

Rules for Completing Bachelor's Research Project / thesis

1. A bachelor's student prepares a bachelor's research project / paper (hereinafter bachelor's thesis) in the eighth semester of study.
2. Prerequisite for a bachelor's thesis may be either submission of a relevant internship or other component provided by the undergraduate program.
3. The paper should include research, containing a short formulation of the purpose of the research, the given task and the ways of their solution.
4. The volume of the bachelor's thesis without appendices should be not less than 15 pages. All pages must be numbered sequentially, leaving neither free space nor page. The text should be executed on A4 format (297 × 210 mm) 80 g / m² paper, font - Sylfaen, size 12. The minimum size for both page numbers and footnote font is 10. Larger font sizes can be used to name chapters and subsections. The text should be printed only on one page. On the left side of the page should be left 30 mm field. The text should be printed either on a laser printer or on a printer that will have a quality close to it.
5. Supervisor of the undergraduate thesis may be a person who holds at least a Master's degree: Professor, Associate Professor, Assistant Professor, Assistant, Senior Teacher, Teacher, including Invited, Emeritus or Chief / Senior Scientific employee of Independent Scientific Research Unit (Institute, Center) of Georgian Technical University or Scientific employee.
6. A student is assessed in the forms of midterm and final (defense) assessment.
7. The supervisor of the bachelor's thesis evaluates the student according to the work done in the 8th - 12th weeks and enters the mid-term evaluation point in the relevant electronic form.
8. The scaled score of the intermediate evaluation of the bachelor's thesis is obtained by the formula: $S = 6xM$ (score), where M is the interim evaluation point of the bachelor's thesis.
9. The maximum grade for a bachelor's thesis is 30 points; Minimum positive rating - 15 points.
10. 10. Criteria for intermediate evaluation (maximum evaluation 5 points):
 - 5 points - the paper is perfectly presented, it sets out the purpose of the research, including the task and the way of its solution, the terminology is proper and adequate;
 - 4 points - the paper is perfectly presented, it sets out the purpose of the research, including the task and the way of its solution, but we find deficiency in the terminology;

3 points - we find technical shortcomings in the paper. It sets out the purpose and the task of the research, but the way of its solution is not clearly presented, the terminology is satisfactory;

2 points - The paper is presented with significant shortcomings. There are not clearly presented the purpose of the research, the task and the ways of their solution, but the terminology is satisfactory;

1 point - The paper is unsatisfactory. The purpose of the research, the task and the ways of their solution are not clearly defined. The terminology is inaccurate;

0 points - The paper is not submitted.

11. The student submits the completed paper (in the form of "documentary material") to the supervisor in the week before the final exams and gets ready for defense. The thesis signed by the supervisor is submitted to the Bachelor Thesis Defense Commission.
12. A student who fails to receive a minimum positive grade in the midterm assessment or fails to submit a completed bachelor's thesis in the form of "documentary material" on time, will not be admitted to the defense.
13. The bachelor's thesis is evaluated by a commission consisting of 3 members, approved by the order of the Dean of the Academic Department. The commission must consist of persons holding at least magisters' degree: Professor, Associate Professor, Assistant Professor, Assistant, Senior Teacher, Teacher, including Invited, Emeritus or Chief / Senior Scientific employee of Independent Scientific Research Unit (Institute, Center) of Georgian Technical University or Scientific employee. The Commission elects the Chairman and the Secretary from among its members. The commission should be chaired by the academic staff of Georgian Technical University. The supervisor of the bachelor thesis must attend the defense of the thesis.
14. The student makes a presentation of the bachelor's thesis (10-15 minutes) followed by a question-answer session (discussion). The student must answer all the questions asked by the attendees during the defense.
15. Each member of the commission evaluates the student according to three components: the content and format of the bachelor's thesis, presentation and question-answer session.
16. The scaled score of the undergraduate thesis is obtained by the formula: $S = 5 \times M$ (score), where M is the arithmetic mean of sum of assessments made by each member of the commission.
17. The maximum grade for a bachelor's thesis defense is 70 points, minimum positive grade - 21 points.
18. According to the components the final evaluation criteria are as follows:
 - 18.1. Content and format of the bachelor's thesis (maximum grade 6 points):

6 points - the paper is perfectly presented, the conducted research is in line with the purpose, the task is perfectly solved and the chosen way of solution is realized correctly. The terminology is correct. The quality of format is high;

5 points - the paper is perfectly presented, the conducted research is in line with the purpose, the task is solved and the chosen way of solution is realized correctly. Terminology is correct, the quality of format is good;

4 points - the paper is perfectly presented, the conducted research is in line with the purpose, the task is solved and the chosen way of solution is realized almost correctly. We find some gaps in the terminology. The quality of format is acceptable;

3 points - we find several technical shortcomings in the paper. The conducted research is in line with the goal, the task is solved incompletely. The terminology is satisfactory. The quality of format is satisfactory;

2 points - the paper is presented with significant shortcomings. The research is not fully in line with the purpose, the task is solved incompletely. Terminology is acceptable. The format contains flaws;

1 point - the paper is unsatisfactory. The conducted research does not correspond to the goal, the given task is solved incompletely. The terminology is inaccurate. The format is unsatisfactory;

0 points - the paper is not submitted.

18.2. Presentation (maximum score 5 points):

5 points - the report on the presentation is perfect, the terminology is correct;

4 points - the report on the presentation is acceptable, but we find shortcomings in the terminology;

3 points - the report on the presentation contains technical shortcomings; The terminology is satisfactory;

2 points - the report on the presentation contains significant shortcomings, the terminology is acceptable;

1 point - the report on the presentation is unsatisfactory, the terminology is inaccurate;

0 points - No presentation presented

18.3. Question-answer (maximum score 3 points)

3 points - the answers to the questions are perfect;

2 points - the answers to the questions contain some shortcomings;

1 point - the answers to the questions partially correspond to the questions;

0 points - The answers to the questions are inadequate, not acceptable.

19. A student who fails to receive a minimum positive grade on the defense exam and / or accumulates a total of 41-50 points, will be admitted to the re-defense during the period of additional exams. If the above mentioned student fails to receive a minimum positive grade on the re-defense exam (despite the accumulated points) or fails to accumulate a total of 51 or more points, then he / she must re-perform the bachelor's thesis. The student may be allowed to complete the same topic in the following semester.
20. The results of the defense shall be recorded in the form of a protocol, which shall be signed by the chairperson and members of the commission.
21. The supervisor will file the information on the submission of the bachelor's thesis and the assessment of the defense in the electronic form within the established timeframe.