



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

REGULATION for DOCTORAL STUDIES and DISSERTATION BOARD

Approved on 11/09/2014 by Academic Board - Decision №2 (Appendix №:1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendments

№	Decision taken by	Decision №	Date
1.	Academic Board	2	10.11.2014
2.	Academic Board	5	13.03.2015
3.	Academic Board	5	05.05.2015
4.	Academic Board	3	22.10.2015
5.	Academic Board	2	10.12.2015
6.	Academic Board	2	12.01.2016
7.	Academic Board	1	29.01.2016

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Revision List			
#	Date	Article	Remarks
01	10.11.2014	6.3	Student's enrollment
02	10.11.2014	12.1.3 ¹	The procedure for thesis approval
03	10.11.2014	12.1.2.1	The procedure for the doctorate's report's approval;
04	10.11.2014	13.3	The procedure for supervisor's approval
05	10.11.2014	16.6 ¹	The rule of exception for electing the Chairperson of Dissertation Board
06	13.03.2015	2.1.4	Defining the term "Foreign Language"
07	13.03.2015	6.1.2	The rule for enrollment of Georgian citizens
08	13.03.2015	6.6.4	The wording "English language" was changed into "Foreign language"
09	13.03.2015	6.7	The enrolment period was prolonged
10	13.03.2015	7	The wording "English language" was changed into "Foreign language"
11	13.03.2015	7.1	The wording "English language" was changed into "Foreign language"
12	13.03.2015	7.2	The grounds for exempting from passing English language (as a foreign language examination was defined
13	13.03.2015	7.4	The grounds for exempting from passing foreign language examination was defined
14	05.05.2015	16.5	Dissertation Board's/Field Dissertation Board's Secretary
15	05.05.2015	16.7	Dissertation Board's/Field Dissertation Board's Secretary
16	22.10.2015	13.3	Appointing supervisor
17	22.10.2015	21.7	Tuition fee for additional semester
18	22.10.2015	21.8	Tuition fee for additional semester
19	10.12.2015	12.1.1.5	Reapproval of doctoral thesis
20	10.12.2015	21.5.3	Preconditions to addition to defense
21	12.01.2016	3	Development of a Doctoral program
22	12.01.2016	6.1	Rules for enrollment
23	12.01.2016	6.2	Rules for enrollment
24	12.01.2016	6.3	Rules for enrollment
25	12.01.2016	6.4	Rules for enrollment
26	12.01.2016	6.5	Rules for enrollment

27	12.01.2016	13.3	Supervisor/co-supervisor approval rule
28	12.01.2016	20.1	Thesis defense
29	12.01.2016	20.7	Thesis defense
30	12.01.2016	20.11	Thesis defense
31	12.01.2016	20.12	Thesis defense
32	12.01.2016	20.13	Thesis defense
33	12.01.2016	24.3	Jury members
34	29.01.2016	6.1.1	Admission
35	29.01.2016	6.6.4	List of document (for admission)
36	29.01.2016	7	English Language Proficiency
37	29.01.2016	16	Dissertation board membership
38	29.01.2016	17.1	Dissertation board functions
39	29.01.2016	18	Field dissertation board membership

Article 1. Subject and Scope

- 1.1. This document regulates the Doctorate studies and functioning of the Dissertation Board according to the Georgian law on “Higher Education” and the regulations of the International Black Sea University (hereinafter “IBSU”).
- 1.2. The present regulation is in power at all faculties of IBSU.
- 1.3. Doctorate program is the third level of higher education which represents the combination of study programs and research activities aimed at preparing research and academic personnel and is concluded by awarding the academic degree of a “doctor”.
- 1.4. Doctorate educational program covers at least 180 credits.

Article 2. Definitions

- 2.1. **IPS:** Institute of Post-Graduate Studies;
- 2.2. **HEI:** Higher Education Institution;
- 2.3. **Dissertation Board:** If there are Field Boards in the faculty, then the Dissertation Board will stand for Faculty Dissertation Field Board, otherwise the Dissertation Board stands for Faculty Dissertation Board;
- 2.4. **Foreign language:** The language defined by the prerequisite of admission to program.

Article 3. Design of Ph.D. Program

- 3.1. Design of an educational program is done by an initiator (an Associate Professor or a Professor of the University), who (if the program is approved) becomes the program coordinator.
- 3.2. Further steps are required to be followed in order to create and approve a new program
 - 3.2.1 Step one - discussion of administrative issues. The initiator represents his/her initiative at the Faculty Board, at the Board of the Institute for Post-Graduate Studies, and at Administrative Board. After the approval of the abovementioned boards, the process moves on the following step.
 - 3.2.2 Step two - discussion of academic issues. When the first step is completed, the content of the program is discussed at the university Quality Assurance Office Board and Faculty Board. If the program’s draft version is approved on these boards, it is submitted to Academic Board for approval.
- 3.3. After the approval by the Academic Board, the educational program is added via authorization or authorization’s annual report or accreditation in compliance with Georgian legislation.
- 3.4. Changes to the existing educational program is made via the procedure defined by paragraph 3.2.2.

- 3.5. To open a Doctorate program, there must be at least four applications. In special cases, by the decision of the Administrative Board, Doctorate program could be opened for three students”.

Article 4. Language of Instruction

- 4.1. Instruction languages Black Sea University are Georgian, English and Turkish depending on the program.

Article 5. Duration of Courses

- 5.1. The normal duration of the Doctoral program is 6 semesters. Students can complete the Doctoral program in 5 semesters in accordance with the Georgian Law.
- 5.2. Those students who did not complete the program in 6 semesters can continue their educational process on self-financing basis, in compliance with the requirements defined by “Rules and Regulations on Educational Process” - IBSU.R3 and “Financial Regulation” – IBSU.R9.

Article 6. Admission to Program

- 6.1. Applicants can be enrolled in IBSU Ph.D. programs according to Georgian legislation, on the grounds of the admission exams and the research proposal. Admission exams are held in a foreign language and specialty.
- 6.1.1. Foreign citizens / degrees: If s/he possesses a foreign Master’s diploma or an equivalent or a transcript of awarded credits through Doctoral program at another foreign HEI duly recognized under the law of the country concerned, s/he passes the admission exam(s) organized by the university, then LELP - Georgian National Center for Education Quality Enhancement confirms the validity of his/her diploma /awarded credits.
- 6.1.2. Local citizens / degrees: If s/he possesses a Georgian Master’s diploma or equivalent to it: s/he successfully passes admission exam(s) organized by the university.
- 6.2. Admission exam(s) for those foreign citizens who are not on the territory of Georgia, could be held online.
- 6.3. Admission examinations are organized by IPS. An agreement is concluded with a Ph.D. Candidate, who has successfully passed admission requirements and the Act of the Rector is issued regarding student’s enrolment.
- 6.4. Applicants have to submit research proposal (five pages) dealing with the area of their future research. The assessment of the research proposal is done by a commission, created by the relevant Field Dissertation Board. The commission consists of at least 3 members of the dissertation board (including program coordinator). The assessment is done according to the rubric which is part of the PhD program. The consent of two commission members is enough to regard the research proposal acceptable.
- 6.5. Exam in specialty is carried out in the official instruction language of the program.

- 6.6. During the registration period all the required documents will be announced by the University. The following documents are normally appended to the application:
- 6.6.1. Information about education and practical experience of the applicant (CV);
 - 6.6.2. A copy of a Master's or equivalent diploma certified by a notary office (for foreign diplomas – notary-approved translation);
 - 6.6.3. A copy of ID card or passport (for foreign passports – notary-approved translation);
 - 6.6.4. An international certificate of a foreign language and/or a diploma of Bachelor's/ Master's education received in a foreign language (unless they take a foreign language exam of the level corresponding to B2 organized by the university)/ an international certificate of a foreign language (unless they take a foreign language exam of the level corresponding to C1 organized by the university).
- 6.7. If the admission period falls after the seventh week of the semester, he/she will be enrolled from the next academic year/academic semester. Exceptions from this rule can be made by the decision of the IPS Board.

Article 7. Foreign Language Proficiency

- 7.1. If the admission requirement of the program is the knowledge of foreign language on B2 level, the candidate is free from passing the language examination if s/he meets with the following requirements:
- 7.1.1. Those candidates who obtained the Bachelor's / Master's degree via a program delivered in a foreign language;
 - 7.1.2. Those candidates who have an international English language certificate equivalent to B2 level (TOEFL iBT, IELTS, FCE);
 - 7.1.3. Those candidates who have graduated from educational program (instruction language – foreign language) during last three years and their GPA is at least 75 (out of 100) or 3 (out of 4). (Enacted from 2015-2016 academic year).
- 7.2. For the purposes of this regulation certificate in YDS (minimum score – 75 from 100) is regarded as an international English language certificate equivalent to B2 level.
- 7.3. If the admission requirement of the program is the knowledge of foreign language on C1 level, the candidate is free from passing the language examination if s/he meets with the following requirements:
- 7.3.1. Those candidates who have an international language certificate equivalent to C1 level are not required to take the exam.

Article 8. Registration

- 8.1. The registration process on PhD level will be held in accordance with the procedure defined by Article 22 of the Rules and Regulations for Educational Process” – IBSU.R3.
- 8.2. For the purposes of this regulation, the approval of the Faculty Board (defining excuse for late registration - paragraph 22.5 of IBSU.R3) is replaced by the approval of IPS Board.

- 8.3. For the purposes of this regulation (unlike paragraph 22.7 of IBSU.R3), the minimum number of students for opening an elective course is 5.

Article 9. Composition of Doctorate program

- 9.1. The complete volume of doctorate program is not less than 180 ECTS, that includes the study component (assistance of professor, teaching practice, research skills, etc.), and the research component (doctoral seminars, preparation of thesis and its defense, etc.); the number of credits assigned to each component can be modified according to the specific features of the Ph.D. program and the number of competences to the development of which this course/component contributes.

Article 10. Assessment

- 10.1. Assessment is done according to the results of study and scientific-research components. However, the assessment scheme differs for study and scientific-research components.
- 10.2. The way of the assessment is determined according to the proposal of the instructor responsible for the syllabus which is announced at the beginning of the semester
- 10.3. Courses are assessed by several components (including midterm and final exams).
- 10.4. All issues related to exams for courses are defined in “Rules and Regulations for Educational Process” (IBSU_R3).

Article 11. Attendance, Examination Rules and Disciplinary Rules

- 11.1. Attendance, examination rules and disciplinary rules for Doctoral students are defined by IBSU regulations (“Rules and Regulations for Educational Process” - IBSU_R3, “Disciplinary Regulation for Students” - IBSU_R7).

Article 12. Approval of Research Topic

- 12.1. The **topic of research** is approved of in two stages:
- 12.1.1. The first stage:
- 12.1.1.1 The doctorate student chooses the title of dissertation and prepares an individual research plan together with his/her potential scientific supervisor / co-supervisor and the doctorate program coordinator. Individual research plan should state the goals of research, the structure of the work and the approximate schedule of research.
- 12.1.1.2 At the end of the second semester, the doctorate student submits the suggested title and the individual research plan to the Dissertation Board.
- 12.1.1.3 The title and the plan are viewed and approved of at the meeting of the Dissertation Board. At the meeting the doctorate student makes a short presentation. The supervisor may, if necessary, attend on-line. If the title and/or the research plan is not approved by the Dissertation

- Board, the doctorate student can be allowed for a maximum of 2 months to change the title/research plan.
- 12.1.1.3¹ After the approval of the dissertational Board, the research topic is approved by the IPS Board.
- 12.1.1.4 The minutes concerning the research topic and individual research plan is preserved by the Secretary of Dissertation Board till the doctorate student's defense;
- 12.1.1.5 If PhD student's status is suspended for more than 2 semesters, it will be if desired to reapprove the title of dissertation after restoration of student status.
- 12.1.2. The second stage:
- 12.1.2.1 Each semester, beginning with the third semester, doctorate students' reports (signed by supervisors) have to be approved by IPS Board.
- 12.1.2.2 The final version of the title may be reapproved till the end of the 5th semester of studies. If the title needs to be specified or modified later, then the doctorate student can submit the dissertation to defense only after one semester after the change in the title. The needed time is defined by the Dissertation Board.

Article 13. Supervisor and Co-supervisor of Doctorate Student

- 13.1. The supervisor should be an Associate Professor or Professor of IBSU or another HEI. If the supervisor, who is an employee of IBSU leaves his/her position, this does not automatically entail cancellation of his/her responsibilities as supervisor as long as the supervisor who left has obtained an associate professor or professor position in another institution. If he/she continues his/her job as supervisor, he/she should be invited as Dissertation Board member.
- 13.2. The co-supervisor of the dissertation may be a person with a doctor's degree (including a retired person).
- 13.3. The supervisor/co-supervisor is approved by the Dissertation Board at the beginning of the fourth semester of the doctorate student's admission. Supervisor has to get acquainted with this regulation before signing the contract
- 13.4. One professor/associate professor of IBSU can be appointed as the supervisor of maximum 4 doctorate students (but not more than three students from the same year).
- 13.5. University, doctorate student, coordinator of doctorate program and the supervisor by the end of the second semester sign an agreement which regulates the responsibilities and the rights of all parties, as well as the supervisor's payment. Part of this agreement is doctorate student's individual research plan.
- 13.6. The supervisor controls how the doctorate student is fulfilling his/her research plan. At the end of each semester (starting with the third semester) the supervisor signs the student's report about the fulfilled work. It is essential that the report reflects the real situation as this report will help to define – in case of necessity – why the dissertation was not timely completed. If the reports

were positive and signed by the supervisor, but the doctorate student could not submit the completed dissertation timely, the supervisor will receive a warning. Unless the student suspends his/her status, s/he will go on paying the fees and the supervisor will be paid for his/her work. However, the student may change the supervisor or the supervisor can refuse to continue his/her supervision on decision of Dissertation Board.

- 13.7. If the doctorate student wants to change the supervisor, s/he addresses the program coordinator who decides whether to bring this issue in front of the Dissertation Board. If the supervisor is changed, dissertation cannot be submitted for defense earlier than in one semester's time after this change is approved.
- 13.8. Subject to the paragraph 14.3 and/or in case of necessity the Dissertation Board takes the decision to cancel the existing agreement between the supervisor and the doctorate student as well as concerning the approval of the new scientific supervisor. The decision is taken by simple majority of the attending members.
- 13.9. After the doctorate student submits to the supervisor the final draft of dissertation and abstract, the supervisor has maximum one month to write his/her conclusion. For submission of dissertation to the Dissertation Board, the scientific supervisor has to confirm:
 - 13.9.1. The relevance of the publications to the dissertation;
 - 13.9.2. The relevance to the dissertation of the abstract;
 - 13.9.3. The fact that the doctorate student has completed his/her work on the dissertation (it means that it is characterized by novelty, scientific/theoretical and practical value, contains a literature review and research part, corresponds to IBSU dissertation format and is fulfilled in clear and good language).

Article 14. The Program Coordinator

- 14.1. The coordinator of the program is in charge of organizing its operation.
- 14.2. Program coordinators are the members of the Dissertation Board.
- 14.3. The coordinator of the doctorate program provides doctorate student with the scientific supervisor, approves of the correspondence of the dissertation topic to dissertation requirements, and also submits the issue of changing the supervisor to the faculty (field) dissertation Board.
- 14.4. The coordinator of the doctorate program has to control the state of education and the papers of the doctorate students (core courses taken, approval of supervisor and topic, research plan, and reports).

Article 15. Responsibilities of the University Towards the Doctorate Student

- 15.1. Based on the contract signed, IBSU provides a doctorate student with a research supervisor and creates favorable conditions for conducting research work, which includes theoretical and/or experimental outcomes and facilitates his/her integration into global research community.
- 15.2. Doctorate students should be informed about all decisions of Dissertation Board concerning him/her.

Article 16. Dissertation Board

- 16.1. Dissertation Board consists of all associate professors and professors at the faculty and is approved by the Academic Board.
- 16.2. On the faculty for each doctorate program, the Dissertation Board approves of the corresponding Field Dissertation Board(s), from its own members. In case of necessity, invited specialists can be incorporated in the Field Dissertation Board upon the proposal of the Dissertation Board. (The photocopy of the document certifying their academic position in an authorized HEI, the list of publications).
- 16.3. There should be at least 5 members of corresponding program in Dissertation Board / Field Board. IBSU academic staff should constitute more than half of the number of members. Each professor/associate professor can simultaneously be a member of two Field Boards (independent whether they belong to one or different Faculty Dissertation Boards).
- 16.4. The Dissertation Board takes decisions at meetings of Dissertation Board. To have the authority, the decision should be taken at a meeting attended by the simple majority of its members. For the decision to be approved, it is necessary that at least the simple majority of attending members support it.
- 16.5. The Chairperson of the Dissertation Board is the Dean of the Faculty. The chairperson of the Field Dissertation Board is the Program Coordinator. The Vice Chair of Dissertation Board and Filed Dissertation Board is/are appointed by Dissertation Board. The secretaries of Dissertational Board/ Field Board are appointed by the Academic Board. The secretary of the Faculty Dissertation Board might be the secretary of the Field Dissertation Boards as well.
- 16.6. If the Dean of the faculty does not meet the requirements of this regulation, defined for the member of the Faculty Dissertation Board, the Head of the Faculty Dissertation Board is elected from the Faculty Dissertation Board members and is approved by Academic Board Decision.
- 16.7. The decisions taken by the Board should be written down in minutes signed by the Chairperson, the Secretary and all attending members.
- 16.8. The Chairperson of the Dissertation Board can call meetings of the Board. If the Dissertation Board members would like to call a meeting, the simple majority of the members should apply for it, then the Chairperson has to call a meeting.
- 16.9. During the absence of the Chairperson, Vice Chair leads the meetings.

Article 17. The Rights and Responsibilities of the Dissertation Board

- 17.1. The Dissertation Board approves the membership of Filed Dissertation board(s), as well as elects and approves the Vice -Chair(s) of the Dissertation Board and Filed Dissertation Board.
- 17.2. If there is a Field Board, the further responsibilities belong to it. If not, they are fulfilled by the Faculty Dissertation Board, which:
 - 17.2.1. Views how important the submitted dissertation theme is, participates in formulation of the dissertation title, approves of the titles of dissertations;

- 17.2.2. Views the candidate for the supervisor submitted by the coordinator of the doctorate program as well as the cases dealing with changing the supervisor;
 - 17.2.3. Views doctorate students' individual research plans;
 - 17.2.4. Approves of experts and opponents;
 - 17.2.5. Approves of the jury members;
 - 17.2.6. Approves of the defense date;
 - 17.2.7. Proposes to Academic Board changes to the criteria of assessment of dissertation (IBSU_R05.F01);
 - 17.2.8. Lets the doctorate students get acquainted with assessment criteria beforehand and offers various recommendations in connection with research activities of doctorate students.
- 17.3. The Faculty Dissertation Board awards the academic degree of doctor based on conclusions of jury.
- 17.4. Rights and responsibilities of Dissertation Board Chairperson are:
- 17.4.1. Provides the functioning of Faculty Dissertation Board based on its regulation. He/she is responsible for its work;
 - 17.4.2. Leads the work of the Board;
 - 17.4.3. Calls and presides the Board meetings;
- 17.5. The chairperson of the Dissertation Board or – in his/her absence or because of some other cause of his/her inability to realize his duties as the chairperson – the vice chair has to organize the defense procedure.
- 17.6. Rights and responsibilities of Secretary of the Dissertation Board:
- 17.6.1. Receives the documents necessary for defense according to the regulation and keeps these documents in the Board archives. If the documents are incomplete, the Secretary has the right to reject them. The procedure of submission starts only if all papers are in order;
 - 17.6.2. Consults the doctoral students on documentation issues before and after the defense;
 - 17.6.3. Provides experts and opponents with copies of dissertation, abstracts and publications (on-paper and/or electronic, on their request).

Article 18. Faculty Dissertation Field Boards

- 18.1. Faculty Dissertation Field Board is created for each of the doctorate program at the faculty. These Boards unite those specialists working at the faculty, who defended their dissertation in the corresponding sphere, have publications in that sphere and/or experience of working in it. There should be at least 5 members of Faculty Dissertation Field Board. In case of necessity, invited members may be incorporated into them in accordance to the procedure defined by paragraph 16.2 of this regulation. IBSU academic staff should constitute more than half of the number of members.

18.2. Issues related to the Chair, Vice-chair, secretary and the membership of the Filed Board are defined by paragraph 16.5 of this regulation.

18.3. Rights and Responsibilities of the Field Board are defined by paragraph 17.2.

Article 19. Experts of Dissertation

19.1. After the submission of the dissertation it is assessed by two experts nominated by the Dissertation Board.

19.2. Expert should be a member of the corresponding Field Board. The doctorate student's co-author of publications cannot be his/her expert.

19.3. If the dissertation topic is cross-disciplinary, an additional expert may be appointed.

19.4. Candidatures of experts are – upon suggestion of scientific supervisor – viewed and approved by the Field Board.

19.5. The expert writes a review. He/she expert has to pay a special attention to the dissertation format and style, their correspondence to this regulation and „Guidelines for thesis writing for Bachelor, Master and PhD level papers” IBSU.R3.I11. If the experts requires some technical corrections in the dissertation, the doctorate student has to apply them in the corresponding semester. If there are grave criticisms concerning the format, the supervisor will receive a warning. After the application of technical corrections by the doctorate student, after pre-defense, the expert is obliged to write another review.

19.6. The review, besides the assessment of dissertation and abstract, has to involve recommendations on admission or non-admission to defense. Experts have to submit their reviews within one month from the moment of acceptance of these responsibilities.

19.7. Copies of dissertation, abstracts and publications (on-paper and/or electronic, on expert's request) should be provided to the experts by the Dissertation Board Secretary.

19.8. The recommended structure of the review is:

19.8.1. How the urgency, novelty, scientific and practical importance are presented in the thesis;

19.8.2. Structure (should involve an introduction, a literature review, a discussion section and research proper, with data treated statistically, and a conclusion.)

19.8.3. Expert's recommendation (for technical improvement, for minor content improvement, substantial improvement or rejection).

19.9. If one of experts negatively assesses the dissertation (recommendation for minor content improvement, substantial improvement or rejection) and the doctorate student agrees to the assessment, he/she is given an additional one semester for making improvements (if the negative review is given in the beginning or in the middle of the semester, the minimum period for improvement is 19 weeks). Unless, an additional expert may be appointed. If finally two experts' reviews are positive and one negative, the doctoral student can pass to the next stage of procedure.

- 19.10. If two experts give a negative review, the dissertation has to be returned to the student for improvement for minimum one semester. (If the negative review is given in the beginning or in the middle of the semester, the minimum period for improvement is 19 weeks). In this case, the student goes on paying for tuition, and the supervisor is paid for his/her additional job.

Article 20. Opponents of Dissertation

- 20.1. After the decision on proceeding to the next step is issued, dissertation is assessed by two approved opponents. The third opponent might be invited if he/she is Prof/Assoc. Prof. of an authorized foreign higher educational institution and/or an expert in the field.
- 20.2. Candidatures of opponents are – upon suggestion of scientific supervisor – viewed and approved of by the decision of Dissertation Board.
- 20.3. Opponents have to submit the review within one month's time since they accept to be opponents. Opponents assess the dissertation as satisfactory or dissatisfactory on the basis of both its format and contents. The structure of review is analogous to that of experts' review.
- 20.4. Opponents may be people with Doctor's academic degree whose scientific activities and publications correspond to the specialty/field of the dissertation. Opponents should be from another (including foreign) university – an associate professor or professor and/or a research worker of a scientific-research center.
- 20.5. The doctorate student's co-author of publications cannot be his/her opponent. Neither can a person who is a member of the same scientific group where the dissertation was fulfilled be his/her opponent.
- 20.6. A person who depends on the doctoral student by his/her job position cannot be his/her opponent.
- 20.7. Opponents cannot work in the same structural unit (faculty, direction) of one organization.
- 20.8. Copies of dissertation, abstracts and publications (on-paper and/or electronic, on opponents' request) should be provided to the opponents by the Dissertation Board Secretary.
- 20.9. Opponents have to submit their reviews within one month from the moment of acceptance of these responsibilities. The reviews should contain a recommendation to admit the dissertation to defense and to award the sought degree, to return it to the doctorate student for improvement or to reject the admission of doctorate student for defense. Opponents give recommendation for technical improvement, for minor content improvement, substantial improvement or rejection.
- 20.10. The Dissertation Board has to pass copies of these reviews to the doctorate student.
- 20.11. The opponent with negative opinion must attend the defense. In case of international expert, s/he must attend via online form.
- 20.12. If all reviews are positive, at least one opponent must attend the defense.
- 20.13. Deleted.

Article 21. Submission of Dissertation

- 21.1. Dissertation is a scientific work defended by a doctoral student for the purpose of obtaining Doctor's academic degree. It is the result of independent scientific research of a doctorate student which is based on newly acquired knowledge and which should contribute to the development of the corresponding field. If the doctorate student is a member of a research group, his/her personal contribution should be emphasized in the dissertation.
- 21.2. Dissertation is written in the corresponding instruction language of the program. The doctorate student should also submit a shortened variant of dissertation – its extended abstract (16-20 pages) in Georgian and English languages for the programs where instruction language is Georgian or English, and in Georgian, English and Turkish for the programs where instruction language is Turkish.
- 21.3. Dissertation volume, format and style: 110-150 printed pages (+/- 10%) in font size 12 (titles in font size 14), 1.5 lines of intervals, left margin – 3 cm, right margin – 1.5 cm, top and bottom margins – 2.5 cm. The volume may differ according to specialty. The fonts should be Times New Roman for English and Turkish texts and Sylfaen for Georgian text. Other parameters for abstract are the same as for dissertation. In the dissertation format APA style should be observed. The requirements are described in “Guidelines for Thesis Writing for Bachelor, Master and PhD Level Papers” IBSU.R3.I11 in detail.
- 21.4. To check for plagiarism, a team will be created by the Dissertation Board decision which will involve supervisor, one of experts and an IT specialist to check the academic honesty with the help of corresponding software.
- 21.5. To be admitted to pre-defense the doctorate student has to submit the following to the Secretary of the Dissertation Board:
- 21.5.1. Application to the Chairperson of the Dissertation Board concerning the completion of work on the dissertation. A copy of the application is submitted to the Secretary of IPS;
- 21.5.2. Transcript, certifying the ECTS credits necessary for the study component of doctorate program;
- 21.5.3. At least three publications dealing with dissertation results among which two should be in a reviewed scientific journal or proceedings of an international scientific conference and one – in international citation indexed journal (SSI or SOC indexed journals). IBSU scientific journals are accepted as a publication in an international citation indexed journal. Publications should be submitted in 3 photocopies (including title page of the journal, content page and the article);
- {At least three publications dealing with dissertation results among which two should be in a reviewed scientific journal (one out of mentioned two should be published in IBSU scientific journal). Publications should be submitted in 3 photocopies (including title page of the journal, content page and the article)}
- {Shall be enacted from 2016-2017 academic year}.**

- 21.5.4. Articles accepted for publication could be considered only on pre-defense stage (a corresponding paper certifying acceptance for publishing and the text of the article should be submitted). The decision concerning the defense date cannot be taken unless these articles have been published.
- 21.5.5. A petition from the scientific supervisor in which it will be confirmed that the publications and the abstract reflect the dissertation and that the doctorate student has really completed his/her work on the dissertation.
- 21.5.6. 3 copies of dissertation, 3 copies of abstracts bound, also their electronic version on a CD – printed according to IBSU standards (see more details in “Guidelines for thesis writing for Bachelor, Master and PhD level papers” IBSU.R3.I11).
- 21.5.7. Document defining student’s active status from Student’s Affairs Office.
- 21.6. After the submission of the dissertation, abstract, and the documents to the Dissertation Board in maximum 10 work days the Board approves of the candidature of the opponents and experts.
- 21.7. If the dissertation is submitted by the doctorate student at the end of the sixth’s semester and a positive reviews are given by the experts, the student is free from paying for the additional semester.
- 21.8. Deleted.

Article 22. Assessment of Dissertation by Experts and Opponents

- 22.1. To be assessed positively, a Ph.D. dissertation has to be an original and independent work. It should involve a literature review, desirably with the history of the issue and its contemporary state, a discussion section and research proper (survey, case study, experiment, etc., carried out by the researcher him/herself, or software developed by the doctoral student) with data treated statistically. Definitions of all essential (especially, new) concepts should be provided. The dissertation should possess the following features: innovation (novelty), urgency (topicality), scientific/theoretical and practical value, etc. Research problem(s) and hypothesis should be defined properly. The suggested conclusions and recommendations should be based on (ensured from) the analysis in the dissertation.
- 22.2. The dissertation should be written in a clear language and in a logical way. Norms of professional ethics should be followed. All the formalities dealing with citation, referencing and printing format should be observed.
- 22.3. The publications should reflect the basic materials of the dissertation.

Article 23. Pre-defense of Dissertation

- 23.1. Pre-defense has to be attended by the doctorate student, his/her supervisor, chairperson (or vice chairperson) of the Dissertation Board, experts, and the doctorate program coordinator. Online participation of supervisor is permitted if really necessary. If some critical remarks of technical character have been expressed, the doctorate student is demanded to take them into consideration and improve the work.

- 23.2. After the dissertation was positively assessed (technical improvements are not taken into consideration) by the experts, pre-defense was held, and (if necessary) the doctorate student has made the required corrections (of the technical problems, which have occurred on pre-defense), the experts write the final review in maximum 30 days. Only if it is positive, the opponents and Jury members are approved.

Article 24. Jury

- 24.1. The candidates for Jury members are suggested by the scientific supervisor to the Dissertation Board.
- 24.2. The Dissertation Board approves of the members of the Jury simultaneously with the approval of the opponents.
- 24.3. The Jury should consist of at least 7 (seven) members. The composition of the commission should be even. All experts and opponents are Jury members. IBSU academic staff should constitute more than half of the number of members.
- 24.4. Jury elects its Chairperson by simple majority in the beginning of defense procedure.
- 24.5. Dissertation Board secretary serves as Jury Secretary during the defense without voting right, unless his/her qualification corresponds to the field board.
- 24.6. The Dissertation Board settles the defense date and informs the doctorate student about it. An announcement about the defense should be placed on university website after both opponents submit their reviews on the dissertation, but not later than 10 work days before the defense.
- 24.7. The supervisor of the doctorate student is not the Jury member but he/she attends the defense.
- 24.8. 10 work days before the defense all Jury members should be provided with copies of abstracts. During the defense all members of Jury should get acquainted with the opponents' reviews and any written assessment that is sent to the Dissertation Board.
- 24.9. The decision of the Jury is in power if the defense is attended by 2/3 of the members, but not less than 5 people.
- 24.10. The decision to award Doctor's academic degree has the power on condition that the average grade is at least 51.

Article 25. Preparation for Defense and the Defense Process

- 25.1. The defense date is settled in at least 10 work days after the opponents' reviews have been received.
- 25.2. The Secretary of the Dissertation Board has to inform the doctorate student in writing about the decision of the Board to admit him/her to defense and give him/her a copy of opponents' reviews in 10 work days before the defense. The information should also involve the defense date.
- 25.3. The documentation concerning the doctorate student is kept in Dissertation Board archives. The doctorate student has the right to get acquainted with documentation concerning him/her.

- 25.4. The defense is public. Announcement about it is put to the university's web page at least 10 work days before the defense.
- 25.5. The defense language is the tuition language of the program.
- 25.6. The procedure of defense involves:
- 25.6.1. Doctorate student's presentation (not more than half an hour);
 - 25.6.2. Reading the opponents' reviews publicly;
 - 25.6.3. Doctorate student's answers to discussion questions in reviews;
 - 25.6.4. Scientific discussion;
 - 25.6.5. Supervisor's word;
 - 25.6.6. Opinions of the attendees from public;
 - 25.6.7. Closed session for assessment of dissertation;
 - 25.6.8. Public announcement of dissertation assessment result;
 - 25.6.9. Concluding words of the doctorate student.
- 25.7. Each session hosts only one dissertation defense.
- 25.8. If the defense cannot occur timely due to unforeseen reasons, it can be delayed by a few (but not more than 5 work) days. An additional announcement has to be made on the university web-site.

Article 26. Assessment of Dissertation During the Defense

- 26.1. The assessment is done based on the criteria defined by IBSU.R05.F01.
- 26.2. The defense is assessed by the Jury during its closed session on completion of defense. Based on dissertation and its defense assessment (calculation done as average points) the Jury decides upon the final assessment.
- 26.3. The assessment is of two types: defended (51-100 points) or failed to defend (0-50 points).
- 26.4. The final assessment is done according to the following system:

	Latin	Grade	Equivalent Points
a.	summa cum laude	excellent	91-100
b.	magna cum laud	every good	81-90
c.	cum laude	good	71-80
d.	bene	satisfactory	61-70
e.	rite	enough	51-60
f.	insuffiecienter	insufficient can be revised	41-50
g.	sub omni canone	unsatisfactory	40 or less

- 26.5. If student is assessed by "*summa cum laude*", "*magna cum laud*", "*cum laude*", "*bene*", "*rite*" - s/he is awarded the Academic degree of Doctor, if student is assessed by, "*insuffiecienter*" - the student has a right to improve and re-defend the same dissertation thesis during the one year period, if student is assessed by "*sub omni canone*" – the student has no right to re-defend the same dissertation.

26.6. The Chairperson of the Jury announces the result.

Article 27. Awarding of the Academic Degree

27.1. The academic degree of Doctor is awarded by the Faculty Dissertation Board based on the decision of the Jury presented as minutes publicizing of the Dissertation

27.2. Uploading extended abstract of the dissertation and minutes on the university website is obligatory after the defense; the full text of the on-paper dissertation and its electronic version will be available at the university library; the complete electronic text can be obtained/copied upon an official request. The Secretary of the Faculty Dissertation Board is responsible for publicizing the defense minutes and the abstract in time (not later than in two weeks' time after the defense) and according to IBSU standards.

27.3. Two copies of dissertation and abstracts are returned to the doctorate student, while two copies remain in University library and one electronic version in Dissertation Board archives.

Article 28. Diploma Certifying the Academic Degree of Doctor

28.1. After the defense and drafting of defense minutes, a temporary certificate will be issued by IPS which will be in power till the receipt of diploma, which means that the person may be mentioned as doctor.

Article 29. Cancellation

29.1. The diploma certifying doctor's academic degree may not be issued or the issued diploma may be cancelled if falsified research data are presented or academic honesty is not realized (in case of plagiarism). These decisions are made by the Faculty Dissertation Board.

Article 30. Final Provisions

30.1. Doctoral program student's financial responsibilities are defined in "Financial Regulation" - IBSU.R9.

30.2. Those issues which are not defined within the present document will be regulated according to the Georgian Law "On Higher Education", "Rules and Regulations for Educational Process" and other regulations of International Black Sea University

30.3. The case of any changes, amendments and/or additions to this regulation is decided by the university Academic Board. Any changes, amendments and/or additions made to the Regulations are approved by the corresponding minutes of the university Academic Board.

30.4. In the durations stated in paragraphs 12.1.1.3, 12.1.2.2, 13.7, 13.9, 19.6, 20.3, 20.9 the period when university academic staff are on leave is not counted.

Article 31. Date of Effect

31.1. This regulation is valid from the approval date by the Academic Board and is enacted from 2014/2015 Academic Year.

Article 32. Implementation

32.1. The rules in this regulation are carried out by the Institute of Post-Graduate Studies.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarise themselves with the rules and regulations as outlined in the related
IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical, mental,
emotional, or learning disabilities in its educational programmes and activities.*

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