



## LLC East European University

### Minimum standard for planning, implementation and evaluation

#### For Scientific-research component of educational programs of Master's degree

#### Chapter I. General provisions

##### Article 1. Scientific-research component of Master's degree educational programs

1. The present minimum standard In accordance with the law of Georgia on higher education and other normative-legal acts, sets the rule of Planning, implementation and evaluation of Scientific-research component of Master's degree educational programs for East European University (hereinafter - „University”).
2. Scientific-research component is a part of the master's educational program, which in specific educational program may be presented as a master's thesis or other scientific project (Hereinafter - master's thesis).
3. The aim of Scientific-research component of Master's educational program, to develop the skills in graduate students in selected field of research to be independent, the ability to demonstrate the achieved results and to convey their own reasoning publicly and argumentatively.
4. Master's degree educational program should take into account the independent conduct of such studies by the graduate student or the implementation of such activities, on the basis of which he will be able to master's thesis and/or project, taking into account the peculiarities of direction, field/specialty or subdivision/specialization.
5. Performance of Scientific-research component of Master's educational program is being attested by the performance of the master's thesis and its public defense (Presentation, discussion).

##### Article 2. Definition of terms

1. Master's degree-second stage of academic higher education;
2. Master's degree educational program – Academic higher education second level educational program, whose study results correspond to the National Qualifications Framework for generalized learning outcomes defined for 7th level;
3. candidate for a master's degree – a student who is studying for a master's degree.
4. Master-holder of the academic degree, by which the person is assigned as a result of assimilating the number of credits provided by Master's degree program.

##### Article 3. Master's thesis

1. Substantiated results of independent scientific research by the Candidate for a master's degree conducted within the educational program will be reflected in his master's thesis.

2. Work on Master's thesis is being conducted in the format of research carried out under the guidance and independent work of the student.
3. The master's thesis is the scientific-research work performed individually by the graduate (candidate for a master's degree) student in accordance with the principles of academic integrity, which should reflect the graduate student's ability to conduct scientific-research work.
4. In Master's thesis, the candidate for a master's degree must show deep and systematic knowledge of direction, field/specialty or subdivision/specialization, among them, such a specific methods/issues should be addressed, the main part of which reflects new research-based knowledge and / or professional practice.
5. Candidate for a master's degree in Master's thesis must be able to find new, original ways to solve problems and using the latest methods and approaches to reveal the ability to independently conduct research.
6. In Master's thesis it must be demonstrated that candidate for a master's degree is able to provide complex information based on critical analysis (Including the latest studies), formation of reasoned conclusions, innovative synthesis and evaluation of information based on data, independent implementation of research.
7. In Master's thesis, the modern information and communication technologies should be used creatively, taking into account the peculiarities of the field.
8. In Georgian language education Master's program, the Master's thesis to be executed in Georgian language, and in master's degree in English-language educational program-in English.
9. Rule of formation of Master's thesis is approved by the Faculty Board (Volume, format, style, and other technical data) upon the recommendation of the dean of the relevant faculty,.
10. Volume of Scientific-research component of Master's educational program (Master's thesis) is determined taking into account the specifics of the relevant educational program, which can not be less than 20 credits and more than 30 credits.

#### **Article 4. Admission prerequisites**

1. **Admission prerequisites** in Scientific-research component of Master's degree educational program is defined by the relevant educational program.
2. Right to register in Scientific-research component of Master's degree has a candidate for a master's degree, in case of satisfaction of admission prerequisites provided by the educational program.

### **Chapter II.Planning of Scientific-research component**

#### **Article 5. Registration of Master's thesis topic and of the head thereof**

1. Selection of master subject and Scientific Head / co-head by the Candidate for a master's degree, under the master's program, in the presence of prerequisites for admission, shall be produced within 4 calendar days after the start of the semester.
2. Pre-registration of master community and of the head thereof is conducted with the head of the master's program. In addition, the university provides to candidate for a master's degree with Scientific leadership.
3. After pre-registration of the Master topic title and head, the candidate for a master's degree begins work on Master's research project/prospectus.
4. Before submitting a master's research project, during the consultation time, it is produced the reconciling of the opinions of the scientific head of the master's thesis and candidate for a master's degree.
5. The candidate for a master's degree is entitled, before submitting a master's research project, in agreement with the scientific head, to make a request of correction of the selected topic.

#### **Article 6. Head /supervisor of candidate for a master's degree**

1. Scientific supervisor of candidate for a Master's degree can be academic / invited staff of the university, which has candidate for Master's thesis related to scientific field of the Master's degree research experience and relevant publications.
2. Scientific leader of the project at once can lead to a maximum of 5 to candidate for a master's degree during the coursework/semester.
3. Within the framework of the research carried out under the guidance of scientific supervisor shall be obliged to:
  - A. Help to candidate for a master's degree in the selection of the master's topic, in the formation of the structure of the master's thesis, in identifying, clarifying and finding key sources, also in drafting a research project.
  - B. To make for consultations to candidate for a master's degree in respect with the development of research issue, development of research design, with the definition of research methods, etc. related issues;
  - C. Supply to candidate for a master's degree the full information about the general regulations, including academic ethics, data protection, plagiarism issues of the Thesis elaboration, also on the procedures related to preparation, submission and evaluation of the work;
  - D. To help to candidate for a master's degree in solving problems raised in the process of preparing the work, also in the definition of time and effective distribution of time, in planning the main stages of the performance of the work, in determining the structure of the work, obtaining the data necessary for research;
  - E. To clarify to candidate for a master's degree his rights and duties.
4. Scientific supervisor exercises control on implementation of the research component plan (Appendix 1) by the candidate for a master's degree. Scientific supervisor shall be obliged, in case of violation of the research component plan by the candidate for a master's degree timely to inform the Faculty Administration.

#### **Article 7. Master's research project/prospectus**

1. The master's research project is a preliminary outline of the master's thesis, which work is carried out under the guidance of research and student independent work format.
2. Within 10 calendar days after the pre-registration of the master topic, candidate for a master's degree submits a master's research project to the head of the master's program, which should be accompanied by a written conclusion of the head of the community about the fact that he was acquainted with a master's research project, and the project is ready for approval.
3. Research project architectonics (Volume, format, style, and other technical data) is approved by the faculty board upon the recommendation of the dean of the faculty.  
The master's research project should include:
  - A. Introduction (general characterization, novelty, relevance, goals, research methods);
  - B. Main research issues and approximate structure of the work;
  - C. Bibliographic (pervert, scientific and other literature review).
4. Public presentation of the master's research project will be held in the 3rd academic week of semester, before the special commission created by the dean of the faculty.
5. The commission shall include representatives of academic / invited personnel of relevant direction/field.
6. candidate for a master's degree presents before the commission completed Master's research project, using PowerPoint will affect its public presentation and will answer the questions of the commission members.

7. Consideration of the comments or recommendations made to the master research project is mandatory to perform for the candidate for a master's degree.
8. Special commission determines by the majority of votes a Master topic for the candidate for a master's degree, as well as a scientific supervisor and submits to the Faculty Board for approval.
9. Faculty board approves a Master topic for candidate for a master's degree and scientific supervisor within 3 calendar days after the decision is made by the special commission.

### **Chapter III. Submission of the Scientific-research component**

#### **Article 8. Submission of Master's thesis**

1. Candidate for a master's degree will present three binding printed copies of the master's thesis and its electronic version (in PDF format), in 16th academic week of semester, at the relevant Faculty Administration, which must be accompanied by an application to the dean of the faculty about receiving master's thesis for consideration.
2. Master's thesis submitted should be attached with candidate for a master's degree's explanation, that the work is done by him does not contain elements of violation of academic integrity, it is Original and all sources used are appropriate.
3. In case of late submission of Master's thesis, candidate for a master's degree will not be allowed for Public defense of final exam / master's thesis in current. In addition, the candidate for a master's degree are exempt from semester registration and tuition fee from from Post-graduate thesis submission.
4. Faculty, within 2 calendar days after submission of Master's thesis, verifies the work with the Electronic Program of the discoverer of similarity and transfer the results of verification to the Scientific supervisor of the master's thesis candidate
5. Scientific supervisor of candidate for a master, within 5 calendar days after receipt of verification results from discoverer of similarity with electronic program Master's thesis evaluates the master's thesis and issues a written conclusion about admission or inadmissibility of Master's thesis for final examination/public discussion.
6. In written conclusion of Head of candidate for a master's degree it should be noted about the master's thesis:
  - A. Name and surname of candidate for a master's degree;
  - B. Master's thesis title;
  - C. Relevance of the master topic;
  - D. The quality and importance of the research carried out;
  - E. Thesis strengths and weaknesses;
  - F. Theoretical and / or practical value of the work;
  - J. Information on successful completion of the Electronic Program of discoverers of similarity;
  - H. Recommendation that the paper is ready to submit a final assessment.
7. In case of verification of Master's thesis by Electronic Program discoverer, the Scientific supervisor of the candidate for a master's degree has doubts about plagiare in the existence of Master's thesis, he is obliged to submit a written conclusion to the Faculty Administration in Master's thesis on the discovery of signs of plagiarism.
8. In the case provided for in Section 7 of this Article, Dean of faculty appoints Commission for examination of academic conscientiousness and the date of discussion of the plagiarism issue.

#### **Article 9. Commission for the examination of academic Conscientiousness**

1. Academic Conscientiousness Inspection Commission consists of no less than 3 and no more than 5 members of the academic staff of the faculty.
2. a message is sent to candidate for a master's degree in writing, about the date of consideration of the plagiarism issue.
3. candidate for a master's degree has the right to attend the discussion of the issue and enjoy the right of speech. candidate for a master's degree is entitled provide the commission with available information and evidence to defend its position.
4. The commission makes a reasoned decision, which will be notified in written form to the Faculty Administration to candidate for a master's degree.
5. In case of confirmation of Plagiarism in submitted Master's thesis, the dean of the faculty submits the commission report to the rector of the University, which makes a decision according to the legal acts of the University towards candidate for a master's degree about application of disciplinary liability.

#### **Chapter IV. Defense of Scientific-research component (Final exam)**

##### **Article 10. Commission for the protection of Master's thesis**

1. Decision on the date of protection of final exam/master's thesis and the composition of the commission (Including the chairman of the commission), at the 17th academic week of the semester takes the dean of the faculty.
2. Final exam / master's thesis defense commission shall consist of academic/invited personnel of the University who have experience in the field of research related to master's thesis and relevant publications.
3. Commission for the protection of Master's thesis should consist of not less than 5 members. In addition, at least one member of the commission shall be a representative of other USA.
4. Faculty is obliged to send to commission members within 2 working days after approval of commission composition Electronic versions of Master's papers (PDF format).
5. Members of the commission for the protection of Master's thesis are obliged, at the Final exam Get to know the contextual side of the master's papers delivered by the faculty.

##### **Article 11. Final exam / master's thesis defense**

1. Final exam / master's thesis defense is public. Information on the protection of Master's thesis is published on the website of the University (corresponding faculty) at least 3 days before the defense of the master's thesis.
2. During the Final exam / master's thesis, the candidate for a master's degree presents the results of the carried out scientific research.
3. Regulations for the protection of final exam/master's thesis shall be determined by the Faculty Board.

##### **Article 12. Authority of the commission for the protection of Master's thesis**

1. Commission for the protection of Master's thesis provides the procedure for the protection of Master's thesis and under the current legislation, under this provision and the methods of evaluation established by the Faculty Council and according to the criteria provided evaluates the master's thesis.
2. Master's thesis defense may be appointed on the date of defense by the dean of the faculty 5 calendar days after the decision.

3. During the Final exam/master's thesis defense the Commission members/examiners are independent in their work. In addition, the meeting of the commission for the protection of final exam/master's thesis shall be authorized if it is attended by at least 2/3 of the commission members.
4. at one session of Master's thesis defense commission a maximum of five master's degrees can be appointed.

**Article 13. Assessment of final exam/master's thesis defense**

1. Master's thesis shall be assessed in the same or next semester, in which candidate for a master's degree completes the work on it.
2. Master's thesis shall be assessed one-time, by final estimates. Students are assessed by members of the commission for the protection of Master's thesis confidentially, with an accelerator system.
3. Each member of the commission for the protection of Master's thesis assesses Council master's thesis contextual side, public presentation and participation in discussion of according to the methods and criteria established by the relevant Faculty Council candidate for a master's degree.
4. Final score for final exam/master's thesis defense Is determined by the average arithmetic of the earned points (Sum of Points Earned on the number of commission members).
5. Credit can be obtained only in case of receiving one of the assessment provided for by the legislation.
6. The evaluation system allows five types of positive evaluation:
  - (A) excellent – 91-100 points;
  - (B) Very good-81-90 points;
  - (C) good-71-80 points
  - (D) satisfactory-61-70
  - (E) Enough-51-60 points.
7. The evaluation system allows two types of negative evaluation:
  - A. (FX) failed to pass – 41-50 points .
  - B. (F) booted – 40 points and less. The basis for the assessment provided for in paragraph 7, subparagraph“ B " of this article may become, also, the fact of revealing violations of academic integrity (plagiarism) on the defense of the master's thesis.
8. For the purposes of this standard, there are types of violations of academic integrity:
  - A. Plagiarism, implying intentional or involuntary someone else's work (ideas, concepts, formulas, graphs, tables, images, designs and other) presentation as of personal work and distribution without reference the author / source in accordance (if necessary, permit);
  - B. Self plagiarism, which means repeating one's own views expressed in another work without reference to the original source, or submit of own work twice or more times within different tasks;
  - C. Compilation, which is implying use and grouping of research results/papers obtained by others without its own processing and interpretation and protected by Copyright;
  - D. Fabrication/ counterfeiting, which implies a change in the data in the work, data manipulation, selective use of the results obtained, which leads to misinterpretation of results and conclusions.
9. Chairman of the commission for the protection of Master's thesis, upon completion of the session, publicly announces final assessment of final examination/master's thesis defense.

**Article 14. Final exam/master's thesis defense assessment results**

1. In case of receiving a positive assessment, by decision of the relevant Faculty Council, the candidate for a master's degree will be assigned with a Master's degree, this will be confirmed by the issuance of diploma and Diploma Supplement certifying the academic degree of Master. The diploma is signed by the dean of the respective faculty and rector of the University.

2. In case of receipt of evaluation of the minimum standard's Article 13 under Paragraph 7, subparagraph " a " , the candidate for a master's degree is given the right to present during next semester revised Master's thesis.
3. In case of receiving an assessment stipulated under Article 13 of the minimum standard, subparagraph " B " of paragraph 7 of paragraph 7 , the candidate for a master's degree loses the right to submit the same master's thesis. Candidate for a master's degree, in additional academic semester must pass semester administrative registration and must design a new Master's thesis as prescribed by this standard.

**Article 15. Appeal of final exam/master's thesis defense results (Appeal)**

1. If the candidate for a master's degree does not agree with final assessment of final examination/master's thesis defense or believes that procedural norms provided for by the rules of protection of Master's thesis have been violated, he is entitled, within 5 calendar days after announcing final exam/master's thesis defense assessment, to apply to the dean of the relevant faculty in writing and to appeal the final decision made by the commission for the protection of Master's thesis.
2. Complaint of the Candidate for a master's degree must be grounded. It shall clearly specify the subject of Appeal and the arguments of the complainant. In addition, the subject of Appeal may be:
  - ა. Final assessment of final exam/master's thesis defense, which includes as written component final exam / master's thesis protection (content side of the work), as well as oral component evaluation (Public presentation of the thesis and participation in the discussion candidate of a master's degree). Only oral component evaluation of final exam / master's thesis is inadmissible;
  - ბ. Violation of procedural norms provided for by the rules of protection of Master's thesis.
3. If necessary, based on grounded complaint of the candidate for a master's degree, the dean of the relevant faculty makes a decision on the date of Appeal review and approval of the composition of the Appellate Commission (including the chairman of the commission).
4. The Appellate Commission shall consist of academic / invited personnel of relevant direction (Field, specialty).
5. The Appellate Commission shall consist of at least 5 members. In addition, at least one member of the commission shall be the representative of other სხვა უსვდ-ის წარმომადგენელი.
6. Members of the Appellate Commission individually evaluate the written component of the final exam/master's thesis defense, in accordance with the assessment methods and criteria established by the relevant Faculty Council, within 5 calendar days after receiving the master's thesis.
7. For the Final examination/defense of Master's thesis the written component of the final assessment the chair of the Appellate Commission has an average arithmetic score (Sum of Points Earned on the number of divided commission members).
8. In case, if the final assessment of written component of final exam/master's thesis defense by the members of the appeal commission, according to the evaluation system, exceeds the assessment of the commission for the protection of Master's thesis, by decision of the dean of the faculty, date of evaluation of oral component of final examination/master's thesis defense.
9. Members of the Appellate Commission individually evaluate the oral component of the final exam/master's thesis defense, in accordance with the assessment methods and criteria established by the relevant Faculty Council.
10. For final evaluation of oral component of final examination/master's thesis defense the chair of the Appellate Commission has an average arithmetic score (Sum of Points Earned on the number of divided

commission members).

11. Final assessment of compliance with the examination/master's thesis represents the written component of the final assessment and the oral components of the final evaluation of the sum.
12. In case, if the final assessment of written component of final exam/master's thesis defense by the members of the appeal commission, according to the evaluation system, does not exceed the assessment of the commission for the protection of the master's thesis, the repeated evaluation of the oral component does not occur and final examination/defense of Master's thesis the final evaluation is determined by the master's thesis defense commission of the final estimates.
13. If the appeal of candidate for a master's degree is about the procedural norms of the defense of Master's thesis the regulations, the dean of the faculty will listen the Arguments both of candidate for a master's degree, also of final exam / master's thesis defense commission and in the presence of sufficient grounds, makes a decision on the annulment of final assessment of final examination/master's thesis defense and on the creation of a new commission for the defense of Master's thesis.

**Article 16. Annulment of the final evaluation of the master's thesis**

After issuing diploma of Master of Science degree certificate, if the fact of violation of academic conscientiousness is revealed or it became aware of the fact of trying to obtain evaluation by inadmissible methods of the Examiner, this will be the ground for declaring the void of Postgraduate examination in whole or in part, is the basis for the seizure of the postgraduate diploma and the cancellation of the conferred degree.

**Chapter V. Final provisions**

**Article 17. Enactment of minimum standard, amendments and additions**

1. Planning, implementation and evaluation of the present minimum standards graduate educational programs of the Scientific-research component and this minimum standard shall become effective from March 1, 2021.
2. Minimum standard of planning, implementation and evaluation of Master's degree programs' Scientific-research component is approved by the university representative council.
3. Making changes and additions to the minimum standard of planning, implementation and evaluation, as well as its abolition Graduate educational programs's Scientific-research component, as well as its cancellation, is regulated under the procedure established of this Article by the first paragraph.

**Article 18. Transitional provisions**

1. 1. Within two months after the enactment of this minimum standard, the relevant Faculty Council shall develop in accordance with the minimum standard and rule of planning, implementation and evaluation of the Faculty of graduate educational programs' Scientific-research component.



**Research component performance plan of candidate for a master's degree**

**candidate for a master's degree's Name and surname:**

**Faculty:**

**Master's program:**

**Master's program supervisor/co-head:**

**Head of candidate for a master's degree:**

**Date of enrollment and order number:**

**Master's thesis title:**

**Approximate schedule of Master's thesis performance (research)**

<b>№</b>	<b>Name of activity</b>	<b>Performance period</b>	<b>Date of execution</b>
1.	Pre-registration of master community and head	No later than the 4th calendar day after the beginning of the semester	
2.	Work on research research project	5th calendar day after the beginning of semester	
3.	Work on research project	6th calendar day from the beginning of semester	
4.	Work on research research project implemented by guidance of Head	7th calendar day after the beginning of semester	
5.	Work on research project	8th calendar day from the beginning of semester	
6.	Work on research research project implemented by guidance of Head	9th calendar day after the beginning of the semester	
7.	Presentation of Master's research project at the faculty	10th calendar day after the beginning of the semester	
8.	Research project Defense	3rd academic week of semester	
9.	Work on research master's thesis implemented by guidance of Head	4th academic week of semester	
10.	Work on research master's thesis implemented by guidance of Head	5th academic week of semester	
11.	Work on research master's thesis implemented by guidance of Head	6th academic week of semester	
12.	Work on research master's thesis implemented by guidance of Head	7th academic week of semester	
13.	Work on research master's thesis	8th academic week of semester	

	implemented by guidance of Head		
14.	Work on research master's thesis implemented by guidance of Head	9th academic week of semester	
15.	Work on research master's thesis implemented by guidance of Head	10th academic week of semester	
16.	Work on research master's thesis implemented by guidance of Head	11th academic week of semester	
17.	Work on research master's thesis implemented by guidance of Head	12th academic week of semester	
18.	Work on research master's thesis implemented by guidance of Head	13th academic week of semester	
19.	Work on research master's thesis implemented by guidance of Head	14th academic week of semester	
20.	Work on research master's thesis implemented by guidance of Head	15th academic week of semester	
21.	Submission of completed Master's thesis at the faculty implemented by guidance of Head	16th academic week of semester	
22.	Final exam / master's thesis defense	18th-19th academic week of semester	

Signature of candidate for a master's degree: \_\_\_\_\_

Signature of the head of the master's thesis: \_\_\_\_\_