

## Provisions of Master's Degree Programme at Georgian Technical University

Academic Council ordinance N 704 of June 26, 2012 (Amendments are made by the Academic Council, according to the N 1240 ordinance of July 25, 2014).

### 1. Directives and goals:

Magistrature is the second academic level of higher educational programme, including scientific research of elements and is aimed to prepare the second level specialist or researcher for further scientific working after gaining Bachelor's degree.

#### 1.2. Aims of studying at master's programme are :

- To prepare for scientific research and get ready for working in higher educational institutions.
- Change profession.
- Raise qualification.

### 2. Listing of master's programmes

2.1. Georgian Technical University, a basic educational unit of faculty, develops basic directions of educational, scientific-research and creative activities, sets relevant programmes and plans according to Georgian law.

2.2. Master's educational programmes, discussed by Academic Department of Faculty, Quality Assurance Service and Academic Council, should be transferred to Quality Assurance Service for agreement, which presents it to Georgian Technical University Academic Council for approval.

2.3. Georgian Technical University, carrying out master's educational programmes, in agreement with National Center for Educational Quality, defines adequacy with enumerated master programmes to those ones set out by Georgian educational institutions.

### 3. Master's educational programme (the curriculum)

Master's educational programme (curriculum) comprises of the following items:

#### 3.1. Providing master programmes. These programmes should be provided with:

- Educational-methodical and scientific literature
- Educational and scientific research basis
- Staff with relevant academic degree.

3.2. Name of programme should reflect the subfield, where graduates are awarded with master degree. The English translation of this programme should be presented.

3.3. Faculty-the name of that faculty, fulfilling master course.

3.4. Language of teaching-the language, taught through master course.

3.5. Length of programme-including 120 credits.

3.6. Awarding qualification

Awarded qualification/academic degree should be given into Georgian and English languages.

3.7. Programme supervisors-position, name, surname.

3.8. Precondition on programme admission

A student, having Bachelor's degree or equal certified degree, should meet all above mentioned preconditions.

3.9. Goal of programme must be formed briefly.

3.10. The consequences of studying and competences (general and sectoral). Graduate's sectoral and general competences(knowledge and awareness, the ability of using knowledge into practice, making conclusions, communications, studying, values) should be showed briefly.

3.11. Matrix of studying results – it shows the achieved studying results according to the learning courses (subjects).

3.12. Employment field: where a graduate, gaining the above mentioned master degree, can be employed.

3.13. Student's studying activities: Lecture, seminar, practical studies, fulfillment of laboratory works, course work/project, independent work, searching component, etc

3.14. Evaluation of student's knowledge. Assessment is carried out with 100 score system.

(A)"Excellent"-maximum amount of scores 91% and more

(B:) "very good"-maximum amount of scores 81%-90%

(C)"good"-maximum amount of scores 71%-80%

(D)"Satisfactory"-maximum amount of scores 61%-70%

(E)"enough"-51%-60%

Negative evaluations are as follows:

(FX) "unsatisfactory" -41%-50%, that means a student has to work hard and a chance is given to pass another extra exam on the basis of independent work.

(F) Fail-40% and less means that such preparation is not enough and has to revise the same subject again.

3.15. Necessary material resource for carrying out a programme. Necessary material-technical means (equipment, devices, inventory, materials, chemicals) must be listed for conducting this programme.

3.16. Number of enclosed syllabuses- the syllabus of each subject must be submitted to Georgian Technical University.

- Subject load of programme with pointing credits and hourly distribution of subjects.(appendix 1) the status of subjects/modules-basic or voluntary should be presented. The length of those ones should not be more than 50% of the whole programme.
- Subject load of programme-enumeration of subjects/ modules
- Hourly distribution should be presented according to class forms

3.17. Structure of programme

- The enumeration and distribution of subjects/modules, their credits are carried out in adequacy with the scheme of master educational programme (appendix2) .The whole length of programme, consisting of 120 credits are distributed in the following way: studying component(course)-75%, research component(master research project/prospectus-5 credits, theoretical/experimental studies/colloquium-10 credits, ending of qualification work and dissertation-30 credits-together 45 credits in total, the whole academic year-60 credits, one term-30 credits.

4. Master's supervisors can be GTU academic department professor, an associate professor( an invited member, having a doctoral academic degree), a colleague from scientific institutions, integrated with GTU (in capacity of invited specialist). The supervisor can be another (partner), cooperator, a doctoral degree, in case of existing memorandum between GTU and other institution about cooperation with each other. The supervisor's duty is to carry out the master's programme and to set a personal working plan (appendix3) together with a master student and the title thesis work must be indicated, the enumeration of compulsive and vocational subjects/modules should be given as well. The supervisor is the leader of fulfilling research components, formalizing work and preparation for dissertation.

5. Joint master's programmes development.

5.1. GTU can implement joint master programmes together with one of Georgia's and foreign higher educational institutions. The rules of joint master programmes are set by GTU legislation. The programmes, needed accreditation, can be admitted only after accreditation according to Georgian law.

5.2. In case of passing exams in joint master programmes, a master candidate follows the set rules by Georgian law.

5.3. In case of implementing master programmes, GTU is authorized to active in accordance with the Georgian law.

5.4. Master's programmes are regulated with partner organizations according to cooperative agreement.

5.5. Joint master's programmes can have two supervisors. Presented joint master programmes should be sent to GTU Quality assurance service and they must meet all above mentioned demands. Besides, the following information should be pointed:

- The name of partner organizations.
- Master's programme co-supervisor from partner organization.
- Teaching language of master programme (in case of foreign partner organization)
- Master's programme components, carrying out in partner organizations (subjects, research, practice, invitation of lecturers and etc.)
- Financial participation of partner organizations while implementing joint master's programmes.

A relevant execution of contract with partner organization is a must for implementing joint master programmes (conditions of awarding joint academic degree must be indicated in contract, if it is being planned).

6. Enrolling in master's programme.

6.1. A student, getting a Bachelor's degree or equal academic degree, has the right to study for gaining master degree.

6.2. GTU has authority to upload relevant information on its web site and present it according to National Assessment and Examinations center with ordinance N227, 22th April, 2009:

(a) Enumerations of master's programmes, which intends enrolling master candidates and allocate number of vacant places.

(b) Information about fee of each master's programmes.

(c) Information about accreditation.

(d) Distribution of rates on each master exam according to master's programmes

6.3. Enrolling of candidates are carried out on the basis master exams.

6.4. The goal of master exams is:

(a) To provide the objectivity while enrolling

(b) To develop skills for those who are eager to keep on studying

6.5. Master exam consists of two parts:

(a) General master exam

(b) Exams set by GTU

6.6. Interested candidates are registered by the National Assessment and Examinations Center's procedures.

6.7. After passing master exams, a candidate has the right to participate in exams defined by GTU.

6.8. GTU is authorized to set an exam and extra exams for those continuing further studies in relevant field of master's programme.

6.9. For ensuring master candidates and student mobility, studying is admitted without exams according to the Minister of Education and Science of Georgia:

(a) For candidates ,living in foreign countries for 2 years or more and for those gaining certified document indicating relevant higher academic education.

(b) Candidates studying master course in foreign countries in high educational institutions.

(c) Candidates, who overcame difficulties in exams set by Minister of Education and Science of Georgia.

6.10. Form of conducting master exams

- Exam must be held in written form with the help of text.
- General master exam consists of 4 parts:

(a) understanding the text,

(b) Analytical writing

(c) Logical debate

(d) Quantitative reasoning

6.11. A master candidate has the right to take part in GTU exams in case of overcoming a minimum threshold in three parts out of four. After summarizing test results, National Examination center publishes the primary results of participated master candidates and later, the list of those candidates succeeding in passing exams.

6.12 . After succeeding in master exams, a candidate passes a test set by GTU.

6.13. Candidates registration, for passing master exams, are carried out by the GTU administrative-legal act set out in fixed deadline. Registration for master candidates should start after publication of Rector Act on GTU official web site. Period of registration for master candidates should not last more than ten days.

6.14. Master candidates should submit a statement for applying Rector, indicating faculty, and the following credentials:

- Identity card and its copy
- A certified of academic higher education-diploma with a copy, or other certified copies of qualification
- Four photos-size 3x4
- Certificate of registry or military ticket with a copy for military engagement
- Marks, got on master exams by a master candidate (a printed version from [www.naec.ge](http://www.naec.ge) web site or documents of 9th section).
- The receipt of fee for participating in GTU master exams paid from any kind of TBC branch.

A master candidate submits documents for checking to the Dean's office of relevant faculty. Statements will not be accepted in case of incomplete list of documents. If everything is in order ,original documents are sent back to the presenter. A master candidate takes a revised application with the rest of documents to the GTU Chancellery.

6.15. A master candidate should overcome the minimum threshold in exams set by GTU for being enrolled.

6.16. GTU sets the minimum threshold and all the procedures connected with passing exams. Samples of test are uploaded one month earlier on GTU Teaching Department web site.

6.17. Exams are held In GTU building , defined in advance.

6.18. Exam results are published on faculty's official web site.

6.19. A master candidate presents a claim letter up to the deadline. Deadline must not be less than 3 days after uploading results on GTU web site.

6.20. Claim letters are discussed by GTU claim board. The members of Board must not be those taking part in evaluation of master candidates. Final results are uploaded on GTU official web site.

6.21. The following requirements are acquired for awarding coefficients to master exams discussed by GTU Academic Council:

- (a) The total sum of coefficients equal to 100; they are distributed between common master exams and GTU exams;
- (b) The common master exam coefficients must be distributed into each part of a test;
- (c) The coefficient for each part of exam test should not be more than five;
- (d) The total sum of coefficients for each part of a test should not equal to less than 35 and more than 65.

6.22. Ranking master exams by coefficients:

- (a) GTU, defining the final exam results, sets master exam ranking document with coefficients.
- (b) A master candidate can be in coefficient ranking document in case of succeeding in common master exams and GTU exams.
- (c) A ranking document is created according to the number of candidates places, scores and coefficients getting in common master and GTU master exams. If coefficients are identical it's created according to taking exam priorities into consideration.

6.23. General master exam scores are calculated in the following way:

- (a) Scores, gained in each part of general master exams, are divided by the maximum score of this exam and as a result, standard scores are calculated.
- (b) Standard scores are multiplied on to the coefficients and final concrete test scores of each part are calculated.
- (c) Concrete scores of master candidates, gaining in general master exams, are summed and the total concrete score is calculated.

6.24. The concrete scores are calculated in this way:

(a) Scores received in GTU exams by master candidates are divided by the maximum score and standardized one is calculated.

(b) Standardized score is multiplied on the coefficients and the relevant score is gained.

6.25. A course score is received by summing up the concrete points gained at GTU and general master exams.

6.26. Enrolling at GTU

(a) A candidate has an access to keep on studying at master programme after passing general master and GTU exams.

(b) A candidate, succeeding in above mentioned exams, will be enrolled in GTU master programme.

(c) Enrolling is carried out on the basis of ranking document in accordance with master exam coefficients.

A master candidate can be enrolled in GTU after presenting a certified Academic higher education – diploma, and a certified military registration document, acknowledged by Georgian legislation.

6.27. In case of existing two or more enrolling master candidates in the list of ranking document at the last place, taking test distribution priorities into account, GTU makes decision of adding extra vacant places to this programme. In case of outnumbered enrolling candidates, the number of students' contingent will decrease in the same number next year.

6.28. Master candidates can be enrolled after presenting a certified academic higher education - diploma and a military registration document, acknowledged by Georgian legislation.

6.29. Master candidates are enrolled on the basis of contract with GTU.

6.30. After GTU contract signing with master candidates, according to N227 ordinance 22th April, 2009, a created Rector Act is submitted to National Examination Center and National Center for Educational Quality.

6.31. After publishing Rector Act a candidate becomes a Master.

7. Teaching process

7.1. Teaching process is carried out on the basis of Master's programme educational scheme (the curriculum). Master's programme educational scheme is given in appendix 1, subject distribution scheme in - appendix 2.



7.2. Knowledge assessment methods, criteria, scales of subjects are given in syllabuses, attached to educational programme and uploaded on university web-site <http://gtu.ge/quality/axali/shefasebisforma.pdf>. Evaluative criteria of researching components are given in master's programme. (appendix 4).

7.3. The ordinance, about nominating master supervisor and naming of a thesis, is made by the Dean Office and proved by the Faculty Board according to master personal work scheme.

7.4. Changes in master work is possible at the beginning of the term. The relevant ordinance project, made by the Dean, is asserted by the Faculty Board.

7.5. Research consequences, accepted by a master, are reflected in qualification work, which must be fulfilled into the teaching language in accordance with set of rules. The instruction of presented master work (appendix 5) for awarding master degree is uploaded on teaching department web-site.

7.6. Master's qualification thesis work represents a completed work, in which a graduate has an access of scientific-research skills. While defending a qualification thesis, a master should submit a completed work, showing debating skills.

7.7. A master should present, together with qualification thesis, a written conclusions of a reviewer and a supervisor.

7.8. A reviewer, with Dean ordinance, is considered to be a person, who has published at least three thesis works in the relevant field. A reviewer cannot be a co-author of the work fulfilled by a master.

7.9. The admission or refusal on defending a qualification work should be given in reviewer's conclusion.

7.10. A master can be admitted on a thesis dissertation even in case of negative assessment.

7.11. In case of educational programmes incompleteness, a master has the right to prolong a student's status with two extra exams. On this occasion, a master student should apply to a Rector with a statement, before the beginning of a term. In case of positive decisions and relevant ordinances a master student signs an educational and financial contract according to the existed rule.

7.12. A student's status is suspended, in case of not applying to a Rector with a statement, due to a programme incompleteness.

8. Exam Commission. Dissertation

8.1. For the purpose of defending a qualification thesis work and awarding qualification-the Dean, in agreement with the Head of Faculty Quality Assurance service, presents the memberships of exam commissions to the Teaching Department. The Department prepares a relevant ordinance project.

8.2. Exam commission should be comprised of GTU full and Associate, invited professors, being experienced in relevant field. Doctorate specialties, from other institutions, can be invited as well.

8.3. An exam commission consists of 5-7 members. It is led by a chairman being from academic staff .

8.4. Dissertation should be attended by a master supervisor as well.

8.5. A master reports the basic provisions and accepted results of qualification thesis. Visual materials, such as posters, video shown technologies, etc. can be used by a master.

8.6. A master responds to all the questions asked by the Commission members. The chairman or other member of the commission reads the review. Master makes comments on reviewer's remarks.

8.7. Exam commission, at a closed session, evaluates a master's thesis with 100 score system, indicated in 3.14 section after ending of dissertation. According to the research components assessment rule of educational programme, a graduate is awarded a master academic degree, taking "A"- "E" sections into account. In case of (FX) evaluation, a master academic degree cannot be awarded. A student is allowed to prolong the status for working out on a thesis for one term if he/she did not use the conditions given in 7.11.

The assessment of qualification thesis is carried out on the basis of summing up mid-term and final exams. The maximum score of mid-term exam is 30 scores, minimum passing grade - 15, final exam maximum score-40 and minimum passing grade-20. Mid-term exam assessment is not enough for evaluating qualification thesis work. Dissertation publicly with positive assessment is a must. Qualification work mid-term evaluation is carried out by Rector's ordinance in set deadline by the supervisor (Academic Council ordinance N1240 on 25<sup>th</sup> July, 2014). Getting evaluation in accordance with "A"- "E" sections, a graduate is awarded a master's degree. "FX" -"F" assessment does not indicate the dissertation of thesis work. A master is given one term to prolong the status for working out on the thesis work, in case of not using the conditions, pointed in 7.11 sections.

8.8. Dissertation is public and proceedings must be recorded about its results, in which decision about awarding academic degree is reflected.

8.9. Dissertation of several master thesis works can be hold in one Academic Council.

## 9. A Certified Diploma of Master's Academic Degree

9.1. The Dean Office prepares ordinance project on the basis of exam commission proceeding about giving out a diploma and submits it to Teaching Department.

9.2. A certified master degree diploma, together with a supplement, honours diploma is delivered by GTU service.

9.3. In case of gaining honours diploma, the evaluative score in all subjects and in qualification thesis should be 91 grades and more.

## 10. Invalidity

Using inaccurate information while working out thesis, or plagiarism are the basis of not delivering or depriving a certified master degree diploma. Relevant decisions are made by the Faculty Board.

## 11. Saving documents.

11.1. Defended Dissertations must be handed to the GTU archive not more than a month's time.

11.2. While handing qualification thesis work, the act of Delivery and Acceptance is made into two copies, one copy remains to the presenter and the other - to the receiver.