date: \_\_\_\_\_

#### Brief description of the research

Research problem:

reason of research:

The information received from the respondent within the framework of the research will be used only for the purposes of the presented research, will not be transferred to another party and the principle of anonymity and confidentiality will be observed.

Researcher Signature:

The respondent agrees that the information provided within the survey should be used for the purposes of the survey.

Respondent's signature: