

Approved:	Resolution of the Academic Council of Ltd Tbilisi Humanitarian University N02 - 2020	16.01.2020
Change made:*		

Instructions for Completing a Master's Project/thesis

Article 1. Purpose of the Master's Project/Thesis

1. The purpose of the master's project/thesis (hereinafter referred to as the master's thesis) is to systematize the theoretical and practical knowledge obtained within the framework of the master's program. The master's thesis should be a completed work that reflects the graduate's ability to independently conduct scientific-research or other types of work at an innovative level;
2. When defending the submitted thesis, the master's thesis should demonstrate the ability to present the results obtained in an argumentative manner and to participate in the discussion.

Article 2. Master's thesis supervisor

1. The master's thesis supervisor is approved by the Faculty Council at the beginning of the final semester based on the nomination of the Dean of the relevant Faculty;
2. The master's thesis supervisor may be a THU academic staff member (professor, associate, assistant professor, etc.) or an invited person with a doctoral degree. The decision on the invitation is made by the head of a specific master's program, which is reflected in the relevant protocol;
3. The master's thesis supervisor is obliged to supervise the process of completing the master's thesis, provide students with appropriate consultations during the research and submission process for the defense of the thesis within the contact hours. Specifically: a) hold regular face-to-face and/or online meetings, b) provide consultation in the process of developing a research plan (e.g., formulating a research question, defining a hypothesis, developing a research design, determining research methods, etc.), c) provide the student with information about the general rules for preparing a paper, d) assist the student in resolving problems that arise during the work on the paper, etc.;

4. The master's thesis supervisor may supervise a maximum of 7 active master's students;
5. The master's thesis supervisor issues a conclusion on admission or non-admission to the defense of the thesis.

Article 3. Selection of the topic of the master's thesis

1. The list of topics for the master's research thesis is established by the academic staff of the relevant direction/field and approved by the Faculty Council;
2. The topic for the student is approved by the Faculty Council at the beginning of the final semester, based on the proposal of the Dean of the relevant faculty.

Article 4. Structure and Format of the Master's Thesis

1. The master's thesis can be prepared using the APA style (American Psychological Association), Chicago or MLA, established in the social sciences;

2. The structure of the master's thesis should consist of the following components:

a) Title page - represents the first page of the master's thesis and should be filled out according to a strictly defined rule; the full name of the higher education institution where the master's thesis is being completed should be indicated above; then the full name and surname of the master's student should be written in full in the nominal rotation;

In the middle part, the title of the master's thesis is written in 16-point font; After the title, the name of the subspecialization of the qualification framework, the academic degree of the Master's degree sought for which the thesis is submitted for defense, is written. On the right side of the title page, the initials and surname of the scientific supervisor, academic position/scientific/academic degree are indicated; below, the place of completion of the master's thesis and the year of its submission are written;

b) Annotation - should contain the author's initials, surname and name of the topic. It reflects the relevance of the topic, goals, objectives, subject of research, object, main results, novelty. The main text of the annotation should not exceed 150 words and should be presented in Georgian and English;

c) Table of contents - it should reflect the names of all chapters, subsections and paragraphs of the thesis with page numbers. Page numbers should be placed in the right margin;

d) Introduction - the general part of the work, which should reflect the justification of the relevance of the chosen topic, the goals and content of the task (tasks), the subject of the study,

the object of the study, the methods used, material-technical or information resources;

e) The main part of the text - can be divided into chapters (paragraphs). It should include a review of the literature used, the stages of the research process and the results;

f) Conclusion - is a part reflecting the results of the master's thesis, which should answer all the tasks that the master's student sets for public defense, and may also include recommendations;

g) References -

1) The list of references should be presented in alphabetical order. First, publications in Georgian should be indicated, and then - in foreign languages;

2) When referring to a scientific work, the surname and initials of the author (authors), the title of the work, the name of the scientific journal, year, volume, issue, pages should be indicated;

3) When referring to a book or monograph, the surname and initials of the author (authors), the title of the work, the city of publication, the publisher, year, the total number of pages should be indicated;

4) The illustrative material used in the text - tables, diagrams, pictures, schemes - should be renumbered. For example, the chapter number of the work and the table number - 1.1, 1.2, etc. Illustrative material may cover no more than 1/3 of the text of the work. The remaining part of the illustrative material should be placed in the appendices;

5) When discussing a specific work in the text of the master's thesis and expressing the author's opinion, his initials, surname and year of publication of the work should be written in parentheses; e.g.: (I. Chavchavadze; 1955);

6) At the end of the quotations used in the text, the author's initials, surname, year and page should be indicated in square brackets. e.g.: [I. Chavchavadze, 1955: 10]; The quotation included in the text should be enclosed in quotation marks and printed in italics;

7) Sources located on the Internet, which differ from printed sources only in the form of publication, are indicated in the same way as the corresponding printed source: author's name, title, date, etc. After these data, the URL address and the date of last access are indicated; if the author is not named, the name of the institution owning the website, the "page title," the name of the website, the URL address and the date of last access are indicated.

8) A list of cited literature should also be provided at the end of the work;

9) Notes and additional information in the form of footnotes, if necessary, are attached at the end of each page with continuous numbering, which is made with symbols or Arabic numerals. The font size of notes/footnotes - 10;

h) Appendices (if necessary) Data tables, drawings, programs, calculations, diagrams, etc. may be placed in the appendix.

3. All pages of the master's thesis must be numbered sequentially. It is not allowed to skip free space or pages. It is also not allowed to repeat pages. All pages, except the title page, must be numbered;
4. The text of the master's thesis must be typed on a standard A4 size sheet using Sylfaen; font size - 12-14; line spacing 1.5; text margin on the page: left - 3 cm, right - 1 cm, top - 2.5 cm, bottom - 2.5 cm;
5. The volume of the master's thesis must be at least 50 and not more than 80 pages.

Article 5. Academic Integrity and Plagiarism Detection

1. THU students are obliged to adhere to the principles of academic integrity recognized by the University, which are set out in the University's Internal Regulations and the Rules for the Protection of Academic Integrity, Prevention, Detection and Response to Plagiarism;
2. The student is obliged to submit the prepared work for plagiarism detection no later than the 14th academic week of the bachelor's degree.
3. The technical uploading and verification of the material in the anti-plagiarism electronic program is provided by the University's Educational Process Management Manager.
4. The results obtained using the anti-plagiarism program are notified to the student and the faculty (including the scientific supervisor of the work) no later than 5 working days after the submission of the work.
5. The scientific supervisor of the thesis will review the results of plagiarism detection and present a reasoned position on the admission/non-admission of the thesis for defense.
6. In case of confirmation of plagiarism, the student will be sent the thesis and the relevant results and given a reasonable period (no more than 10 working days) to correct it.
7. The student has the right to correct the thesis only once based on the results of plagiarism detection. In case of confirmation of plagiarism again, the thesis will not be evaluated, the student will be given the opportunity to submit the thesis in the next semester.

Article 6. Reviewing of Master's Thesis

1. The reviewers of the master's thesis are determined by the head of the educational program. The head of the program allocates two reviewers, at least one of whom must be a specialist with a scientific degree of the relevant profile from another organization, and the second - it is

permissible to be a representative of local academic personnel with relevant competence and/or invited personnel;

2. The reviewer must evaluate the work according to the following criteria: structure of the work; relevance of the work, originality or innovation of the research, formulation of the problem, question posed; research goal/goals and objectives; research methodology. The structure of the review may include the following points: evaluation of the formal side of the work, technical data of the work, linguistic and stylistic formulation of the work, diagrams, tables, matrices, citation format, evaluation of the content side of the work, problem statement, evaluation of the literature, evaluation of individual components of the work, logic of the conclusions, issues that require additional clarification, etc.;

3. The reviewer submits a written review of the master's thesis to the commission. The reviewer is obliged to introduce his review to the master's student and his supervisor at least three days before the defense of the master's thesis. The reviewer is obliged to inform the head of the master's program about the negative conclusion in advance (at least ten days in advance), who will assign an additional reviewer. In such a case, all three reviewers will participate in the defense procedure;

4. The reviewer will issue a recommendation on whether or not to allow the thesis to be defended.

Article 7. Public defense of the master's thesis

1. The defense of the master's thesis is carried out at a session of the Attestation Commission for the Award of the Master's Academic Degree (hereinafter referred to as the Commission) established by the Faculty Council of Tbilisi Humanitarian University, which consists of specialists in the relevant field and the Dean of the relevant Faculty (no less than 5 and no more than 7 members). At least 2/3 of the Commission members must be present at the defense;

2. The Chairman of the Commission is the Dean of the relevant Faculty of Tbilisi Humanitarian University, where the Master's program is implemented;

3. The Master's thesis of the Master's student is submitted to the Commission on the basis of a written conclusion of the Master's thesis supervisor;

4. The defense is public. The regulations for the public defense of the Master's thesis are determined by at least 15 minutes;

5. A final report shall be drawn up on the progress and results of the public defense of the master's thesis. Several master's theses may be defended at one session of the commission;

Article 8. Evaluation of the Master's Thesis and Awarding of Qualification

1. The evaluation of the Master's Thesis is carried out once, with a final assessment. The final assessment involves the public defense/presentation of the Master's Thesis before the commission, followed by a discussion. The Master's Thesis is evaluated at a closed session of the commission immediately after the defense;

2. The Master's Thesis is evaluated with a maximum of 100 points. The faculty establishes specific evaluation criteria.

The evaluation system allows for five types of positive assessments:

- (A) Excellent - 91-100 points of assessment;
- (B) Very good - 81-90 points of maximum assessment;
- (C) Good - 71-80 points of maximum assessment;
- (D) Satisfactory - 61-70 points of maximum assessment;
- (E) Sufficient - maximum grade of 51-60 points.

3. In case of receiving a (FX) Failed grade, the master's student is allowed to submit a revised master's project/thesis during the next semester, and in case of receiving a negative grade - (F) Failed, the master's student loses the right to submit the same master's project/thesis;

4. The result of the thesis defense is recorded in the defense protocol/report, which is drawn up by the commission secretary. The protocol is signed by all members of the commission;

5. The master's thesis, with the attached supervisor's conclusion and review, is kept with the head of the master's program/relevant faculty;

6. In case of successful completion of all components of the Master's program, defense of the Master's thesis and receiving a positive assessment (51-100 points), the graduate is awarded the Master's academic degree and is issued an appropriate diploma;

7. The Master's thesis is included in the diploma appendix as a separate item and is evaluated as a summary mandatory component completed by the student within the framework of the study program.



Tbilisi Humanitarian Teaching University

Faculty name

Student's name, surname

Master's project/thesis

Topic name

For obtaining a Master's degree

Supervisor: surname, name

Academic degree, academic position

Tbilisi

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Conclusion of the supervisor of the master's project/thesis of Tbilisi Humanitarian University on admission/non-admission to public discussion of the thesis

Faculty_____

Master's program_____

Student _____

Master's project/thesis
On the topic

Supervisor's conclusion and comments	

Supervisor's Signature_____

Date_____

Dean _____

Faculty_____

Student _____

Reviewer's conclusion and comments

Reviewer's conclusion and comments	

Date_____

Dean _____

Faculty_____

Student

Members of the Master's Project/Thesis Defense Commission

[illegible]

Chairman of the Commission_____

Commission members and signature:

1.

2.

3.

4.

5.

Commission Secretary_____

Date_____

