



საჯარო სამართლის იურიდიული პირი

თბილისის აპოლონ ქუთათელაძის სახელობის

სახელმწიფო სამხატვრო აკადემია

LEGAL ENTITY OF PUBLIC LAW

APOLLON KUTATELADZE TBILISI STATE ACADEMY OF ART



KA000092591225122

№ 05/585

18 / April/ 2022.

Statute of the Doctoral and Dissertation Council of the
Faculty of History and Theory of Handicrafts
Restoration at the Apolon Kutateladze Tbilisi State
Academy of Arts

Head I The main provisions

Article 1. Scope of the Statute

1. This Statute has been developed based on the Law of Georgia "On Higher Education" and establishes the principles and regulations governing the activities of the dissertation council and doctoral studies at the Faculty of Restoration, Art History, and Theory of the Tbilisi State Academy of Arts (hereinafter referred to as the "Academy"). It also outlines the minimum standards required for the implementation of the doctoral program at the faculty and the awarding of a doctoral degree.

2. The aim and objective of doctoral studies

Doctoral studies represent the third level of higher academic education and are aimed at preparing research and teaching personnel. Training in doctoral studies culminates in the conferral of the doctoral degree to the candidate by the dissertation council of the faculty. The objective of doctoral studies is: To provide opportunities for the intellectual and professional growth of doctoral students.

To create new knowledge in the specified fields of science.

To utilize the latest research methods in accordance with the research topic.

To prepare scientific personnel.

To converge academic and research resources.

To enhance scientific work and improve its quality.

To integrate doctoral students into the international scientific community.

Head II Doctoral Studies

Article 2. The field of doctoral studies

1. According to subparagraph "t" of Article 2 of the Law of Georgia "On Higher Education," doctoral studies are the third level of higher education, combining academic programs and scientific research. Its aim is to prepare scientific personnel and it concludes with the awarding of the doctoral degree.

2. Doctoral studies comprise both educational and research components.

3. A doctoral student is an individual enrolled in doctoral studies.

4. Doctor is the highest academic degree awarded to a doctoral student of the Faculty of Restoration, Art History and Theory of the Tbilisi State Academy of Arts after defending a thesis in the following areas:

- restoration/conservation;

- Art history and theory/ art studies

Head III Procedure of Admission to Doctoral Studies Article 3. Right to enroll

in a doctoral program

1. An individual holding a master's degree or an equivalent academic degree has the right to enroll in a doctoral program.
2. A graduate of a foreign university may be granted the right to study in a doctoral program in accordance with the provision set forth in Article 50 of the Law of Georgia on Higher Education.

Article 4. Admission requirements for a doctoral program

1. Admission to doctoral studies is announced only within the approved doctoral program, twice a year;
2. In order to enroll in the doctoral program, the candidate must submit an application to the coordinator of the Dissertation Council in the name of the dean of the faculty, in which the doctoral program must be indicated. The application must be accompanied by:
3. candidate's autobiography (data on education and labor activity), "CV";

Notarized copies of the diploma and its attachments confirming the attainment of a master's degree or its equivalent (the university has the right to require the candidate or an already enrolled student to submit a document on the recognition of the diploma in accordance with the legislation. Failure to present the document of recognition within a reasonable period of time is grounds for refusal of enrollment or invalidation of the enrollment of the doctoral student).

- Copy of identification document (passport);
- Photograph, size 3X4 (cm);
- Certificate confirming knowledge of a foreign language with a copy or a certificate confirming the passing of a foreign language exam organized by the Academy; A certificate confirming knowledge of a foreign language must be issued by a competent authority (in the German Language: Goethe Certificate B2: Zertifikat Deutsch für den Beruf

DAF (Deutsch als Fremdsprache)

Sprachdiplom Kultusministerkonferenz

ZMP (Zentrale Mittelstufenprüfung)

Zentrale Oberstufenprüfung

Kleines/Großes Deutsches Sprachdiplom

DSH (Deutsche Sprachprüfung für den Hochschulzugang) for universities. In the English Language: - CEFR B, IELTS exam - 5, BEC exam and CELS exam - Vantage, Cambridge exam - FCE, Pritman ESOL International, TOEIC - 541, TOEFL: – 500 (paper-based), 173 (computer-based), 61 (internet-based); In French Language - Diplome de Langue Francaise (DL) (AF), Diplome d'Etudes en Langue Francaise DELF/B2 (CIEP). Candidates who have completed a bachelor's or master's degree program in German, English, or French are also exempt from the foreign language exam;

- Certificate confirming a minimum of three years of work experience in the specialty;
- Motivational letter regarding the research topic, in which the relevance and importance of the selected topic should be justified;
- In the case of reference to scientific publications and participation in conferences in the data on education and labor activity, the doctoral applicant must also submit copies of the mentioned materials;
- Doctorate candidate, whose native language is not Georgian and who wants to study in a Georgian-language program, presents a certificate confirming knowledge of the Georgian language (B2 level);

- Petition of the head of the doctoral program with proper justification;
 - A motivated petition from the prospective scientific supervisor.
- 3 . A 3-year work experience in the relevant field is a necessary condition for admission to a doctoral program;

The doctoral candidate undergoes a preliminary interview with the program supervisor and prospective research advisor and obtains their consent and a written request for an interview with the faculty council.

Article 5. Competition interview and enrollment in doctoral studies

1. The applicant who has submitted the documents specified in Article 4 of this regulation to the coordinator of the doctoral program within the specified deadline meets the requirements for admission to doctoral studies and will be allowed to participate in the interview.
2. The candidate for doctoral studies undergoes an interview before the faculty council upon the recommendation of the doctoral program coordinator.
3. The coordinator of the doctoral program or the doctoral program supervisor submits the candidate's application form and a motivational letter on the research topic to the Faculty Council. The motivational letter should justify the relevance and importance of the chosen topic.
- 4 . The doctoral candidate is required to present the chosen research topic to the faculty council. He makes a comprehensive oral presentation of his scientific project, including illustrative material, before the faculty council. The presentation should cover the chosen dissertation topic, main problems, potential solutions, and probable research methods. Additionally, the candidate submits the abstract text to the council, which should be at least 15 pages long (using Sylfaen-11/12 font). The presentation should not exceed 40 minutes.

The doctoral candidate, in consultation with the faculty council, selects a scientific supervisor, who is then approved by the council.

The Faculty Council decides on the admission of the doctoral candidate to the program.

If the interview is successful, the candidate will be admitted to the relevant doctoral program.

The candidate's enrollment in the doctoral program is based on the recommendation of the dean and is confirmed by an individual administrative-legal document issued by the rector of the academy.

Within two weeks of enrollment in the doctoral program, a contract is signed between the university and the doctoral student, outlining the rights and obligations of both parties.

Head IV Doctoral Program and Suspension/Termination of Status Article 6. Admission

Deadlines for the Doctoral Program:

1. Admission to the doctoral program is announced for the autumn and/or spring semesters.

Article 7. Duration of the Doctoral Program:

1. The duration of doctoral study at the Faculty of Restoration/Conservation, History of Art and Theory of TSCA is 3 to 5 years;
2. If a doctoral candidate fails to complete their dissertation within 3 years, their research supervisor submits a written request to the Faculty Council for an extension of the study period maximum by 2 years. If approved by the council, the student maintains an active student status.
3. Upon completion of the 9th semester, the research supervisor is required to submit a report on the doctoral candidate's work to the Faculty Council

Article 8. Suspension/Termination of Doctoral Candidate Status

1. Academic leave is granted to the doctoral candidate in accordance with the applicable legislation and the rules established in the academy.
2. By the decision of the Faculty Council, the status of a doctoral candidate may be suspended in cases provided for by TSAA Educational Process Regulations.
3. In addition to the conditions stipulated by the regulations of the educational process and internal documents of the Academy, the status of a doctoral student may be terminated in the following cases:
 - in proven cases of plagiarism or data falsification;
 - In case of non-compliance with the conditions stipulated in the contract concluded between the Academy and the doctoral student;
 - The status of a doctoral student is terminated if they do not submit a completed dissertation within 10 years from the date of enrollment.
4. The process of terminating the status of a doctoral student is initiated based on the report of the Dean of the faculty, the head of the respective doctoral program, or the research supervisor.
5. The status of a doctoral student is terminated by the order of the University Rector in accordance with the regulations of the educational process and internal rules.

Head V Doctoral Program

Article 9. Developing and Presenting a Doctoral Program

The doctoral program is developed by:

- one or several professors of the faculty;
- in collaboration with other faculties of the Academy;
- in collaboration with a partner university;
- in collaboration with an educational or research institution, based on a respective agreement between the Academy and the institution.

2. The educational program of the doctoral studies is reviewed by the Faculty Council and submitted for approval to the Academic Council of the Tbilisi State Academy of Arts;
3. The doctoral program is approved by the Academic Council of the Academy.
4. The doctoral program is led by a professor or associate professor of the Faculty of Restoration, Art History, and Theory.
5. The academic supervisor of the doctoral program should have research experience and publications in the scientific field related to the doctoral program.
6. The implementation of the doctoral program involves:
 - a professor or associate professor from the Tbilisi State Academy of Arts;
 - a professor from a partner educational institution;
 - a researcher from a partnering scientific institution;
 - an invited specialist with the corresponding academic degree specified in the doctoral program.
7. The number of students admitted to each program is determined by the faculty council based on the resources of the programs or the faculty.

Article 10. The scope of the doctoral educational program

1. Doctoral studies comprise both educational and research components.

The doctoral program comprises both an educational and a research component and is concluded with the completion and defense of the thesis.

Article 11. Educational component of the doctoral program

1. The educational component of the doctoral education program aims to develop the sectoral and methodological skills of the doctoral student, assist in the completion of the dissertation, and prepare the student for future pedagogical and scientific endeavors.

2. The educational component of the doctoral education program includes lecture courses and other activities.

3. The educational component of the program covers a maximum of 60 credits and includes:

Compulsory elements of the training component:

- Faculty study courses (compulsory) – 15 ECTS (5+5+5);
- 2 seminars in the specialty (compulsory) – 20 ECTS (10+10);
- Interdisciplinary seminar (compulsory, by selection) – 10 ECTS.

Elective elements of the training component:

- The elective element of the study component includes 5-15 ECTS.

4. Three compulsory seminars are a necessary part of the training component. One interdisciplinary seminar and two specialty seminars.

5. The terms of the seminars are set by the doctoral student in agreement with the supervisor and these terms are indicated in the individual plan.

6. After submitting an application to the coordinator, the Faculty Board will schedule the seminar.

7. The Doctor selects one of the topics from the list approved by the Faculty Council.

8. The Doctoral candidate is required to prepare an abstract of at least 10 pages (Sylfaen, 11), which is then sent by the doctoral coordinator to the Council members at least one week in advance.
9. The doctoral candidate presents an oral presentation to the council, accompanied by illustrations if required by the topic.
10. The abstract and presentation are evaluated based on the criteria established by the faculty council.

Article 12. Research component of the Doctoral program

1. The aim of the research component of the doctoral education program is to enhance the student's research skills.
2. In addition to other activities outlined in the respective doctoral program, the research component of the doctoral education program includes the following compulsory elements:
3. The research component of the doctoral program includes:
 - Two colloquia.
 - Performing research (qualifying) work and its defense/public presentation.
 - The research component also includes the publication of one article in a peer-reviewed journal and participation in one international conference before the defense of the thesis (confirmed by relevant documentation). No credits are awarded to the doctoral student for this activity, but it is required for admission to the defense.

The colloquium of the doctoral student is an integral part of doctoral studies, where the intermediate results of the research are presented.

5. The colloquia are not evaluated, but are mandatory as a prerequisite for admission to the defense;
6. The assessment rules and criteria for colloquiums are determined by the faculty council.
7. The schedule for conducting colloquiums should be included in the individual plan of the doctoral student.

During the colloquium, the doctoral candidate delivers an oral presentation and submits an abstract of at least 15 pages (Sylfaen, 11).

If a scientific publication is not available by the date of the defense, the doctoral student must provide the Dissertation Board with written consent from the editor of the refereed publication confirming the publication of the submitted article.

Article 13. Individual doctoral plan:

1. The individual plan of the doctoral student is established by the doctoral student in agreement with the scientific supervisor. A plan is created to deepen specific knowledge and implement the research project. It includes a schedule of educational and research components.
2. The individual plan should indicate the research objective, a brief description of the dissertation topic, the educational component, and the proposed research schedule;
3. The individual doctoral plan is approved by the Faculty Council;
4. At the beginning of each academic year, the doctoral student submits the individual schedule for the upcoming academic year;

5. At the end of each academic year, the doctoral student presents a written and oral report to the faculty council.

Head VI Rights and duties of the supervisor of the doctoral student, the coordinator of the doctoral program, and the doctoral student

Article 14. Research Supervisor of the doctoral candidate:

1. The faculty provides doctoral candidates with a research supervisor holding a doctoral degree and creates conditions for conducting research.

2. The research supervisor of the doctoral candidate can be a member of the dissertation council, a professor working in the doctoral program, or an associate professor. The dissertation can also be supervised by a person holding a doctoral degree who is not a member of the dissertation council.

3. The doctoral candidate has the right to choose a research supervisor (see Article 4.3);

4. The research supervisor should have research experience and publications in the scientific field related to the doctoral candidate's research topic.

5. The scientific supervisor guides the doctoral student in drawing up an individual plan and controls the implementation/execution of this plan;

6. At the end of each academic year, the research supervisor prepares a report on their work with the doctoral candidate.

7. The research supervisor is obligated to provide regular guidance and consultations to the doctoral candidate. The frequency of consultations based on the specifics of the scientific topic is determined by the agreement of the supervisor and the doctoral student. Minimum number of consultations - 4 consultations per year;

8. If the research supervisor refuses to continue supervising the candidate, they must submit a motivated statement to the dissertation council at any stage of the education process.

9. The release from a scientific position held by the research supervisor at TGAA does not imply a refusal to continue supervising the doctoral candidate if, at the nearest meeting after their departure from the position, the Faculty Dissertation Council decides to invite them to the Faculty Dissertation Council. In this case, a new agreement will be concluded between the academy, the research supervisor, and the doctoral candidate, which will define the conditions of the research supervisor's remuneration in addition to the obligations of the parties.

10. If a doctoral candidate wishes to change their research supervisor at the initial stage, they must submit a motivated application to the Dissertation Council. In such a case, the Council approves the new research supervisor.

11. The doctoral student may have a co-supervisor who may be a professor or a scientist of a partner university with which TSAA has a cooperation agreement, or with which the Faculty of Restoration/Conservation, Art History and Theory has jointly developed a doctoral program.

12. Supervisor consultation implies:

- Giving scientific or technical advice to the doctoral student;
- Evaluation of the progress of the doctoral student on a regular basis;
- Assisting doctoral students in research design and management;
- Promoting the integration of doctoral students into the local and international scientific network;
- Publication of scientific articles in refereed journals, or

Giving advice for participation in international scientific conferences.

13. Each professor should have no more than 3 doctoral students. If a doctoral candidate has a suspended registration, they are not considered part of the research supervisor's students.

Article 15. Coordinator of the Doctoral Program

1. The faculty has one coordinator for the services of doctoral students, who hold an academic degree;

2. The responsibility of the coordinator includes the preparation of personal files of doctoral students and the inclusion of all necessary documents and papers provided by the regulations of doctoral programs in the personal file;

3. The coordinator provides doctoral students with all types of information about the procedures for admission to doctoral studies, studying and defense of the thesis;
4. Provides them with study schedule and research plans;
5. Provides them with documents regarding the evaluation of the article to be published, the manner of drawing up the thesis, and the parameters of the book to be published after the defense;
6. Agrees with doctoral students and establishes the schedule/schedule for conducting seminars and colloquiums of doctoral students on a semester basis;
7. Prepares any form of notice for them according to their request;
8. It is the coordinator's responsibility to inform doctoral students about the deadlines and dates of seminars, colloquiums, pre-qualification defense, or thesis defense;
9. The coordinator provides any information to doctoral students both by e-mail and by phone; Also, his obligation includes the dissemination of information on social networks and the TSAA website.

Article 16. The functions and responsibilities of a doctoral student

1. The doctoral student adheres to the regulations and policies of the academy.
 2. The doctoral student fulfills the educational and research components according to the established university regulations.
 3. The doctoral student completes the required tasks and academic components within the specified deadlines and in the format determined by the university.
 4. The doctoral student complies with the established norms regarding plagiarism in their research work.
 5. The doctoral student follows ethical norms and procedures.
 6. The doctoral student participates in regular meetings related to their dissertation with the supervisor.
 7. A doctoral student engages in various activities in different scientific domains.
 8. The doctoral student collaborates with supervisors and other researchers for the preparation of dissertations and presentations of various components.
 9. At the end of each academic year, the doctoral student presents a comprehensive account of the work completed in collaboration with the scientific advisors.
 10. If the doctoral student refuses to cooperate with the scientific supervisor, he is obliged to submit a reasoned statement about this to the Faculty Council at any stage of his studies.

Head VII Faculty Dissertation Council:

Article 17. Function and Composition of the Dissertation Council

1. 14.1. The Faculty Dissertation Council is the body responsible for awarding the doctoral degree and is established at the Faculty of Media Arts of TSAA.
2. The dissertation council of the faculty consists of all professors and associate professors of the faculty, as well as two permanently invited members with doctoral degrees. two permanently invited members with doctoral degrees;
3. Two invited permanent members of the dissertation council must have a doctoral degree and can be invited from a partner university or a partner scientific institution.
4. The two invited permanent members of the dissertation council are elected for a term of 4 years.
5. The Faculty Council considers the question of including invited specialists in the composition of the council in each specific case and makes a decision.
6. For each defense, the faculty council is obliged to additionally invite two members with a doctoral degree who have experience in scientific or practical work related to the dissertation topic. The dissertation council established based on this regulation awards the doctoral degree in the field of restoration/conservation, art history, and theory/art theory and cultural studies.

Article 18. Work Regulations of the Dissertation Council:

1. The Dissertation Council operates in accordance with these regulations, developed by the Faculty Council and approved by the Academic Council of TSAA.
2. Meetings of the Dissertation Council are held as needed, but no less than two times a year.
3. The Chair of the Dissertation Council convenes the meetings of the council and presides over them.
4. The Dissertation Council is authorized if more than half of its members are present (half +1). Decisions are made with no less than a two-thirds majority vote of the members present. Decisions are made by secret ballot.
5. The proceedings of the Dissertation Council meetings are documented in minutes, which are signed by the Chair of the Dissertation Council and the Secretary.

Article 19. Powers of the Dissertation Council:

1. The Dissertation Council elects the Chair of the Council in each specific case.
2. Develops and approves the structure of the dissertation defense protocol.
3. Identifies a list of national and international reference publications.
4. The Chair appoints the Secretary of the Council, who must be a member of the Dissertation Council.
5. The Dissertation Council of the faculty considers the question of including invited specialists in the composition of the council in each specific case and makes a decision.
6. The dissertation council selects and appoints reviewers.
7. The dissertation council sets the date for the defense of the dissertation.
8. The dissertation council reviews the submitted doctoral dissertation and grants the qualification to the doctoral candidate.
9. The Dissertation Council is entitled to review the written responses received regarding the dissertation.
10. The Dissertation Council makes decisions on other matters related to the defense of the dissertation.

Article 20. Chair of the Dissertation Council and their authorities:

1. The Chair of the Dissertation Council is elected by the Dissertation Council in each specific case.
2. The doctoral candidate's supervisor and the reviewers cannot be elected as the Chair of the Dissertation Council.
3. The chairman of the dissertation council of the faculty has the right to conduct council meetings.
4. Once a year, the chairman presents a report on the conducted events and the events planned for the future to the dissertation council of the faculty.
5. The chairman exercises other powers specified in this Statute;

Article 21. Secretary of the Dissertation Council and their authorities:

1. The organizational activities of the dissertation council of the faculty are ensured by the secretary of the dissertation council, who is elected by the dissertation council from among its members upon the recommendation of the chairman of the dissertation council for a term of four years, by a majority vote in a secret ballot.

2. Secretary of the Dissertation Council:

- Prepares the minutes of the Dissertation Council meetings according to the established rules of document management at TSAA;
- Assists the Chair in resolving organizational matters;
- Maintains the archive and records of the Council;
- Ensures the recording of the meeting minutes.
- Ensures the publication of the Dissertation Council's decisions on the TSAA website;
- Provides consultation and assistance to doctoral candidates in preparing the necessary documentation before and after the dissertation defense.

3. The secretary of the Dissertation Council is required to inform the doctoral candidate in writing (by email) of the decisions of the Dissertation Council and the chairman of the Dissertation Council, as well as of the timing of any meeting in the program process.

Head VIII Preparation and Defense of the Dissertation. Article 22.

Dissertation

1. The dissertation should reflect theoretical and/or empirical research, and scientifically justified new results contributing to the development of the field.
2. If the doctoral dissertation is part of a grant project group, written confirmation of authorship and publication by the grantor and members of the group is mandatory.
3. The dissertation must be written in the Georgian language. In exceptional cases, the Faculty Dissertation Council may decide on the dissertation being written in another language.

Article 23. Dissertation Submission Procedure

1. The dissertation should be submitted to the Council in two printed copies and one electronic copy.
2. Along with the dissertation, the applicant must submit the following documents:

- Statement of acceptance of the dissertation for consideration.

A document confirming the accumulation of credits in the educational component provided by the doctoral program and the completion of the research component - colloquiums.

- To be eligible for the defense of the dissertation, a statement from the doctoral candidate's supervisor on the readiness of the dissertation for review must be included.

- the conclusion of the head of the faculty's quality service on compliance of the presented documentation with the Statute;

- Photocopies or evidence of publication of articles published in journals previously approved by the Council;

3. After the thesis is submitted, the coordinator reviews the documentation within three working days, and if everything is in order, proceeds to have the thesis checked for plagiarism.
4. Once the plagiarism check is completed, if the thesis meets the standards set by TSAA, the coordinator will submit the thesis to the Faculty Council for a decision regarding the appointment of a preliminary assessor (expert).

Article 24. Preliminary defense of the dissertation (approbation)

1. The faculty council elects an expert to evaluate the dissertation, who must provide the relevant conclusion within a two-week period.
2. An expert who works in the same field or discipline in which the dissertation work is conducted is appointed.
2. The reviewer cannot be a co-author of the works conducted by the candidate or an individual officially dependent on the candidate;
4. If the expert provides a negative evaluation of the thesis, the Dissertation Council will assign a second expert to assess the thesis.
5. If both experts provide negative evaluations, the thesis will not progress further and will be returned to the doctoral candidate for revision.
6. If the expert provides positive evaluations, the faculty council will establish a sectoral commission consisting of scientists working in the field of the dissertation, and a date will be set for the preliminary evaluation of the dissertation.
7. The preliminary evaluation of the dissertation by the sectoral commission of the Faculty's Dissertation

Council is conducted based on the following criteria:

- Relevance of the doctoral topic;
- Scientific novelty of the research;
- Utilized methods (methodology);
- Reliability of the obtained results;
- The quality of dissertation design and academic tone;
- Compliance with the technical parameters set for the thesis.

8. In the event of a positive recommendation from the sectoral commission, the work will proceed, and this will be documented in the protocol. The doctoral student has the right to incorporate the comments provided on the dissertation work and address them in their qualification work before submitting it to the reviewers.

9. If the sectoral commission issues a negative recommendation, the paper is returned to the doctoral candidate with accompanying notes, and a designated period is provided for the candidate to review and address these notes.

10. The timeframe for addressing the notes and making corrections to the paper is determined by the sectoral commission.

Article 25. Appointment of reviewers (evaluators).

In the case of successfully passing the preliminary evaluation of the dissertation, the doctoral candidate is required to submit four printed copies of the dissertation, bound in a cover, to the Dissertation Council, along with an electronic version in PDF format.

2. Additionally, the doctoral candidate must submit a summary of the dissertation in both Georgian and English, consisting of 20-30 pages each. The coordinator is responsible for publishing these summaries on the website of the Academy within 10 days after submission, for the reviewers of the dissertation.

Within ten days after the presentation of the dissertation, the Dissertation Council convenes a meeting. During this meeting, the council elects a chairman for the future defense from among its members, appoints reviewers, and sets the date for the defense.

3. The reviewer of the thesis must hold a doctoral or equivalent scientific degree and should have published works in the scientific field related to the topic of the thesis.

4. The reviewer cannot be:

- Chairman or secretary of the Dissertation Council;
- Co-author of any work performed by the dissertation student;
- A person officially dependent on the dissertation student.
- It is not allowed that both reviewers are employees of the same structural unit (for example, faculty, school) of any organization.

5. The doctoral program coordinator provides copies of the thesis and abstracts to the reviewers within 5 working days after the appointment of the reviewers.

Article 26. Detailed Summary (Abstract)

1. Detailed Summary is a brief version of the dissertation.

2. An detailed summary should be written in such a way that interested individuals can understand the main results of the paper.

3. The detailed summary should include a title page containing the following information: the relevance of the topic, the purpose of the work, the object and methods of the research, the main results and scientific novelty of the work, as well as information about the scope and structure of the thesis. It should convey the

main results of the thesis by chapters and provide general conclusions.

The detailed summary should be written in Georgian and one international language (English, German, French).

The total volume of the detailed summary (in each language) should be 20-30 pages within the A4 format (Sylphaen, 11 font).

8. The coordinator must publish the detailed summary on the Academy's website within 10 days after the presentation of the thesis.

Article 27. Reviewing of the Dissertation

1. The reviewer (evaluator) must submit his written conclusion (review) about the dissertation to the Dissertation Council no later than six weeks after the submission of the thesis.

2. In the event that a reviewer is unable to present their review to the Dissertation Council due to objective circumstances (such as accident, illness, etc.), the Dissertation Council appoints a third reviewer.

The reviewer can be an individual with a doctoral degree or an equivalent scientific degree, who has published works in the scientific field related to the dissertation topic.

4. The reviewer's review should reflect:

- Relevance of the dissertation topic;
- Scientific novelty of the dissertation;
- The structure of the work, the content, and the degree of possession of the research material;
- Research methodology, ability to find and use scientific literature;
- Ability to reason coherently, argue, and cite;
- Ability to adequately understand the problem and critically analyze it;
- Presentation of visual material, and presentation skills.

5. The review must be confirmed by the reviewer's signature, the authenticity of which must be certified by the seal of the employing organization.

6. The reviewer cannot be:

- Chairman or secretary of the Dissertation Council;
- Co-author of any work performed by the doctoral student;
- A person officially dependent on the doctoral student.
- It is not allowed that both reviewers to be employees of the same structural unit of any organization (for example, faculty, school).

7. The doctoral program coordinator provides copies of the thesis and abstracts to the reviewers within 5 working days after the appointment of the reviewers.

8. The conclusion should include a recommendation decision regarding the approval or disapproval of the dissertation defense, as well as whether it should be returned to the candidate for revision;

If both reviewers provide a positive conclusion, the dissertation will be accepted for defense.

10. In case the conclusions of the reviewers differ, meaning one of them is negative, an additional reviewer will be appointed within two weeks, and they will be given one month (30 calendar days) to review the thesis. In such a scenario, after receiving a positive conclusion, the council will reschedule the date for the thesis defense.

11. The faculty must inform the doctoral candidate in writing about the decision made by the evaluators.

12. In the event of a negative evaluation of the thesis and the doctoral candidate being deemed ineligible for defense, the doctoral candidate is granted the opportunity to further work on the thesis as determined by the Dissertation Council. In such cases, the doctoral student, in accordance with the regulations established by the Academy, may be allowed to take an additional semester(s) while maintaining their student status.

The thesis must be resubmitted to the Dissertation Council within the following two years, but no earlier than one year after receiving a negative evaluation. If the resubmitted dissertation receives another negative evaluation, the doctoral student's status as a student will be terminated.

14. The revised dissertation resubmitted by the doctoral student will be sent to the same evaluators. However, in cases of objective circumstances (such as accidents, illness, etc.) where it is not feasible to involve the same evaluators, the Council will appoint new evaluators.

A detailed summary of the resubmitted revised dissertation should be prepared in Georgian language and in one of the foreign languages (English, German, French).

16. In the case of refusal of admission to the defense, one copy of the rejected thesis and the written conclusions of the reviewers must be handed over to the faculty archives.

17. The doctoral student has the right to withdraw his/her work at any stage of the review process on his/her own initiative. In the latter case, the thesis can be submitted in the next academic year.

Article 28. Dissertation Defense

1. The dissertation is publicly defended at the meeting of the Dissertation Council.

2. The language of the dissertation defense is Georgian unless otherwise permitted by the Dissertation Council.

3. A meeting of the Dissertation Council is considered authorized if 3/4 or more of its members are present.

4. If, for a valid reason, one of the reviewers is absent from the defense, their review should be fully read during the defense.

5. The presence of the academic supervisor is mandatory at the defense. If, due to valid reasons, the academic supervisor cannot attend the council meeting, they should send a memorandum and a personal recommendation letter for the candidate to the council.

6. If a doctoral candidate was unable to attend the defense due to valid and justified reasons, if there was not a quorum of the Dissertation Council, or if the defense was not held for other reasons beyond the control of the doctoral student, the Dissertation Council appoints an additional defense in the same semester.

7. Only one dissertation can be defended at a single session of the Dissertation Council.

8. At the meeting of the Dissertation Council, the chairman announces the identity of the doctoral candidate and the topic of the dissertation, as well as the identities of the experts and reviewers.

9. The secretary of the Dissertation Council familiarizes those present at the defense with the documents submitted by the doctoral candidate, explains the procedure for defending the dissertation, and provides a brief biographical note about the doctoral candidate.

10. The defense process includes the doctoral candidate presenting their dissertation, engaging in scientific debates, evaluating the dissertation work, and announcing the assessment of the dissertation work.

11. A dissertation presentation by a doctoral candidate implies the candidate presenting the topic, with a duration typically not exceeding 30 minutes. Upon the chairman's suggestion, the doctoral candidate reports to the council the main provisions of their work and the obtained results, articulating the scientific innovation clearly.

12. During the dissertation presentation, the doctoral student is expected to use visual aids.

13. Following the presentation, the floor is given to the supervisor(s) who will introduce and provide an evaluation of the doctoral candidate and their work.

14. Then the floor is given to the reviewers.

15. After the reviewers' speeches, the doctoral student answers their questions and comments, and a scientific discussion takes place. The doctoral student answers questions from those present.

16. After the conclusion of the scientific discussion, at the suggestion of the chairman of the council, the doctoral student is given a final presentation, which should not exceed 10 minutes in duration.

17. After the doctoral student's final speech, the members of the dissertation council make a decision regarding

the evaluation of the dissertation through a secret ballot at a closed final meeting.

Article 29. Evaluation of the Dissertation

1. The dissertation council can make a decision about "defended" or "not defended."
2. In the case of a tied vote, the chairperson's vote is decisive.
3. The dissertation is evaluated by the members of the Dissertation Council through a secret ballot.
- 4 Each member of the dissertation council anonymously writes their evaluation in a separate document. The final evaluation is determined by the arithmetic mean calculated by the chairperson and the secretary.
5. The chairman of the council then puts the question of whether the deduced grade is consistent with the Latin scheme and the awarding of the appropriate qualification to the doctoral candidate to an open vote. Members of the Dissertation Council participate in the open voting.

The grade is documented in a summary form, which is signed by the chairperson and all members of the council present at the meeting.

7. The final grade is reflected in the protocol prepared by the secretary. The protocol is signed by the chairperson and the secretary of the dissertation council.

8. The criteria for evaluating the dissertation are approved at a meeting of the faculty's academic council;

9. The final evaluation is made according to the following system: Positive

assessment:

- 91-100 points - **summa cum laude** (Excellent) – excellent work;
- 81-90 points - **magna cum laude** (Very Good) -a result that completely exceeds the requirements;
- 71-80 points - **cum laude** (Good) - a result that exceeds the requirements;
- 61-70 points - **bene** (Satisfactory) -a result that meets the requirements in every respect;
- 51-60 points - **rite** (Sufficient) - the result, which, despite the shortcomings, still meets the requirements;

Negative assessment:

- 41-50 points - **insufficenter** (Unsatisfactory) - a result that cannot meet the requirements due to significant deficiencies;
- 40 points or less - **sub omni canone** (Completely Unsatisfactory) - a result that does not fully meet the requirements.

10. The chairperson of the Dissertation Council orally informs the doctoral candidate of the committee's reasoned

11. The dissertation is not considered defended if the final evaluation is "unsatisfactory" or "completely unsatisfactory."

13. The supervisor should submit their text to the secretary, and the reviewers should submit their reviews, all of which should be kept in the doctoral candidate's personal file.

13. The course of the session should be recorded in the minutes (including details of the scientific discussion).

14 . The protocol is signed by the chairperson and the secretary of the session.

Article 30. Publication of the Dissertation

1. In case of a positive evaluation, the doctoral program coordinator is responsible for ensuring the publication of the successfully defended dissertation in electronic form on the academy's website.

2. Within two weeks after the defense of the dissertation, the doctoral program coordinator is required to submit

one copy of the dissertation to the National Parliamentary Library of Georgia, one copy to the Library of the Academy, and another copy to the office named after Leo Rcheulishvili at the faculty.

3. The secretary of the dissertation council, within ten days of the decision of the dissertation council, prepares a draft order regarding the awarding of the doctoral degree to the doctoral candidate, which is submitted to the university rector.

4. Upon the successful defense of the dissertation, the doctoral candidate is required to publish their work as a book within 4 months, present the book to the faculty, and organize its public presentation. The book must be published by TSAA according to the parameters developed by the faculty and established by the board.

5. The diploma, confirming the academic degree, and the diploma supplement will be issued after the publication of the book, in accordance with the established document processing procedure of the university.

6. The diploma confirming the academic degree is issued in two languages (Georgian and English) and includes the name of the awarded academic degree and the defense date.

7. The diploma confirming the academic degree is signed by the rector of the Academy, the chairperson of the Dissertation Council, and certified with the TSAA seal.

Article 31. Annulment of the Doctoral Degree

1. According to the decision of the Faculty's Dissertation Board, the Doctoral Academic Degree will be revoked in case of incorrect data submission, data manipulation, plagiarism, and violation of other academic integrity norms.

2. If the fact of plagiarism or falsification is discovered at any time after the defense of the dissertation, the Dissertation Council has the right to annul the degree and revoke the corresponding diploma.

Head IX:

Doctoral Program with Partner University Participation Article 32. Agreement on the

Implementation of the Doctoral Program

1. The Academy has the right to implement a joint doctoral program with universities accredited in Georgia and/or

universities recognized in accordance with foreign laws.

2. The implementation of the doctoral program with a partner university is regulated by a contract signed with this university on cooperation and joint doctoral studies.

3. The forms of the interuniversity doctoral program are as follows:

A. Organization of joint education;

B. Co-supervision of the doctoral candidate; C.

Awarding of a joint degree.

Article 33. Application for Admission to the Doctoral Program

1. In the case of participation of a partner university, the candidate for admission to the doctoral program must meet the admission requirements of both universities,

which are determined by the agreement on joint doctoral studies.

2. The doctoral candidate's application must be accompanied by the consent of the respective professor from the partner university to co-supervise the topic, along with the documents provided by this regulation.

Article 34. Research Supervisor

1. In the case of the participation of the partner university, the doctoral candidate should be supervised jointly by professors from both the academy and the partner university. Conclusions from both supervisors are

required. At least one supervisor should attend the defense of the dissertation.

2. The professor of the partner university, who agrees to supervise the thesis, submits his conclusion to the doctoral council of the faculty.

3. If the implementation of the dissertation work is predominantly carried out at the partner university, then the defense of the doctoral candidate will be conducted according to the statute of the partner university.

Article 35. Document Confirming the Doctoral Degree

1. The document confirming the doctoral degree is issued by the university where the defense took place.

2. The document should include a reference stating that the dissertation has been defended in collaboration with partner universities.

Article 36. Language of Presentation and Defense of the Dissertation

The dissertation must be presented in Georgian and in the working language of the partner. This rule also applies to the defense.

Article 37. Publication

The decision to publish a dissertation shall be made in accordance with the requirements of this Statute or the statute of the partner university.

Head X Funding Article 38.

The financing of the doctoral program will be carried out through self-financing within the framework of the TSAA budget.

Head XI. Mobility

Article 39. Terms for mobility

1. The right to mobility is given to a doctoral candidate after the first year of his learning, twice a year before the beginning of the semester.

2. The mobility process is regulated in accordance with the legislation in force in the country and the internal acts of the Academy.

3. Data on the doctoral candidate enrolled in mobility must be submitted to the Faculty Council for the approval of the dissertation topic and the scientific supervisor.

Head XII Final Provisions Article 40. Final

Provisions

1. Approval of this Regulation, as well as amendments and additions, is made by the decision of the Academic Council of the University.

2. The Dean of the Faculty or any member of the Dissertation Council has the right to make a proposal for amendments and additions to this provision.

The reasoned proposal will be discussed by the Faculty Board and the Dissertation Council at the nearest meeting. In case of a positive decision, the Dean of the Faculty submits the decision made by the Dissertation Council to the Academic Council of the University for consideration.

3. This Statute comes into effect from the moment of its approval by the Academic Council of TSAA

Rector: Giorgi Gugushvili