



საქართველოს ეროვნული უნივერსიტეტი სეუ
GEORGIAN NATIONAL UNIVERSITY SEU

GEORGIAN NATIONAL UNIVERSITY SEU
Requirements for the Completion of a Master's
Thesis and Awarding a Master's Degree

2020
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Article 1. Admission to the Master's Thesis Component

1. Following the completion of the study components of the master's program, in the final semester of the program, the student shall complete the master's thesis component, which shall include the elaboration of a master's thesis during the last semester of the master's program and public defense at the end of the semester.
2. A student shall be admitted to the master's thesis component if the preconditions provided by the program are met.

Article 2. Procedure for Selection and Approval of the Master's Thesis Topic

1. The topic of the master's thesis shall be electronically selected by the master's student from the list of possible topics proposed by the master's adviser(s) during the academic registration period.
2. The master's thesis should relate to a topical but not very broad problem, the analysis of which should enable the master's student to show originality.
3. It is not allowed to repeat the main directions of the master's thesis topic / research thesis / research within 2 academic years after defending the master's thesis.
4. The topic of the master's thesis should correspond to the current scientific directions for the specialty of the master's educational program, and when selecting it, the possibilities of actually available scientific-technical bases should be taken into consideration.
5. The list of master's thesis topics shall be approved by the Rector of the University upon the recommendation of the head of the relevant program and with the approval of the Quality Assurance Service.
6. A student who fails to choose a master's thesis topic during the academic registration period shall lose the opportunity to complete the mentioned component in the given semester.
7. The terms of submission and defense of the master's thesis shall be approved by the Rector on the basis of recommendations with the program heads.

Article 3. A Master's Thesis Adviser

1. The master's thesis adviser may be the academic or invited staff of the university with the doctoral academic degree, with the relevant scientific-research and/or practical experience in the field. Given the specifics of a particular topic, priority may be given to the adviser's scientific or practical experience as well as the relevance of previously performed topics under the guidance of the same person.
2. Upon the recommendation of the program head, the University shall be authorized to invite and involve the staff with valuable academic or professional experience from another educational or scientific institution in the implementation of the master's thesis component of the program.

3. The master's thesis co-adviser, together with the doctor's academic degree, may be the academic or invited staff of the University with practical experience in the relevant field.

Article 4. Obligations of the Master's Thesis Adviser

1. The master's thesis adviser shall be obliged to use the official e-mail created for him / her by SEU, as all relevant information regarding the supervision / review of papers shall be sent by official e-mail.

2. The master's thesis adviser shall be obliged to have active communication with the students whose dissertation has been assigned to him/her, including:

A) Providing the students with the requirements for the completion of a master's thesis;

B) Assisting them in the preparation of the paper drafting plan and its supervision;

C) Correcting / directing the content and academic style of the paper;

D) Timely inspection of the paper through plagiarism program;

E) Delivery of the final version of the paper and its evaluation to the University administration in a timely manner within the set timeframe.

3. The master's thesis adviser shall also be obliged to provide information to the students about the procedures and deadlines for the defense of the master's thesis. If desired, the master's thesis adviser shall have the right to attend the thesis defense ceremony.

4. The master's thesis adviser shall be obliged to personally upload the master's theses on the anti-plagiarism program of Turnitin at www.turnitin.com to check the originality of the text and to exclude plagiarism. Access to the anti-plagiarism program shall be activated through a SEU official e-mail. It is essential to run the Turnitin program through this e-mail.

5. The master's thesis adviser shall send the thesis already checked for plagiarism to the program head for review. Along with the master's thesis, the adviser shall send a "handwriting assessment" (Appendix 4 B). The master's thesis must be submitted in Microsoft Word format, while the assessment must be signed and be styled in the PDF format.

6. In case of problems in the process of supervising the work, the adviser shall notify the relevant program's head, who shall respond accordingly.

7. Upon detection of plagiarism, or if the original text of the master's thesis is less than 85% (coincidence exceeding 15%), the adviser shall be obliged to respond. In such a case the thesis adviser shall give the student the opportunity within a reasonable time, but not more than 3 days to eliminate it. If a case of plagiarism is still reported in a re-uploaded thesis, the thesis adviser shall not evaluate the thesis and shall contact the dean of the faculty for further response.

8. The dean of the faculty, in order to determine the academic integrity in the submitted paper, shall initiate the Faculty Ethics Commission, which shall respond further, as defined in Article 23 of the Statute of Scientific-Research Activities of the University.

9. The master's thesis shall be obliged to strictly follow the deadlines set for each procedure.

Article 5. Stages of the Completion of a Master's Thesis

Master's thesis shall include:

- A) Agreement on the title of the master's thesis;
- B) Drawing up a master's thesis and research plan;
- C) Consultations with the adviser;
- D) Conducting research independently;
- E) Working independently with literature, scientific and other sources;
- F) A review by the adviser of the initial version of the master's thesis;
- G) Checking the master's thesis for plagiarism;
- H) Reviewing the master's thesis;
- I) Public defense of the master's thesis.

Article 6. Master's Thesis Plan

1. Following the selection of the master's thesis topic, the master's student shall submit the draft master's thesis plan to the master's thesis adviser within the timeframe approved by the Rector, on the basis of which, the master student and the master's thesis adviser shall jointly draw up the master's thesis plan.

2. At the stage of agreement of the master's thesis plan, it shall be allowed to correct and specify the title of the master's thesis based on the research topic and research plan.

3. The configuration of the master's thesis plan is given in the appendix.

Article 7. Consultations with the Head of the Master's Program

1. The master's student shall be entitled to receive consultations on research design and other issues related to the compilation of the master's thesis from the thesis adviser on a weekly basis, according to the schedule offered by the university.

2. The master's student and the adviser shall be authorized to agree on other forms of communication, including electronic ones, of which, the adviser shall inform the head of the master's program.

3. In the course of consultations, the master's thesis adviser shall be authorized, but not obliged to offer the master's student a better research plan and literary sources as well as to reasonably refuse to using information in the dissertation that is not scientific in nature or is not relevant.

4. The master's student shall not be obliged to follow the instructions of the adviser.

5. In case of failure to fulfill his / her rights and duties by the master's thesis adviser, the master's student shall be entitled to submit a substantiated complaint to the head of the master's program.

Article 8. Independent Work of a Master's Student

1. Prior to the first defense of the master's thesis, within the timeframe agreed with the adviser, the master's student shall conduct independent research, work with literature and scientific bases, process the research results, and prepare the textual part of the thesis.

2. During the period of independent work on the master's thesis, the master's student shall be entitled to:

A) Using the educational space of the University, including the library database and computer resources;

B) Gaining access to international scientific databases used by the University;

C) Requesting the University to solicit for a particular organization to allow research in;

D) Getting advised by other academic staff of the University on issues related to interdisciplinary research;

E) Getting advised on the protection of scientific ethics, personal data, and other information recognized as an item of legal protection.

3. In conducting independent research, the master's student shall be obliged to follow the principles of scientific ethics, protection of personal data, and reliability and objectivity of information, to use the obtained information only for the purposes of scientific research, to disseminate and publish information only in a generalized manner.

4. In the master's thesis, the master's student must demonstrate that under the supervision of the adviser he/she conducted an independent study; was able to process the problematic issue with scientific methods and present the results with convincing arguments.

Article 9. Deadlines for Submission and Defense of a Master's Thesis

1. The deadlines for the submission and defense of the master's thesis shall be approved together with the master's topics.

2. The master's student shall ensure the submission of the initial and final versions of the research plan and the master's thesis within the timeframe approved by the rector.

3. The master's thesis adviser shall ensure the provision of recommendations to the master's student within the approved timeframe.

4. The recommendation of the master's thesis adviser shall indicate:

A) Whether the master's thesis meets all the requirements and is ready for defense;

B) Whether the master's thesis meets all the requirements, but it is desirable to cover specific issues in more detail before defending the master's thesis;

C) Whether the master's thesis largely meets all the requirements; although, it is necessary to revise part of it;

D) Whether the master's thesis fails to fully meet all the requirements, requiring a significant revision;

E) Whether the master fails to meet the requirements in any way, the research has not been conducted, or the thesis is plagiarism.

5. The conclusion of the master's thesis adviser must state:

A) The urgency of the topic of the master's thesis;

B) A brief description of the paper;

C) The scientific novelty presented in the paper;

D) The practical value of the paper, the completeness, depth, and originality of the solution of the issues raised, as well as its content relevance to the master's specialty.

6. Upon receiving the recommendation set forth in subparagraphs (a) and (b) of paragraph 3 of this article, the student shall be entitled to independently complete the master's thesis and prepare a presentation for submission to the master's thesis defense commission.

7. Upon receiving the recommendation provided for in subparagraphs (c) and (d) of paragraph 3 of this Article, the student shall be entitled to process the master's thesis and resubmit it to the adviser no later than two weeks after receiving the recommendation.

8. Upon receiving the recommendation provided for in sub-paragraph (e) of this article, the student shall be obliged to refute and substantiate the remarks made by the adviser in case of submitting the thesis for defense.

9. The assessments of the master's thesis adviser provided for in this article shall be of a recommendatory nature; the master's student, in his / her own views and responsibilities, may or may not take them into consideration.

10. After submitting the revised master's thesis, the thesis adviser shall evaluate the paper with one of

the following decisions: approval or disapproval to be allowed for the defense ceremony.

11. The adviser's assessment shall be taken into account in the evaluation of the master's thesis.

12. The adviser's assessment may be appealed by the student in accordance with the procedure established for the assessment of the learning component.

Article 10. Adherence to the Standards of Academic Integrity in the Master's Thesis

1. In doing a master's thesis, a master's student shall be obliged to follow the norms of academic integrity.

2. The University shall reserve the authority to pursue a policy of combating plagiarism at each stage of the master's thesis composition, to establish mechanisms for the violation of academic integrity and disciplinary response to these violations, as set out in the University Code of Student Ethics and Disciplinary Responsibility.

3. Following items shall be considered to be violation of academic integrity in the component of the composition of the master's thesis:

A) Intentional misappropriation of the piece of someone else's intellectual labor by a master's student;

B) Submission of someone else's work or part of it in one's own name;

C) Using someone else's work without following the required citation rule;

D) Literally quoting someone else's work in the submitted text, changing the wording or sentence structure, without changing the content;

E) Drawing conclusions from someone else's work without citing the source;

F) Falsification of information or its attempt;

G) Intentional misinterpretation of research results;

H) Relying on unsubstantiated sources of research and conclusions.

4. Prior to receiving the adviser's recommendation, the master's thesis shall be checked for plagiarism through the electronic anti-plagiarism program.

5. The permissible limit of coincidence of the original text (without the use of quotations, paraphrases, and text from other sources) for master's theses shall not be less than 85%.

6. The results of the anti-plagiarism test shall be notified to the student and may be appealed in accordance with the procedure established for the appeal of the learning component.

7. Despite detecting plagiarism in a master's thesis, if a positive conclusion is issued by the adviser,

disciplinary proceedings shall be initiated by the adviser for violating the standards of academic integrity in accordance with the rules established by the University Code of Ethics.

Article 11. Review of Master's Thesis

1. After the master's thesis is checked for plagiarism and the adviser's positive recommendation is received, the master's thesis shall be sent for review.
2. The selection of the master's thesis reviewer shall be based on the recommendation of the program head.
3. Information about the master's thesis reviewer shall not be known to the master's student and adviser before submitting the review.
4. The reviewer of the master's thesis shall independently check the submitted thesis in due time, as a result of which, he/she sends it to the program head with one of the following evaluations:

Recommended for putting on defense / Not recommended for putting on defense

5. The review of the master's thesis must include:
 - A) The positive side and accomplishments of the peer-reviewed paper;
 - B) The reviewer's possible remarks; the remarks should be reasoned and can also be asked in the form of a question;
6. The reviewer's assessment shall be considered in the evaluation of the master's thesis.
7. The reviewer's evaluation may be appealed by the student in accordance with the procedure established for the evaluation of the learning component.

Article 12. Defense of Master's Thesis

1. In order to ensure public defense of the master's thesis, on the basis of the submission of the program head, a master's qualification commission shall be established for each specialty by the order of the Rector.
2. The chairperson of the Master's Qualification Commission must be a doctor of the relevant field or holding an equal academic degree as established by law.
3. The following may be included in the composition of the Master's Qualification Commission:
 - A) Dean of the Faculty - Deputy Chairman of the Commission;
 - B) Head of the relevant educational program;

C) Representatives of the academic staff in the given field.

4. The head of the program shall submit in writing to the Master's Qualification Commission the list of students of the given specialty who have obtained the right to public defense of a master's thesis on the basis of fulfilling the requirements of the educational program (the results of adviser and reviewer evaluations, and plagiarism within the established term).

5. The printed and electronic version of the master's thesis, fully completed, bound, and enclosed by the master's student in compliance with the requirements of this Rule, shall be submitted to the Commission accompanied by the adviser's conclusion and review.

6. The defense of the master's thesis shall be carried out in the format of giving a 10-15-minute presentation on the master's thesis, orally and visually, involving the members of the qualification commission and the reviewer, as well as answering the questions of the audience.

7. The goals, objectives, and existing opinions on the problem should be briefly and clearly stated and indicated in the master's thesis. The analysis of the work performed should be presented in more detail; ultimately, distinctly formulating the conclusions reached, their theoretical significance, and practical value.

8. The defense of the master's thesis shall be done in the language of instruction of the educational program.

9. Due to the peculiarities of the master's specialty and the topic of the master's thesis, it shall be allowed to draw up and defend a master's thesis in a foreign language on the basis of a preliminary agreement with the adviser.

10. Following the presentation delivered by the master's student, the commission shall present the adviser's evaluation and the reviewer's conclusion on the master's thesis.

11. The master's student shall express his / her opinion on the remarks and recommendations. A discussion shall then be held in which the interested persons from the attending community shall participate together with the members of the Master's Qualification Commission.

Article 13. Decision of the Qualification Commission

1. Following the completion of the master's thesis defense procedure, at the closed session of the Master's Qualification Commission, each member of the Qualification Commission shall evaluate the master's thesis of each master's student and the presentation of the very theses.

2. During the evaluation, attention shall be paid to the following components of the master's thesis:

A) Relevance;

B) Practical and/ r theoretical significance of the research;

- C) Novelty;
 - D) The depth of analysis of the research problem and the originality of the conclusions;
 - E) Convincing research results (statistical processing of the experiment / data, logical reasoning);
 - F) Presentation of the defense material (logical reasoning, presentation structure, clear speech, presentation of the main provisions of the paper, etc.);
 - G) Adequate answers to questions in the defense process, substantiation of one's position, mastery of terminology;
 - H) The effectiveness of the visuals used in the defense.
3. As a result of summarizing the individual evaluation of the commission members, the average score shall be determined.

Article 14. Evaluation of Master's Thesis

1. The master's thesis shall be evaluated taking into account the evaluation of the thesis adviser, the evaluation of the reviewer, and the evaluation of the submission of the thesis to the commission.
 2. The master's thesis shall be evaluated by one of the following evaluation system components:
 - A) Five types of positive evaluation:
 - a.a.) (A) excellent - 91-100 points from maximum marks;
 - a.b.) (B) Very good - 81-90 points from maximum marks;
 - a.c.) (C) Good - 71-80 points from maximum marks;
 - a.d.) (D) Satisfactory - 61-70 points from maximum marks;
 - a.d.) (E) Sufficient - 51-60 points from maximum marks.
 - B) Two types of negative evaluation:
 - b.a.) (FX) Failure, excessive absences - 41-50 points from maximum marks;
 - b.b.) (F) Failure, unsatisfactory achievement - 40 points from maximum marks or less.
 3. Each evaluator of the master's thesis (supervisor, reviewer, and commission) in accordance with the requirements of the field and the standard of thesis evaluation, shall determine their evaluation in the relevant thesis.
 4. In case of differences in the assessments of the assessors, the assessment of the qualification
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commission shall be decisive.

5. In case of unsatisfactory evaluation, the master's student shall submit the paper again in accordance with the existing rules.

6. In case of receiving a completely unsatisfactory grade, the student shall be obliged to complete another master's thesis in the next semester.

7. In case of defending the master's thesis and receiving a positive evaluation in the master's thesis component, the qualification commission shall make a decision on overcoming the master's thesis component and granting the appropriate credit to the student.

8. A person, who, by the decision of the Master's Qualification Commission, fails to defend the master's thesis and receives an unsatisfactory grade, shall be entitled to process the master's thesis and submit it to the commission for re-defense no earlier than 10 days, within the deadline set by the commission. In case of receiving a negative evaluation on the defense of the repeated master's thesis, the student shall be obliged to select a new master's thesis and re-take the master's thesis component in its entirety in the following semester.

9. A person, who, by the decision of the Master's Qualification Commission, fails to defend the master's thesis and receives a completely unsatisfactory grade, shall lose the opportunity to defend the same thesis. In this case, the student shall be required to select a new master's thesis and re-take the master's thesis component in its entirety in the following semester.

10. The assessment obtained in the master's thesis can be appealed.

Article 15. Appeal

1. A master's student, who has a claim against the assessment shall be entitled to make a claim immediately upon the announcement of the assessment.

2. In case of reviewing the claim, the master's student shall be entitled to meet with the Master's Qualification Commission, adviser, and/or reviewer to discuss the result unacceptable to him/her.

3. The master's student shall be entitled to file an appeal for its evaluation within 5 days after the review of the results.

4. The master's appeal must be substantiated.

5. The first hearing of the appeal shall be conducted by the University with the participation of the program head.

6. An unsubstantiated appeal shall be returned to the applicant.

7. In case of a substantiated appeal, the appeal shall be submitted to the Claims Commission established

for the relevant program, composed of the Dean of the Faculty or the Program Head, and two persons implementing the specialty learning components of the program, neither of whom should have participated in the first evaluation.

8. The Claims Commission shall review the appeal and make a decision in accordance with the request of the appeal.

9. Within the framework of the decision, the Commission shall be authorized to review the evaluation of the supervisor, change the reviewer, and/or appoint a re-defense of the paper, or refuse to satisfy the appeal.

10. The results of the appeal shall be notified to the applicant and be reflected in the final decision and submission of the claims commission.

Article 16. Copyright to a Master's Thesis

1. Copyright in a master's thesis belongs to its author.

2. Relating rights (including the publication of a paper or part of it, its placement in a library and/or on the Internet, the inclusion of a research report in a master's thesis, etc.) shall belong to the University and exercising these rights shall not require additional agreement with the author.

Article 17. Appendices Used in the Composition and Evaluation of the Master's Thesis

1. Structure of the Master's Thesis (Appendix N1)

2. Master's Thesis Cover Page (Appendix N2)

3. Master's Thesis Plan (Appendix N3)

4. Master's Thesis Adviser Evaluation Form (Appendix N4)

5. Master's Thesis Reviewer Evaluation Form (Appendix N5)

6. Master's Thesis Evaluation Form (Appendix N6).

Master's Thesis Format

Master's Thesis Writing Guidelines:

- The text should be typed on a standard A4 size sheet of paper;
- Typeface: Sylfaen;
- Font size:
 - Text: 11;
 - Title: 14;
 - Front: 14;
 - Footnote: 9.
- The distance between the lines: 1.5;
- Text margin:
 - Left, right, up and down: 1 inch (2.5 cm);
(Select "normal" in the margin settings).
- Volume of the paper: not less than 50 pages and not more than 70 pages without attachments; (including the literature review, not more than 20 pages);
- The paper must be bound in A-4 format and must also be submitted electronically, in doc / docx (MS Word) and PDF format and on a CD.

Master's Thesis Format

The constituent parts of the master's thesis:

- a) Front page;
- b) Abstract (in Georgian and English);
- c) Content (table of contents);
- d) Introduction;
- e) The body of the text;
- f) Conclusion;
- g) List of used literature;
- h) Attachments (optional);
- i) Auxiliary indicators (optional).

Master's Thesis Architectonics:

Front Page

It is the first page of a master's thesis and it should be completed in compliance with the sample given in Annex 2.

Abstract

It should briefly and clearly reflect the relevance of the master's thesis topic, goals and objectives, research subject and object, main results and novelty. The abstract should not exceed 150 words. The abstract should be written in Georgian and English languages. The English version of the abstract should include the author's initials, surname and the name of the topic. The abstract should be placed on a single page, following the front page.

Content (Table of Contents)

It reflects the exact names of all the chapters and paragraphs of the full text of the master's thesis in sequence, indicating their introductory page numbers on the right. Page numbering should be written from the next page of the content page based on the number of headings, abstracts and content pages.

Introduction

It represents a general part of the paper, which should reflect the relevance of the research topic, goals and objectives, the wording of the research subject and object, the contemporary literature in connection with the issue and preliminary results should be discussed in detail as well as the methods used for research and material and technical base.

Research Methodology

Depending on the purpose of the research and the research questions, valid research tools used during the research should be described.

The Body of the Text is usually divided into chapters and paragraphs. A paragraph can be divided into so-called sub-paragraphs, etc. The chapters should be renumbered sequentially and separated from the names by dots. The front of the paragraph must be followed by the chapter and paragraph numbers, which must also be separated by dots. The chapter title must be written in 14-point font and include the research object and methods as well as the results and their interpretation.

Conclusion is a part of the main results of the research of the master's thesis, which briefly and specifically answers all the tasks that the master's degree candidate has to do in public defense. The conclusion reflects the theoretical significance, practical value and anticipated application of the obtained scientific results.

List of the literature used should be presented according to the deliberation given in the paper or in alphabetical order (in the latter case, publications in Georgian should be indicated first, and then, in foreign languages).

It is not allowed to include in the list of the literature used a thesis that is not mentioned in the master's dissertation.

When referring to a scientific paper, the surname and name of the author(s), the title of the paper, the name of the scientific journal, year, volume, number as well as the full web address (in case of electronic media) should be mentioned.

The title of the book or monograph should include the name, surname of the author(s), publishing house and year of publication.

Visuals: (pictures, drawings, diagrams, histograms, tables) must be numbered. At the same time, each of them needs an explanation of what it represents, the relationship between which values are depicted on it, and so on.

The master's thesis presented in a foreign language must be accompanied by an additional extensive (at least 3 pages) abstract in Georgian.

Reference and citation standards:

1. Relevant sources should be properly indicated in the paper;
2. The source should be referenced in Arabic numerals in the form of a footnote. The footnote in the text must be preceded by a closing punctuation mark (letter, exclamation mark, question mark). The use of a footnote before a punctuation mark is permitted for the definition of a particular word or term;

3. The rules for indicating the recommended source of papers submitted in Georgian are:

4. First reference to the book:

A) In case of one or two authors, author(s), title of the book must be placed in quotation marks, publishing house, year, page or paragraph.

For example: Hobbes, T., *Leviathan*, Penguin Publishing, 1985. p. 268.

B) In case of several authors, the first author with reference to "and others" (in case of a team of authors: the team of authors, the name of the editor), the title of the book in quotation marks, publishing house, year, page or paragraph. For example: The Team of Authors, Editor Demetrashvili, A., "*Handbook on Constitutional Law*", Hollywood Publishing House, 2005. p. 305.

5. Each subsequent reference to the book: surname of the author, see the relevant initial reference footnote number, page or paragraph. For example: Hobbes, see footnote 15, page 88.

6. Article in the book: author of the article, title of the article, complying with the book reference procedure; for example, Rose, F., in *The Evolution of Species*, Burroughs, E., and Roger (editors), *Mapping the Law: Essays in Memory of Peter Birks*. Oxford University Press, 2006.

7. Indication of the periodical article: the author of the article, the title of the article in quotation marks, the publication number and the title of the publication in quotation marks, year, page and/or paragraph. The rule of further reference is similar to the rule of further reference of the book; for example, Kvaratskhelia, G., "*Constitutional Proceedings on a Disputed or Declared Invalid Act*", 10 "*Review of Constitutional Law*", 2016. p. 45-47.

8. Indication of a newspaper article: author, title of the article in quotation marks, title of the newspaper in italics, date, pages; for example, Pardo-Shiopa, T., "Il carattere dell 'Europa", *Carriere della Serra*, June 22, 2004, p. 1.

9. Indication of Internet sources (blogs, websites): similar to a newspaper article, with a reference to the website and the date of the last verification in square brackets; for example, Klaasen, M., "The Best Interests of the Child in Deportation Cases: An analysis of *Ejimson v. Germany*" Strasbourg Observers Blog, March 30, 2018, available here: www.strasbourgobservers.com/2018/03/30/the-best-interests-of-the-child-in-deportation-cases-an-analysis-of-ejimson-v-germany/ [last checked April 17, 2018].

10. Reference to the legislation: article number, title of the act, date of adoption; for example, Article 7, Organic Law of Georgia on the Constitutional Court of Georgia. January 31, 1996;

Article 19, European Convention for the Protection of Human Rights and Fundamental Freedoms 1950.

11. Reference to case law: the name of the court, if possible the type of court act, the case or application number, the names of the parties in quotation marks, the date of the decision, the relevant page or paragraph; for example, Ruling of the Constitutional Court of Georgia on Case N1 / 1/477 "Public Defender of Georgia v. Parliament of Georgia", December 22, 2011. Paragraph 80.

For example, Ruling of the European Court of Human Rights on Case N9815 / 82 *Lingens v. Austria*, 8 June 1986. Paragraphs 41-42.

12. The rules for quoting are defined as follows:

The quote in the text or footnote should be enclosed in double quotes:

The quotation mark should be low ("), after the quotation - high ("), for example: "AAA";

Georgian National University SEU

Name, surname of the master's student in genitive case

Master's thesis

Title of the master's thesis

The master's thesis is completed:

Name of the faculty/at the faculty

Name of the program qualification

To earn a master's degree

Supervisor's

Name, surname:

Position:

Place of master's thesis completion

Year

*Appendix 3***Master's Thesis Plan**

The master's thesis plan outlines the individual stages of working on the master's thesis, identifying the research issue/question, and listing the tools needed to conduct the research as well as the research methods and the literature used.

The plan completed by the student must be agreed with the supervisor within the timeframe set by the university.

Master's program	
Student's name and surname:	Supervisor's name and surname:
Master's project/thesis name:	

Research issue: Describing the urgency of the research issue
Aim of the research, research question(s) and/or hypothesis (research thesis)
Research methodology

Depending on the purpose of the research and the research questions, describe valid research tools to be used during the research

--

Literature review
A brief overview of the literature to be used by the student while working on the master's thesis

--

Research activity plan

N	Research activity(s) to be carried out	Time span

Master's thesis supervisor:



სამაგისტრო ნაშრომის შეფასების კრიტერიუმები ხელმძღვანელისთვის
MASTER'S THESIS ASSESSMENT CRITERIA FOR SUPERVISOR

თარიღი / Date:/...../.....

მაგისტრანტის / Master's Student's

სახელი, გვარი / Name, Surname:

.....

სამაგისტრო ნაშრომის სათაური / Title of the Master's Thesis:

.....

.....

.....

კრიტერიუმი Criteria	გთხოვთ, მონიშნეთ Please Indicate	
	დიახ/Yes	არა/No
1 აქტუალობა/სიახლე Actuality / Novelty	<input type="checkbox"/>	<input type="checkbox"/>
2 პრაქტიკული მნიშვნელობა Practical significance	<input type="checkbox"/>	<input type="checkbox"/>
3 თეორიული მნიშვნელობა Theoretical significance	<input type="checkbox"/>	<input type="checkbox"/>
4 კვლევის მეთოდოლოგიის შესაბამისობა დასმულ პრობლემასთან Relevance of research methodology to the posed problem	<input type="checkbox"/>	<input type="checkbox"/>
5 საკვლევო პრობლემის ანალიზის სიღრმე და დასკვნების ორიგინალობა Depth of the analysis of research question and originality of the conclusions	<input type="checkbox"/>	<input type="checkbox"/>
6 კვლევის შედეგების დამაჯერებლობა Persuasiveness of research results	<input type="checkbox"/>	<input type="checkbox"/>

7	კვლევის შედეგების რელევანტური ინტერპრეტაცია (ლოგიკური მსჯელობა), დასკვნების არგუმენტაცია და შესაბამისობა მიზანთან. Relevant interpretation of research results (logical argumentation), argumentation of results and compliance with the goal	<input type="checkbox"/>	<input type="checkbox"/>
8	სეუ-ს მიერ დადგენილ ფორმატთან/აკადემიურ სტილთან შესაბამისობა Compliance with the format / academic style set by the SEU	<input type="checkbox"/>	<input type="checkbox"/>
9	ლიტერატურის დამუშავების ხარისხი და მრავალფეროვნება Quality and diversity of literature processing	<input type="checkbox"/>	<input type="checkbox"/>
10	ნაშრომის ენა, ტექსტის სტილისტური და გრამატიკული გამართულობა The language of the thesis, the stylistic and grammatical correctness of the text	<input type="checkbox"/>	<input type="checkbox"/>
11	ხელმძღვანელთან მუშაობის პროცესში ჩართულობა Involvement in the writing process of the thesis in cooperation with supervisor	<input type="checkbox"/>	<input type="checkbox"/>

დიახ/Yes

არა/No

გადაწყვეტილება / Decision

ემლევა რეკომენდაცია დაცვაზე გასასვლელად/
Recommendation is given for Defense

კომენტარები/რეკომენდაციები/Comments/Recommendations**ნაშრომის მოკლე დახასიათება / Brief description of the thesis****ცალკეული კრიტერიუმის უარყოფითად შეფასების შემთხვევაში, სავალდებულოა არგუმენტირებული დასაბუთება / In case of negative evaluation of separate criteria, argumentation is mandatory****ხელმძღვანელის სახელი, გვარი / Full Name of the Supervisor****ხელმოწერა / Signature**



სამაგისტრო ნაშრომის შეფასების კრიტერიუმები რეცენზენტისთვის
MASTER'S THESIS ASSESSMENT CRITERIA FOR REVIEWER

თარიღი / Date:/...../.....

მაგისტრანტის / Master's Student's

სახელი, გვარი / Name, Surname:

სამაგისტრო ნაშრომის სათაური/ Title of the Master's Thesis:

.....
.....

კრიტერიუმი Criteria	გთხოვთ, მონიშნეთ Please Indicate	
	დიახ/Yes	არა/No
1 აქტუალობა/სიახლე Actuality / Novelty	<input type="checkbox"/>	<input type="checkbox"/>
2 პრაქტიკული მნიშვნელობა Practical significance	<input type="checkbox"/>	<input type="checkbox"/>
3 თეორიული მნიშვნელობა Theoretical significance	<input type="checkbox"/>	<input type="checkbox"/>
4 კვლევის მეთოდოლოგიის შესაბამისობა დასმულ პრობლემასთან Relevance of research methodology to the posed problem	<input type="checkbox"/>	<input type="checkbox"/>
5 საკვლევი პრობლემის ანალიზის სიღრმე და დასკვნების ორიგინალობა Depth of the analysis of research question and originality of the conclusions	<input type="checkbox"/>	<input type="checkbox"/>
6 კვლევის შედეგების დამაჯერებლობა Persuasiveness of research results	<input type="checkbox"/>	<input type="checkbox"/>
7 კვლევის შედეგების რელევანტური ინტერპრეტაცია (ლოგიკური მსჯელობა), დასკვნების არგუმენტაცია და შესაბამისობა მიზანთან Relevant interpretation of research results (logical argumentation), argumentation of results and compliance with the goal	<input type="checkbox"/>	<input type="checkbox"/>

8	სეუ-ს მიერ დადგენილ ფორმატთან/აკადემიურ სტილთან შესაბამისობა	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with the format / academic style set by the SEU			
9	ლიტერატურის დამუშავების ხარისხი და მრავალფეროვნება	<input type="checkbox"/>	<input type="checkbox"/>
Quality and diversity of literature processing			
10	ნაშრომის ენა, ტექსტის სტილისტური და გრამატიკული გამართულობა	<input type="checkbox"/>	<input type="checkbox"/>
The language of the thesis, the stylistic and grammatical correctness of the text			

გადაწყვეტილება / Decision**დიახ/Yes****არა/No**

ემლევა რეკომენდაცია დაცვაზე გასასვლელად
Recommendation is given for Defense

სამაგისტრო ნაშრომის მოკლე შეფასება/Brief Assessment of the Master's Thesis:

ნაშრომის დადებითი მხარე და ღირსებები/Positive aspects of the reviewed Thesis
რეცენზენტის შენიშვნები სამაგისტრო ნაშრომზე/Remarks of the reviewer about the Thesis

რეცენზენტის შეკითხვები სამაგისტრო ნაშრომზე/Questions of the reviewer about the Thesis	
I	
II	
III	

რეცენზენტის სახელი, გვარი / Full name of the Reviewer

ხელმოწერა / Signature



სამაგისტრო ნაშრომის შეფასების კრიტერიუმები საჯარო დაცვისათვის
MASTER'S THESIS ASSESSMENT CRITERIA for PUBLIC DEFENSE

თარიღი / Date:/...../.....

მაგისტრანტის / Master's Student's

სახელი, გვარი / Name, Surname:

.....

სამაგისტრო ნაშრომის სათაური / Title of the Master's Thesis:

.....

დადებითად მიიჩნევა შეფასება, თუ თითოეულ კრიტერიუმში მინიჭებულია ქულების არანაკლებ 50%
An assessment is considered to be positive when each criterion is assigned at least 50% of the points.

კრიტერიუმი Criteria	მაქსიმალური ქულა Maximum Points	მინიჭებული ქულა Points assigned
1 აქტუალობა/სიახლე Actuality / Novelty	10	
2 კვლევის პრაქტიკული და/ან თეორიული მნიშვნელობა Practical or/and theoretical value of research	15	
3 კვლევის მეთოდოლოგიის შესაბამისობა დასმულ პრობლემასთან Relevance of research methodology to the posed problem	10	
4 საკვლევი პრობლემის ანალიზის სიღრმე და დასკვნების ორიგინალობა Depth of the analysis of research question and originality of the conclusions	15	
5 კვლევის შედეგების დამაჯერებლობა Persuasiveness of research results	10	
6 სეუ-ს მიერ დადგენილ ფორმატთან/აკადემიურ სტილთან შესაბამისობა Compliance with the format / academic style set by the SEU	5	
7 გამოყენებული ლიტერატურა Used literature	5	
8 პრეზენტაცია (ლოგიკური მსჯელობა, პრეზენტაციის სტრუქტურა, მკაფიო მეტყველება, ნაშრომის ძირითადი დებულებების წარმოდგენა და ა.შ.) Presentation (logical argumentation, structure of the presentation, fluency, presentation of main postulates of the thesis, etc.)	10	
9 კითხვებზე ადეკვატური პასუხების გაცემა, საკუთარი პოზიციის დასაბუთება, ტერმინოლოგიის ფლობა Giving adequate replies to the given questions, defending one's own position, knowledge of terminology.	15	

10	გამოყენებული თვალსაჩინოების ეფექტურობა Effectiveness of audio-visual aids used	5	
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ჯამი / Total **100**

კომისიის წევრის სახელი/გვარი / Full name of the commission member:

ხელმოწერა / Signature: _____