



**Georgian Institute of Public Affairs**

**The Rule of Functioning of PhD Program in Social Sciences and Scientific/Dissertation Board  
(Approved by the Scientific Board meeting minutes).  
Board meeting minutes #021/18, April 20, 2018)**

## **Chapter I. General Rule**

### **Article 1. The Scope of Regulation**

The document regulates Doctoral program and functioning of Scientific/Dissertation Board according to the “Georgian Law on Higher Education” and other normative acts of Georgian Institute of Public Affairs (hereafter – a university), and is concluded by awarding the academic degree of a “doctor”.

### **Article 2. The purpose of PhD Program**

Doctorate program is the third level of higher education which represents the combination of study program and research activities aims at conducting theoretical and practical research in social sciences, to improve quality of academic research, to create and inculcate new knowledge, to prepare highly qualified cadres for higher education institutions, to support their engagement in

international academic society. This is how the university contributes in the development of the country. The goals of the program is in full compliance with university mission.

## **Chapter II. Scientific/Dissertation Board**

### **Article 3. Scientific Board**

3.1. The Scientific Board of a PhD Program is the governing entity, which is staffed with the individuals with Doctor's academic degree, including university academic personnel, as well as invited professors.

3.2. The membership of the Scientific Board is approved by the Rector of the university.

3.3. A Scientific Board:

- a. Takes decisions of development of the educational program, determines its content, structure, functions in accordance to the university regulation;
- b. Selects members of the Dissertation Board for doctoral dissertation defense and submits to the rector for approval.
- c. Establishes field specific commission for admission procedures and submits to the rector for approval;
- d. Takes decisions about deprivation of the academic degree of doctor in case of violation of academic honesty;
- e. Takes decision about the students' mobility;
- f. Takes decision about exceptional cases at an acceptable time (for instance if it has not Masters' degree in social sciences, but it shall be exception based on its experience and qualification);
- g. Takes decisions about change of dissertation paper title;
- h. Takes decision about change of a paper supervisor;
- i. Discusses the changes to be made in the curriculum;
- j. Reviews and proves draft versions of program documentation;
- k. Proves reliability of the journals to be published;
- l. Participates in identification of the format and topic of the PhD program seminars;
- m. Defines sectoral board for PhD seminars;
- n. Support program administration in finding proper human resource and contacts;

- o. Nominates new members of the board;
- p. Fulfills other responsibilities defined by this regulation.

3.4. The rule of a Scientific Board operation:

- a. A Scientific Board regulates its activities based on the present regulation;
- b. Scientific Board meetings are organized per need at least twice per year;
- c. A Scientific Board makes decision on the board meeting. The meeting is powerful if more than half of the members registered on the list attends it;
- d. In case any member is not able to attend the meeting it has the right to send its decision in written or electronically to a board chair or transfer its voice to any board member to deliver on the meeting. This action will be recorded in the meeting minute;
- e. Any decision made by a Scientific Board if recorded in the form of the minute, which is signed by a board chair and a secretary;
- f. A Scientific Board member is eligible to ask for the registering his/her special opinion in the minute regardless the results of the voting;
- g. A Scientific Board is eligible to take decisions electronically.

3.5. The authority of a Scientific Board member shall be terminated in case:

- a. Personal desire;
- b. By the decision of the majority of the registered members of the Scientific Board in case he/she fails to fulfil its obligations;
- c. After coming into force of the court sentence of guiltiness;
- d. In case of recognition as an incapable or the person with disability by a court.

**Article 4. A Dissertation Board**

4.1. A Dissertation Board of Georgian Institute of Public Affairs is the body assigning the academic quality of a doctor, which is staffed based on nomination candidates of the Scientific Board from its members, as well as school academic personnel and/or invited professors based on sector needs.

4.1.1. A Dissertation board is composed with 5 members. The board composition is approved by a rector based on nomination by a Scientific Board.

4.1.2. A Dissertation board is eligible if it is attended by all the members; In case any member does not attend the meeting due to special reason, he/she shall transfer its power to another board member based on signed document.

4.1.3. A Dissertation board is led by the member which is nominated by a Scientific Board and a rector order which has the PhD academic degree in the respective field or is defending a PhD in any sub-field.

4.1.4. A Dissertation board chair signs the decision of the Dissertation Board which is referred in the Dissertation Board meeting minute.

#### **Article 5. The Head of a PhD Program**

5.1. Functioning of a PhD Program is ensured by a PhD Program head and a program coordinator, a university rector approves mentioned persons on the position.

5.2. A PhD Program Head:

- a. Represents PhD Program in the relationship with the third persons;
- b. Ensures educational-scientific activities of the University PhD Program;
- c. Takes decisions about dissertation paper protection date in agreement with the Scientific Board;
- d. Reports to a Scientific Board about program activities and future events;
- e. Work on program development together with a Scientific Board, presents relevant amendments per need;
- f. Is involved in the process of the university authorization/accreditation;
- g. Calls and leads Scientific Board per need;
- h. Works on the program annual budget;
- i. Implements other functions defined by the regulation.

#### **5.3 The Coordinator of a PhD Program**

- a. Implements daily educational-scientific activities of PhD Program;
- b. Is involved in the process of the university authorization/accreditation;
- c. Plans monthly costs;
- d. Maintains the meetings of the scientific board meetings;
- e. In agreement with a program head solves organizational issues;
- f. Maintains personal file of a PhD program student;
- g. Ensures daily upload of the information of the university web-site;
- h. Provides consultations and helps to PhD program student before and after defending a dissertation in preparation of the relevant documentation.

## Chapter III. Study at PhD Program

### Article 6. The Right to Study on a PhD Program and Preconditions for Admission

6.1. A master or the person with an equal academic degree are eligible to study in the PhD Program of Social Sciences. The graduate of the foreign university shall have the authority to study in PhD Program in accordance to the Georgian legislation.

6.2. Admission to PhD program is announced once per year, a candidate will be admitted in the program based on the competition by the order of a doctor.

PhD program applicants must submit the following documents as a part of the admission process:

- Completed application form;
- Professional biography (CV);
- The copy of the diploma of Master or equivalent academic degree issued by an accredited institutions of higher education (a Graduate Diploma in Social Sciences is required, public administration is an exception or the candidate professional experience shall prove research or working experience and the Scientific Board takes decision about it. The national center of education quality development has the authority to recognize foreign education diploma);
- Annex of a Master Diploma;
- ID card copy;
- One photo of size 3x4;
- The summary of PhD research topic (approximately 1000 words);
- International certificate of B-2 level in English language. (English language assessment test will be given for those applicants without this certificate; explanation of B2 English language shall be found as an annex). Those candidates who graduated English Bachelor or Master programs in or outside of Georgia are released from the obligation to pass English language test;
- If a PhD program applicant has the desire to study on a Georgian program and the native language is not Georgian for him/her, the certificate of B2 of Georgian language (if available), or to pass the test in Georgian language.

The candidates shall be enrolled based on the interview with the sectoral commission which is composed with the Scientific Board members and/or invited professors, the interview criteria are defined by a Scientific Board. Assessment paper is filled by each member of the board.

6.3. During the interview the following conditions will be considered:

- a. Actuality of the selected research topic and scientific innovation;
- b. Availability of the scientific publication;
- c. Participation in the scientific conferences;
- d. Other activities related to educational/research activities.

6.4. A scientist-supervisor will be selected for each PhD program student by a program administration within 3 months since admission, to which the agreement is signed by the University where the rights and responsibilities are defined for the parties.

6.5. After enrolment on PhD Program the agreement about educational service is signed between the University and PhD program student, regulating the rights and responsibilities of the parties.

#### **Article 7. Mobility on PhD Program**

7.1. Enrollment on the PhD Program shall take place by means of mobility in accordance to the applied law in Georgia and University regulation, considering pre-condition of a program.

7.2. The decision about the part of already implemented research and acknowledgement of a credit is taken by a program administration Scientific Board.

7.3. In case of an international mobility acknowledgement of credits and enrolment discussion shall take place by National Center for Educational Quality Enhancement since acknowledgement of the center.

#### **Article 8. Termination/suspension of a Doctoral Status**

8.1. The status of a PhD program student shall be terminated:

- a. Based on a personal statement;
- b. Due to not paying tuition fee by specified date;
- c. In case of suspension, a PhD program student is able to activate status based on personal statement within 5 years since suspension;
- d. In case of applying other university abroad and study there;
- e. For suspension of the status a student submits statement to the head of the program (specifying the reasons)

- f. Suspension/restoration of students' status is considered by Scientific Board and approved by the Rector
- 8.2. Based on Scientific Board recommendations and Rectors order students' status shall be terminated:
- a. Based on a personal statement;
  - b. If a student fails defending a prospectus or a doctoral dissertation in two consecutive terms it is considered as an academic backwardness;
  - c. If a student is not able to fulfil obligations determined by the program is considered to be an academic backwardness;
  - d. If a doctoral student violates the code of ethics and conduct or/and other university regulations;
  - e. In case of plagiarism or falsification of data;
  - f. In case of death;
  - g. More then 5 years since suspension;
  - h. If a student deserves 2 F in learning component;
  - i. Termination of students' status is considered by Scientific Board and approved by the Rector.
- 8.3. After termination of the status doctoral student is not allowed to restore the status of PhD program student, but is able to participate in the mobility within 12 months since issuing the order about status termination.

## **Chapter IV. PhD Program**

### **Article 9. Development and Presentation of a PhD Program**

- 9.1. PhD Program is developed:
- a. By one or several professors of the University;
  - b. Together with a partner University.
- 9.2 An Academic Board discusses a PhD Program In case of positive decision, the program is submitted to the University Rector;
- 9.3. Educational course syllabuses shall be attached to a PhD Program;
- 9.4. The following people shall participate in the PhD Program:
- a. An University professor or an associate professor;
  - b. A scientist from a partner educational institution;
  - c. An invited specialist having a doctoral or equal academic degree.

9.5. The number of the PhD Program students to be enrolled for an academic year is defined by a university rector based on the proposal of a Scientific Board.

#### **Article 10. A PhD Program**

The study in the doctoral program is implemented in accordance to PhD Program.

10.1. The PhD Program of the Georgian Institute of a Public Affairs consists of an educational and research components and includes 180 credits including educational component with no more than 60 credit.

10.1.2. PhD Program includes 3 academic years (6 semesters) accumulating the credits considered by the educational component. In case of need a PhD program student is given additional two years for completion of a research.

10.1.3. The goal of educational component of PhD Program is to support improvement of methodological skills, writing of a doctoral paper and preparation of future pedagogical and scientific activities by a PhD program student. Program educational component shall include:

- a) Doctoral seminars;
- b) Educational courses, compulsory/optional;
- c) Assisting of a professor.

10.1.4. The goal of PhD Program scientific research is development of research skills of a PhD program student.

10.1.5. A Doctoral paper is an obligatory scientific-research component of a PhD Program, presenting and public defense of a doctoral paper proves its implementation. A paper is evaluated during public defense by single time conclusive evaluation of a Dissertation Board.

10.1.6. In case of successful completion of a PhD Program proved by successful defense of a doctoral paper and accumulation of the credits defined by an educational component, a doctor is awarded by an academic degree of Doctor of Social Sciences, indicating the sub-field specialty.

10.1.7. The credits accumulated by a PhD program student is divided into following key categories:

- a) Compulsory lectures in the methodological subjects: 12 credits;
- b) Doctoral seminar 1: 18 credits;
- c) Doctoral seminar 2: 18 credits;
- d) Assistance to a professor: 12 credits;
- e) Obligatory/elective assisting the professor - 12 credits;
- f) Preparation of a doctor paper and public defense -120 credits;
- g) If a PhD program student assists to a professor, its pedagogical practice is evaluated by 100 points by the same professor. Credit is calculated based on worked hours.



10.2. After 6 semesters from enrolment in the PhD program, a student has the right to continue study/research in case not completing study and research process if it appeals to a program head by the reasoned mediation.

10.2.1. In case of a positive decision, a PhD program student is obliged to complete study and research process no later 4 educational semesters.

10.2.2. during the additional year/semester a PhD program student maintains the status of a student, accordingly it has the obligation to pay study fee.

10.2.3 A PhD program student, who completes the research component, after accumulation of defined credits by the educational component submits the dissertation paper to a program administration. A dissertation paper defense takes place in accordance to the regulation.

10.3. The Scientific-research component of a doctoral educational program:

10.3.1. The goal of doctoral educational program research component is development of student's research skills;

10.3.2. A dissertation paper is an obligatory scientific-research component of a PhD program. Fulfilment of an obligatory scientific research component is attested by submission of a PhD Program dissertation paper and its public defense (presentation, scientific discussion);

10.3.3. The research component of a doctoral educational program in addition to working on and protection a dissertation paper includes the following obligatory actions:

a) A PhD program student is obliged to prepare and defend prospectus for the third semester against the field commission, which is the dissertation research project. The prospectus demonstrates the novelty and actuality of the research topic, logical explanation and justification of a selected topic scientific and practical values.

b) Publishing of 2 scientific articles as a referential/reviewable (proved by the respective international classifier or other international document) electronic and/or printing magazine, in the foreign international scientific journal of the relevant discipline, or in the materials of the international conference issued abroad (so called Proceedings); If the mentioned journal is included in the database of such scientific journals, such as Thomson Reuters Master Journal List, Scopus, Ulrich's Index, ERIH, EBSCO Host, Latindex Catalogue, when one scientific article is enough.

c) Participation in at least one scientific conference (making personal speech)

10.3.4 A PhD program student is considered to have a published scientific article if:

a. If the relevant volume of a journal is published (or transferred/sent for printing);

b. A work is published on an official web-site of a journal.

10.3.5. Based on the decision of a Scientific Board, a PhD program student is released from publishing obligation if she/he has a respective published monography related to a doctoral paper topic.

10.3.6. If a PhD program student has no scientific article published in the database of such scientific journals, like Thomson Reuters Master Journal List, Scopus, Ulrich's Index, ERIH, EBSCOHost, Latindex Catalogue, in that case, the review of a foreign professor on any scientific article or a dissertation paper auto-reference shall be submitted. Mentioned review (if available) is submitted to a Dissertation Board, for introduction during a public defense of a work.

10.3.7. See the assessment methods and criteria of a dissertation paper as an annex.

## **Chapter V. Supervision of a PhD program student**

### **Article 11. A scientific supervisor of a PhD program student**

11.1. A program head ensures a supervisor for a PhD program student in agreement with a Scientific Board. In addition, a PhD program student has the possibility to select a scientific advisor himself/herself.

11.2. A scientific head of a PhD program student shall be the representative of the university academic personnel, as well as an external person with the proper degree (academic degree of a doctor, a professor, an assistant professor, an associated professor, a professor emeritus) and the experience in scientific research in the field of PhD program students' research topic. Co-advisory is allowed for a PhD program student (non-paid).

11.2.1. University signs an agreement with a scientific advisor, after which she/he is involved in the research and study process of a PhD program student.

11.2.2. The key responsibilities of a scientific advisor are:

- a. Provide a PhD program student with regular consultations;
- b. Evaluate the work implemented by a PhD program student;
- c. Support to develop a design and select the methods of research;
- d. Support to develop references;
- e. Support to inclusion in local and international scientific activities;
- f. Consult a PhD program student in publishing of publications;
- g. Approve implementation of the work by a PhD program student;
- h. Ask for the additional lectures in the specific subject for a student in case of need;

- i. Every 6 months present the evaluation of the implemented work together with a student in accordance to the evaluation system of the program;
- 11.3. Substitution of a dissertation topic and/or an advisor shall take place based on the reasoned claim of a PhD program student at any stage. For change of a dissertation topic or to specify a title a written statement is required to be made by a PhD program student;
- 11.4. It is allowed to have an advisory from a foreign university by a PhD student;
- 11.5 A Scientific Board decides the issue of change of the PhD program student's scientific paper and/or scientific advisor;
- 11.6. One professor shall be an advisory for not more than 4 PhD students during a year of study;
- 11.7 A scientific advisory is eligible to refuse from being an advisor at any stage of study if she/he submits a justification to a Scientific Board;

## **Chapter VI**

### **I. Preparation and Defense of a Dissertation Paper**

#### **Article 12. A dissertation Paper**

- 12.1. A doctoral dissertation is the result of the independent scientific work of a PhD program student. A scientific work shall include novelty/new knowledge and contribute to development of the respective scientific discipline.
- 12.2. A paper shall meet the following requirements:
  - a. Creation of new knowledge and contribute to development of a scientific discipline;
  - b. To be written in Georgian (in exceptional cases English language is acceptable based on the decision of a Scientific Board);
  - c. In case writing in foreign language, the result of the dissertation research (auto-reference) shall be provided in Georgian.
  - d. Structure of a dissertation (volume, format, style and other technical characteristics) is defined by a doctoral program.
  - e. A PhD program student is obliged to submit auto-reference into 2 languages together with a dissertation, which is the summary of the doctoral paper.

Please, see detailed description of a dissertation paper as an annex.

#### **Article 13. Submission of a Dissertation Paper**

- 13.1. For defense of a dissertation the PhD program head is provided with the following materials and documentation:

- a. Four compiled printed copies and an electronic copy of a dissertation (in PDF format) for uploading on the university web-page;
- b. Individual educational/research plan document filled by the student and proved by a scientific advisor and a program head during study on PhD program;
- c. Printed auto-reference into two languages;
- d. A written conclusion of the scientific advisor of a student about a dissertation paper shall be attached to the presented dissertation paper, that she/he was introduced with the dissertation paper and the paper is ready for public discussion;
- e. Extract of the scientific works demonstrating the key outputs of the scientific research related to the dissertation paper being a student an author or co-author and the published in accordance to this regulation;
- f. The materials of scientific seminars, forms and conferences, where the key outputs of a dissertation paper are highlighted;
- g. The review of a foreign professor in case the article is not published in the following international electronic databases, such as Thomson Reuters Master Journal List, Scopus, Ulrich's Index, ERIH, EBSCOHost, Latindex Catalogue etc. A reviewer of an article (an expert) shall be a person with a doctor academic degree, the person with the relevant qualification in the respective fields, foreign university and/or a scientific-research center scientist-member;
- h. The review of an expert (in case it is available) will be submitted to a Dissertation Board, for introducing during the public defense of a dissertation.

A summary of a PhD program students' dissertation paper/article shall be reviewed by:

- a. University visiting professor or partner foreign university and/or scientific research center professor and/or a researcher acting under a scientific fellowship program, or a research grant;
- b. A PhD student is released from study fee from the next semester since submission of a dissertation paper to a Dissertation Board;
- c. After submission of a dissertation paper a program head checks the documentation if everything is correct, after appointment of a reviewer, the decision is submitted to a scientific board for approval.

#### **Article 14. Pre-review of a Dissertation**

14.1. After submission of a dissertation paper a Scientific Board assigns two reviewer for evaluation of a paper.

14.2. A dissertation paper reviewer shall be only a doctor or the person with the scientific degree equal to doctor, having the works published in the scientific discipline related to a dissertation paper.

14.3. A reviewer shall not be:

- a. Co-author of any work implemented by a dissertation author;
- b. A dependent on a dissertation author in terms of position;
- c. Both reviewer shall be the representative of one and the same structural unit of any organization (for instance, department, school);
- d. Conclusion of a reviewer is written by a reviewer within 1 months since submission of a dissertation.

14.4. The conclusion of a review shall include:

- a. Actuality of a doctoral paper/scientific innovation;
- b. Scientific level of the research
- c. Applied methods (methodology);
- d. Reliability of the received results;
- e. The quality of a dissertation design, etc.

14.5. Based on the relevant argumentation a reviewer will define one of the following decisions:

- a. About admission on a dissertation protection;
- b. Refusal on defending of a dissertation.

14.6. If one out of two reviewer refuses admission on the dissertation defense, a Scientific Board appoints the third reviewer.

14.7. In case of refusal for defending a dissertation a PhD program student is given the right to work additionally based on the decision of a Scientific Board during the semesters defined by a Scientific Board no more than 2 academic semesters.

14.8. In case of failure to submit a dissertation paper within the defined term the status of a PhD program student is terminated based on the decision of a Scientific Board.

14.9. The dissertation paper submitted repeatedly by a PhD program student is transferred to the same reviewers, in case it is not possible due to force majeure situation (accident, illness, etc.), a Scientific Board assigns new reviewers.

14.10. A program head informs a student about decision of viewers. A student is eligible to introduce with the decisions of a reviewer.

#### **Article 15. The Meeting of a Dissertation Board**

15.1. The information about a dissertation board meeting shall be posted on the university web-site a week prior.

15.2. Defense language is Georgia, if not allowed another language by the decision of a Dissertation Board.

15.3. If one of the reviewer does not attend the defense for excusable reason, in that case, the authority is transferred to another reviewer, who will ready the conclusion fully during the defense process.

15.4. A dissertation defense takes place publicly, against a Dissertation Board and audience.

A defense process considers the presentation of the work of a student, scientific dispute and conclusion of a Dissertation Board.

Duration of the defense process as a rule shall not exceed 120 minute. The procedures include:

- a. A program head submits to a Dissertation Board and the audience a brief biography of a student and the overview of the dissertation paper, introduces reviewers and the documnts submitted by a PhD program student (5-10 minutes);
- b. A PhD program student presents the key outputs of the research to a Dissertation Board and audience;

Presentation of a paper by a PhD program student means reporting by a PhD program student, presentation of a paper duration of which shall not exceed 30 minutes. A PhD program student presents the key statements of the paper and outouts, it highlights scientific novelties. During the presentation of a paper, a PhD program student shall apply the visible materials, like slides, posters, beemers, etc.

- c. The scientific supervisor of a student presents its opinion about the dissertation (15 minutes);
- d. Evaluator reviewers present their remarks and opinion (10-15 minutes per each);
- e. A PhD program student answers the comments. It is followed by a scientific discussion, not more than 60 minutes. A PhD program students shall answer the questions of the audience, the disseertatoin board members and audience are eligible to participate in the discussion;
- f. After completion of a discussion, a session chair gives possibility to the student to say a final speech, duration of which shall not exceed 10 minutes;
- g. After final speech of a PhD program student the audience leaves the room and a Dissertation Board takes a decision about evaluation of a dissertation paper at the closed final session;
- h. The protocol is developed about the defending of a dissertation, about its progress and results and it is signed by a session chair and the head of the program;
- i. The head of a Dissertation Board announces the results of the defense and final evaluation to the audience.

#### **Article 16. An Assessment of a Dissertation Paper**

16.1. Evaluation of a dissertation paper of a Dissertation Board members takes place by 100 point system.

16.2. Each member of a Dissertation Board evaluates a dissertation outputs based on evaluation methods and criteria.

16.3. For final evaluation of a dissertation the members of a Dissertation Board calculate arithmetical means (Total of the received scores divided into number of the board members) which will be correlated to the latin evaluation.

16.4. Five positive and two negative evaluations are applied for the assessment of the dissertation.

1. Positive evaluation takes place in accordance to the following system:

- a. Excellent (*summa cum laude*) – Excellent work – Maximum evaluation 91% and more;
- b. Very good (*magna cum laude*) – the result which exceeds the requirements- 81-90% of maximum evaluation;
- c. Good (*cum laude*) – the result which exceeds the requirements 71-80% of maximum evaluation;
- d. Average (*bene*) – the result, fully meeting the requirements, 61-70% of the maximum evaluation;
- e. Satisfactory (*rite*) – the result which meets the requirements regardless defects, 51-60% of maximum evaluation.

2. Negative assessment of a dissertation takes place in accordance to the following system:

- a. Insufficienter – the result which does not meet the requirements due to significant gap – Ultimate assessment 41- 50%;
  - b. Fully insufficienter (*sub omni canone*) – the result which does not meet the requirements at all – 40% or less of the ultimate evaluation
- 16.5. In case of a positive assessment a PhD program student is awarded by an Academic Degree of a Doctor.

16.6. In case of insufficienter assessment a PhD program student is given the right to submit modified dissertation paper. For this purpose, she/he has the right to submit an application for elaboration of a work and defending a dissertation repeatedly within a month upon announcing results.

16.7. In case of getting a fully insufficienter (*sub omni canone*) assessment a PhD program student loses the right of presenting the same dissertation paper

16.8. The final assessment of a dissertation paper is not the subject of claim

16.9 One copy of a dissertation paper is sent to a national library, another copy is kept in the university library and PhD Program administration.

### **Article 17. Awarding an Academic Degree of a Doctor**

17.1. In case of getting positive evaluation a PhD program student will be awarded by the Degree of a Doctor based on the University Rector's Order and based on the conclusion of a Dissertation Board. It is approved by issuing of the PhD diploma.

17.2. The diploma attesting an academic degree of a doctor is issued by the university. A diploma and the annex of a diploma is developed in accordance to the regulation defined by the university. A program head and a University Rector sign a diploma.

### **Article 18. Revoke of Academic Degree of a Doctor**

18.1. Based on the decision of a Dissertation Board an academic degree of a doctor will be withheld in case of providing incorrect data, falsification of the data, plagiarism and violation of other norms of academic honesty.

18.2. If a plagiarism or falsification of a dissertation documentation is identified after defending of a dissertation, a Dissertation Board is obliged to acknowledge an awarded academic degree and abolish respective diploma.

### **Article 19. The Archive of a Dissertation Case**

19.1. After defending of the dissertation the dissertation case is maintained in the Dissertation Board archive including:

- a. An auto-reference paper;
- b. A written conclusion about a dissertation paper of a scientific supervisor (co-supervisor);
- c. A dissertation and auto-reference in an electronic format (in a PDF format);
- d. The published scientific works whose author or/and co-author is a PhD program student, as well as the list of works;
- e. The key outputs of the dissertation paper, scientific seminars, forums and conference materials and lists;
- f. An academic transcript of educational component fulfilment
- g. Reports of the reviewers;
- h. The minute of a Dissertation Board meeting;
- i. The copy of the order of a University Rector about awarding an academic degree of a doctor.

19.2. The dissertation file is kept for four years and then it will be transferred to the university archive.

## **Chapter VII. Awarding of Honorary Doctor**

### **Article 24. An Honorary Title of Doctor**

24.1. The person with the special scientific merits shall be awarded the academic title of an honorable doctor in the specific field.

24.2. The decision about awarding the title of the honorable doctor is taken by an University Rector based on the nomination of the Dissertation Board.



## **Chapter VIII. Funding**

### **Article 25. The Source of Funding**

PhD program is funded by the University, in the form of scholarship, charity or self-funding.