



**Dissertation Council of the School of Social Sciences
and Doctorate Regulations of
N(N)LE GIPA- Georgian Institute of Public Affairs**

Approved by the decision N01-24/99 of the
Academic Council of the Georgian Institute of
Public Affairs of March 21, 2024

Article 1.**Scope of regulation**

1.1 The present regulation was developed in accordance with the current legislation of Georgia, including the law of Georgia "On Higher Education" and defines the formation and activities of the Dissertation Council of NNLE GIPA-Georgian Institute of Public Affairs (hereinafter referred to as "University") and the formation of the Dissertation Council of School of Social Sciences of the University, and establishes the rules of its activity, the rules for obtaining, suspending, terminating, mobility and studying, the status of a student in doctoral educational programs, the functions and duties of the staff implementing doctoral educational programs, and other issues related to the implementation of the programs.

Chapter I. Rules for obtaining , suspending, terminating of the status of a student, mobility and studying in a doctoral educational program**Article 2. Objectives of the doctoral educational program**

2.1. Doctorate educational program is an educational program of the third level of academic higher education, which includes a set of educational and scientific-research components, the learning outcomes of which correspond to the generalized learning outcomes defined for the 8th level of the national qualifications framework.

2.2 The aim of the doctoral education program is to promote the development and promotion of the relevant field of science, improve the quality of scientific research and create new knowledge. The doctoral education program prepares independent, highly qualified researchers and professional staff for higher education institutions and research organizations, facilitating their integration into the international academic and scientific space, through which the university contributes to the development of the country.

Article 3. Admission to the doctoral educational program

3.1. A person with a master's degree or an equivalent academic degree who meets the prerequisites established by the relevant doctoral educational program has the right to study at the doctoral educational program (with the doctoral educational program, it is possible to determine the presence of specific qualifications/qualifications as a prerequisite for admission to the program).

3.2. Admission to the doctoral educational program is announced based on the order of the rector of the university.

3.3. A person interested in continuing his studies at a doctoral educational program (in the future interested person/doctoral candidate) must submit the following types of documentation within the period determined by the rector of the university:

1. 3.3.1. Professional biography (CV);

3.3.2. Completed application form;

3.3.3. A copy of a diploma confirming the possession of a master's degree or an equivalent academic degree (in the case of education received abroad, the diploma confirming the education obtained must be recognized by the National Center for the Development of Education Quality) or a certificate issued by the relevant higher educational institution, which confirms that the person holds a master's degree or an academic degree equivalent to it;

3.3.4. Copy of identity card;

3.3.6. 3X4 biometric photograph;

3.3.7. Dissertation project (not less than 1000 words);

3.3.8 Other additional documentation may be requested by the decision of the Dissertation Council.

3.4. In the event that the interested person fails to present any of the documents provided for in paragraph 3.3 of this article, the administrative head of the doctoral educational program or another employee of the university has the right to set an additional deadline for the interested person to present the document in the prescribed manner. The deadline for submitting the document should not exceed 5 working days. In case of non-presentation of the document within the mentioned period, the documentation submitted by the interested person will not be considered and he/she will lose the right to enroll in the doctoral educational program during the relevant admission period.

3.5. The University provides information on admission procedures for persons interested in the doctoral educational program on its website.

3.6. For those who wish to continue their studies in the doctoral educational program, the university establishes internal university procedures, which include an English language test and an interview with the admissions committee (the university is also entitled to establish additional examination/examinations). The dates of the exam and interview in English are determined by the order of the rector of the university.

3.7. In order to pass the examination/examinations determined by the educational program of the doctoral program and to pass the interview with the admissions commission, the registration of the interested persons is carried out according to the order of the rector of the university and within the prescribed period.

3.8. The exam in English is conducted in written form and is evaluated with a 100-point system. The minimum positive grade in the English language exam is 51 points (on the basis of the order of the rector of the university, it is possible to establish a different approach to the format of the exam and/or the minimum positive grade). Interested persons who have completed an English-language bachelor's/master's/doctorate educational program in Georgia or abroad, or who present documented information/certificate (TOEFL (P/B 513 score; I/BT 87score); IELTS (5.5 Band); FCE; BEC Vantage; PTE (General level 3); PTE Academic (59p); Michigan ECCE), that they are certified to possess English language at least at B2 level are exempted from the obligation to pass the English language test.

3.9. Persons interested in continuing their studies at the doctoral educational program, who have passed the exam organized by the university - in English language, must undergo an interview with the admissions committee within the time limit set by the order of the rector of the university.

3.10. The composition of the admission commission is determined based on the order of the rector of the university, the admission commission consists of at least 3 persons. It may include representatives of the university's academic and visiting staff, as well as persons with a doctorate or equivalent academic degree, who are confirmed to have research experience in the field covered by the doctoral educational program.

3.11. The activity of the admission commission is led by the chairman of the commission, who is determined by the rector of the university or chosen by the admission commission from its own composition on the order of the rector.

3.12. The meeting of the reception commission is valid if it is attended by more than half of the members of the list. The admission committee individually assesses the person interested in continuing his studies at the doctoral educational program, according to the criteria and form provided by the relevant doctoral educational program. The readiness of a person interested in continuing his studies in a doctoral educational program is evaluated by the following criteria: Motivation, level of knowledge in the field, novelty and content/methodological fluency of the presented research project, compatibility of existing professional experience with the goals of the doctoral program, and experience in publishing scientific publications (see Appendix N1), unless otherwise determined by the doctoral educational program.

3.13. The University provides information on the results of English language tests and interviews to interested persons.

3.14. A person who does not agree with the results of the examination/examinations and/or interview provided for by the doctoral educational program, has the right to submit a reasoned written statement in the name of the dean of the School of Social Sciences (hereinafter the dean) within 3 calendar days from the notification of the results, as to why he does not agree with the received assessment and request a repeated assessment .

3.15. Dean, in accordance with paragraph 3.14 of this article, within 3 working days from the receipt of the written application stipulated in the clause, in coordination with the academic/administrative head of the doctoral educational program, will study it and make a decision to approve or reject the application. In the event that the application submitted by the interested person lacks justification, the dean has the right to request him/her and set an additional period (no more than 2 working days) to justify in writing why he/she does not agree with the received assessment. In the event that the interested person does not submit a substantiated application within the specified period, the dean has the right to refuse to accept the submitted written application.

3.16. In the event that the dean makes a decision to approve the application submitted by the interested person, he/she will petition the university rector to re-evaluate the interested person and/or the work performed by him/her.

3.17. 3. In the case of filing a petition provided for in the paragraph 3.16 of this article, a commission reviewing the claim application is established based on the order of the rector of the university. It cannot include those persons who have participated in the evaluation process of the interested person.

3.18. In the event that the interested person's statement concerns the appeal of the evaluation received in the written component of the exam, the complaint application review commission will discuss the paper already completed by the interested person and re-evaluate it. In the event that the statement of the interested person concerns the appeal of the assessment received in the interview component, the commission reviewing the claim application conducts a re-interview with the interested person.

3.19. The decision of the commission reviewing the claim application is final and is not subject to further appeal to the university.

3.20. After the publication of the final results of the internal university examination/examinations and interviews with the admissions committee and the expiration of the deadline for receiving claim applications, the university creates a ranking document for persons interested in continuing their studies at the doctoral educational program (hereinafter, the ranking document).

3.22. Only those persons who have successfully passed the internal university examination/examinations and interview with the admissions committee will be included in the ranking document.

3.23. An appropriate agreement is signed between the persons provided for in the ranking document and the university, based on which, by order of the rector of the university, the person is enrolled in the relevant doctoral educational program and is assigned the status of a student.

3.24. The right to study at a doctoral educational program can be granted to a graduate of a foreign university in accordance with the requirements of Article 50 of the Law of Georgia "On Higher Education".

Article 4. Mobility within the doctoral educational program

4.1. A person can be enrolled in a doctoral educational program on the basis of mobility (including internal mobility).

4.2. Issues related to mobility (including internal mobility) are regulated in accordance with the rules governing the educational process of the university.

Article 5. Grounds for suspension and termination of student/doctoral student status

5.1. The grounds for suspending the status of doctoral students/students within the doctoral educational program are determined by the rules governing the educational process of the university.

5.2. The administrative proceedings and related issues regarding the suspension/restoration of the status of a doctoral candidate/student, are regulated in accordance with the rules governing the educational process of the university.

5.3. In addition to the grounds for termination of student status provided for in Article 7 of the university's educational process regulations, the grounds for termination of doctoral student/student status are:

5.3.1. Receiving a negative evaluation twice in a row in the prospectus, colloquium or dissertation;

5.3.2. Failure to complete the educational components provided by the doctoral educational program in 6 semesters;

5.3.3 Failure to defend the prospectus stipulated by the research component of the doctoral educational program in 6 semesters;

5.3.4. Failure to complete the research component provided for by the doctoral educational program in 10 semesters (it means that the doctoral candidate who was unable to complete the dissertation within the standard duration of the program - 6 semesters, was given an additional 4 semesters and was unable to complete work on the dissertation during this period);

5.3.5. Gross and systematic violation of the norms defined by the university's code of ethics and conduct (including violation of research ethics and academic integrity), harming the university's reputation and legitimate interests.

Article 6. Studying at the doctoral educational program

6.1. The duration of the doctoral educational program is at least 3 (three) years and its educational component includes no more than 60 credits.

6.2. The goal of the educational component of the educational program of the doctoral program is to develop the sectoral and methodological skills of the doctoral student, to facilitate the implementation of the research component provided for in the educational program, and to prepare him/her for future pedagogical and scientific activities.

6.3. The sequence of study components provided by the doctoral educational program (including admission to further study components) and the amount of credits are determined according to the doctoral educational programs.

6.4. The doctoral student is obliged to complete the educational component provided for by the doctoral educational program within 6 semesters after enrolling in the educational program, otherwise it is considered that the person cannot achieve the learning results provided for by the doctoral educational program and his/her student status is terminated.

6.5. The scientific-research component, which must be presented in the form of a dissertation, is a mandatory part of the doctoral educational program.

6.6. The goal of the research component of the doctoral educational program is to develop the ability of the doctoral student to independently carry out research in the relevant field of science, to present the achieved results of learning and to present his reasoning based on the research results in an argumentative manner.

6.7. In the event that a doctoral student fulfills the obligations determined for the research component within 3 academic years after enrolling in the educational program, but is unable to submit a completed dissertation, he has the right to apply to the academic head of the doctoral educational program with a substantiated written statement with a request to extend the work on the research component by no more than 4 semesters.

6.8. The academic head of the doctoral educational program considers the substantiated application provided for in paragraph 6.7 of this article and makes a decision to accept it or refuse to accept it.

6.9. If the academic head of the doctoral educational program does not approve the written application of the doctoral student, it is considered that the person cannot achieve the learning outcomes provided for by the doctoral educational program and his/her student status is terminated.

6.10. If the written application of the doctoral student is approved, the doctoral student continues to work on the dissertation and is obliged to complete it within no more than 4 academic semesters. If the doctoral student fails to present the finished thesis during the mentioned period, it is considered that the person cannot achieve the learning outcomes provided for by the educational program of the doctoral degree, and his/her student status is terminated.

- 6.11. The doctoral student, who continues to work on the dissertation based on paragraph 6.10 of this article, maintains the status of a student during additional semesters (no more than 4 semesters) and is obliged to pay the tuition fees stipulated in the agreement.
- 6.12. The periods provided by the clauses 6.4; 6.7; 6.10 and 6.11 of this article do not include the period when the doctoral student's status was suspended.
- 6.13. During his studies at the doctoral educational program, the doctoral student is obliged to publish 2 (two) scientific publications in a refereed electronic and/or printed scientific journal or in international conference materials/collections of works (so-called Proceedings), of which at least one is published abroad and is included in the following international scientific indexed electronic Databases: Thomson Reuters Web of Science, Scopus, Ulrich, ERIH PLUS, EBSCOHost, Latindex, Elsevier, ICI, Journals Master List and DOAJ.
- 6.14. The scientific publication should be related to the research topic of the dissertation.
- 6.15. A doctoral student is entitled to publish a scientific publication both individually and as a co-author.
- 6.16. Copies of published publications will be presented to the members of the dissertation committee during the public defense of the dissertation.
- 6.17. A doctoral student's scientific publication is considered published if:
- 6.17.1. A publication in a scientific journal is published in printed or electronic form;
 - 6.17.2. The doctoral student has received consent to publish the paper, which is confirmed by the relevant notification.

II. Formation Rules of Dissertation Council of the School of Social Sciences, Dissertation Commission; Staff Involved in Doctoral Education Program Implementation

Article 7. Dissertation Council of the School of Social Sciences

- 7.1. The Dissertation Board of the School of Social Sciences (hereinafter the Dissertation Council) is composed of academic staff from different areas of the university, it may also include invited persons with a doctor's degree or an academic degree equivalent to it. The number of invited persons should not exceed one fourth of the total composition of the Dissertation Council.
- 7.2. The composition of the Dissertation Council is determined by the order of the Rector of the University based on the dean's submission.
- 7.3. Dissertation Council:
- 7.3.1. With the involvement of the head of the program, considers the changes to be made in the doctoral educational program and submits them to the Academic Council of the School of Social Sciences for approval;
 - 7.3.2. Determines the composition of the Dissertation Commission individually for the defense of each doctoral student's dissertation and submits it to the Rector of the University for approval;

- 7.3.3. In order to enroll persons interested in doctoral educational programs, determines the composition of the admission commission and submits it to the rector of the university for approval;
 - 7.3.4. Submits proposals to the Rector of the University in order to make changes in the present regulation;
 - 7.3.5. Is entitled to appeal by the petition the dean about adding a specific member to its composition. If the motion presented by the dean is approved, he will submit the new candidate for the membership of the Dissertation Council to the Rector of the University for approval;
 - 7.3.6. Considers the submission of the Dissertation Commission on the positive results of the defense of the dissertation and makes a decision on awarding the academic degree of Doctor;
 - 7.3.7. Taking into account the limited number of students of the university, considers the number of vacant places to be announced according to the educational programs of doctoral studies and submits a request to the dean of the school about the number of vacant places;
 - 7.3.8. Exercises other powers defined by this regulation and common university regulatory documents.
- 7.4. The manner of work of the Dissertation Council:
- 7.4.1. The activities of the Dissertation Council are managed by the Chairman of the Dissertation Council;
 - 7.4.2. Dissertation Council sessions are held as needed, but not less than twice a year;
 - 7.4.3. The technical coordination of the Dissertation Council and the relevant proceedings are provided by the Secretary of the Dissertation Council, who may be one of the members of the Dissertation Council or the administrative head of doctoral educational programs or a representative of other administrative staff of the University;
 - 7.4.4. The Dissertation Board is authorized if more than half of the board members are present. The Dissertation Council makes decisions by majority of votes, each member of the Dissertation Council has one vote. In case of an equal number of votes, the chairman of the Dissertation Council has the right to vote;
 - 7.4.5. The decision made by the Dissertation Council is made in the form of a protocol, which is signed by the chairman and secretary of the Dissertation Council;
 - 7.4.6. Dissertation Council session can be held and decisions can be made electronically.
- 7.5. A membership of the Dissertation Council may be terminated in the following cases:
- 7.5.1. Based on personal statement;
 - 7.5.2. If the guilty verdict issued by the court has entered into legal force against the person;
 - 7.5.3. If the University terminates the employment contract with the person who holds the position of a member of the Dissertation Council as an academic staff of the University;
 - 7.5.4. In case of death.

Article 8. Determination of the composition of the dissertation committee and the date of defense of the dissertation

- 8.1. At least 30 calendar days before the defense of the dissertation, the date of the defense of the dissertation and the composition of the dissertation committee are determined by the Dissertation Council and submitted to the rector of the university for approval.
- 8.2. The dissertation committee consists of at least 5 (five) persons with a doctorate or an equivalent academic degree, it includes representatives of the scientific field relevant to the dissertation, whose qualifications and competence provide the opportunity to assess the work in depth and completeness, as well as the originality of the research and its results. 2/3 of the thesis commission is represented by the academic staff of the university. 1/3 of the dissertation committee should be represented as external evaluators, who may be representatives of other higher educational institutions, and/or experts in the relevant field (taking into account the peculiarities of the field, the composition of the dissertation committee may include, if necessary, - international evaluator/evaluators of relevant qualifications and competence, representative/representatives of governmental/non-governmental sector, labor market). Dissertation committee may not include supervisor/co-supervisor and reviewers of the dissertation thesis.
- 8.3. The activity of the dissertation commission is led by the chairman of the dissertation commission, who is determined by the rector of the university based on the presentation of the Dissertation council. The chairman of the dissertation commission must have a doctor's degree or an academic degree equivalent to it in the field in which the doctoral student has completed the dissertation, it is also possible for the chairman to have a doctor's academic degree in a related field, taking into account the interdisciplinary principle.
- 8.4. The administrative head of the relevant program provides information about the date of defense of the dissertation and the composition of the dissertation commission to the doctoral candidate.

Article 9. Dismissal of the member/members of the dissertation committee by the doctoral student

- 9.1. The doctoral student has the right, within 5 calendar days after receiving information about the defense of the dissertation and the composition of the dissertation committee, based on a written statement addressed to the head of the Dissertation Council, to request the dismissal of the member/members of the dissertation committee. The doctoral candidate's written application is reviewed by the Dissertation Council which makes a decision to accept or reject it.
- 9.2. In the event that the written statement of the doctoral student lacks justification, the head of the dissertation council is entitled to request the doctoral student and set a deadline (no more than 2 working days) to justify in writing why the doctoral student requests the dismissal of the member/members of the dissertation committee. In the event that the doctoral candidate does not submit a substantiated application within the established period, the chairman of the dissertation council is entitled to refuse to accept the submitted written application.
- 9.3. In the event that the doctoral student's written statement requests the dismissal of the member of the dissertation commission who at the same time holds the position of the chairman of the Dissertation Council, the doctoral student's written statement will be considered by the Dissertation Council and a decision will be made to accept it or reject it.
- 9.4. In the case provided by clause 9.3 of this article, the chairman of the Dissertation Council does not take part in the process of considering the issue and his duties are temporarily performed by the person chosen by the Dissertation Council.

- 9.5. In the cases of meeting the application stipulated in the paragraph 9.2 of this article, within 10 calendar days from the decision on dismissal, the Dissertation Council shall determine the new member/members of the Dissertation Commission in agreement with the academic head of the relevant program and submit it to the Rector of the University for approval.
- 9.6. Within no more than 5 calendar days from the determination of the composition of the dissertation committee, the administrative head/coordinator of the relevant program ensures the transfer of electronic versions of the dissertation to the members of the dissertation committee.
- 9.7. The dissertation committee is authorized if all members of the committee are present.
- 9.8. In the event that the doctoral candidate failed to pass the defense of the dissertation for a good reason (in such a case, the doctoral student must apply in writing to the academic head of the relevant program, who makes a decision on whether to approve or refuse to approve it), or the quorum of the commission was not met, or the defense of the dissertation was not conducted independent of the doctoral student or due to other objective reasons, the rector of the university, at the request of the Dissertation Council, determines the updated date of defense of the dissertation.
- 9.9. The Dissertation Commission, based on the evaluation of the dissertation, submits to the Dissertation Council the results of the evaluation of the defense of the dissertation and the recommendation decision on awarding or not awarding the academic degree of Doctor to the doctorate.
- 9.10. The decision of the dissertation committee is made in the form of a protocol, which is signed by the chairman and the secretary of the dissertation committee.
- 9.11. The secretary of the Dissertation Council is simultaneously the secretary of the dissertation committee, unless otherwise decided by the rector of the university.

Article 10. Academic head of the doctoral educational program

- 10.1. The doctoral educational program is led by an academic supervisor, who represents the academic staff affiliated with the university and is responsible for planning, developing, participating in its evaluation process, and further development of the program. He directly participates in the implementation of the program as the staff implementing the training component and/or the head of the research component.
- 10.2. The academic head of the doctoral educational program is appointed and dismissed by the rector of the university based on the dean's nomination.
- 10.3. Academic head of the doctoral educational program:
 - 10.3.1. Ensures the implementation, development and effective management of the training process of the educational program subordinate to him;
 - 10.3.2. Participates in the implementation of the educational and/or research component of the doctoral educational program;
 - 10.3.3. Submits information to the dissertation council and school dean about the functioning of the relevant program and future events;
 - 10.3.4. Works in coordination with the Dissertation Council, Quality Assurance Service and other interested parties in the evaluation of the educational program (meaning the internal and external evaluation process) and its further development based on the analysis of the evaluation results.

Taking into account the aspects to be improved of doctoral educational programs, develops and submits relevant recommendations/advice to the Academic Council of the School of Social Sciences;

10.3.5. If necessary, applies to the Dissertation Council for holding an extraordinary session;

10.3.6. Determines the supervisor of the doctoral thesis and submits it to the rector of the university in order to sign the relevant agreement;

10.3.7. With the involvement of interested parties, will develop the individual study/research plan of the doctoral student and submit it to the Academic Council of the School of Social Sciences for approval;

10.3.8. Participates in the preparation of the training schedule of the doctoral educational program;

10.3.9. Exercises other powers defined by this regulation, general university regulatory acts and job description.

10.4. The doctoral educational program also has an administrative head, who is appointed and dismissed by the rector of the university based on the dean's nomination.

10.5. Administrative head of the doctoral educational program:

10.5.1 Participates in the process of implementation, development and effective management of the training process of the educational program subordinate to him;

10.5.2. Provides administrative support for educational and research activities of the doctoral educational program;

10.5.3. Participates in the process of internal and external evaluation of the doctoral educational program and in the process of developing recommendations/advice for the further development of the educational program based on the analysis of the evaluation results.

10.5.4 Works on the budget of the doctoral education program in coordination with the administrative manager of the School of Social Sciences and/or the financial service of the university;

10.5.5 Participates in the process of developing the individual study/research plan of the doctoral student with the involvement of interested parties;

10.5.6. Administers organizational issues related to the implementation of the doctoral educational program in agreement with the academic head;

10.5.7. Manages the personal files of doctoral students;

10.5.8. Ensures the timely delivery of information related to the doctoral educational program to the persons responsible for the administration of the university's website;

10.5.9. Advises the doctoral candidate before and after the defense of the thesis for the preparation of relevant documentation;

10.5.10. Participates in the selection process of the candidate for the supervisor of the doctoral thesis;

10.5.11. Establishes the training schedule of the doctoral educational program;

10.5.12. Monitors the compliance of the qualifications of the persons involved in the doctoral educational program with the obligations defined by this regulation;

10.5.13. Exercises other powers defined by this regulation, general university regulatory acts and job description.

Article 11. Academic and guest personnel involved in the implementation of the doctoral educational program

11.1. At least 5 (five) affiliated academic personnel of the relevant field are involved in the implementation of the doctoral educational program, among them - at least 3 persons must hold the position of professor/associate professor. It is also possible to involve the person holding the position of assistant professor in the implementation of the doctoral educational program.

11.2. The qualification of the academic staff of the doctoral educational program is confirmed by a scientific work and/or a practical project published in a peer-reviewed journal with an international index within the last 5 years, which proves his/her competence in the relevant field.

11.3. The training and/or research component envisaged by the doctoral educational program can also be led by a person with a doctorate or equivalent academic degree, with the status of invited staff.

Article 12. Supervisor of the thesis

12.1. Within 9 (nine) months from enrollment in the doctoral educational program, the academic head of the program, with the participation of the administrative head, determines the supervisor of the dissertation, who must guide the scientific and research activities of the doctoral student.

12.2 The supervisor of the doctoral thesis is a representative of the academic or guest staff of the university, who is equipped with the latest knowledge, holds a doctor's degree or an equivalent academic degree, and has proven research and/or professional experience in the scientific field related to the doctoral thesis. In the last 5 years, the supervisor of the dissertation must have published at least one research paper in a peer-reviewed journal with an international index (Thomson, Reuters, Master Journal List, Scopus, Ulrich's Index, ERIH PLUS, EBSCOHost, Latindex Catalogue Elsevier, Web of Science) (that corresponds to the general topic/direction of the PhD student's dissertation).

12.3 Considering the interdisciplinary content of the dissertation and/or the individual needs of the doctoral student, the doctoral student may have a co-supervisor of the dissertation who holds a doctorate or an academic degree equivalent to it and has proven research and/or professional experience in the scientific field related to the doctoral student's dissertation.

12.3. The supervisor of the dissertation is obliged to advise the doctoral candidate in the following areas: research design and dissertation project management, research methodology, professional development opportunities, the process of writing a thesis/scientific research paper/dissertation, the process of integration into the local and international scientific network, participation in local and international scientific events and the process of submitting results, publishing scientific articles in a peer-reviewed journal with an international index, and more. Additional rights and duties of the supervisor of the thesis are determined by the contract to be signed with him.

12.4. The university signs an appropriate agreement with the supervisor of the dissertation, which establishes his rights and duties and on the basis of which he participates in the process of working on the doctoral student's dissertation.

12.5. Every 6 (six) months, the supervisor of the dissertation submits to the academic and administrative supervisors of the doctoral educational program an evaluation form (in accordance with the Annex N21 of the regulations of the university educational process) regarding the progress of the doctoral student in

completing the dissertation. On the other hand, the doctoral student, in accordance with the attachments of the university educational process regulations N16 and N17, evaluates the supervisor of the dissertation both in the process of working on the dissertation (once every 6 (six) months) and after the completion of work on it.

12.6. If necessary, the supervisor of the dissertation is entitled to apply to the administrative/academic head of the doctoral educational program for the purpose of taking additional training course/courses for the doctoral student. In such a case, the doctoral candidate is not awarded credit for the course completed.

12.7. The doctoral student has the right to propose to the academic and administrative heads of the program a candidate for the supervision of the dissertation, who must express his consent in writing that he agrees to supervise the doctoral student's dissertation. The candidate proposed by the doctoral candidate for the supervision of the dissertation must meet the requirements provided for in this regulation.

12.8. In the case of a doctoral student proposing a dissertation candidate to the academic and administrative heads of the program, the doctoral student must submit the proposed candidate's CV, which should prove the competence of the potential dissertation candidate.

12.9. Within 30 calendar days from the submission of the written application by the doctoral student, the academic head of the program, in coordination with the administrative head, reviews the submitted application and the candidate's CV for the proposed thesis supervisor and makes a decision to approve or reject the application.

12.10. The doctoral candidate has the right to apply to the academic head of the program with a reasoned written statement and request a change of the thesis topic and/or the thesis supervisor at any stage of the work on the research component.

12.11. The academic head of the program will consider the doctoral student's reasoned written application for a decision on changing the supervisor and/or topic of the dissertation.

12.12. The supervisor of the dissertation has the right to refuse to continue supervising the dissertation in accordance with the terms of the contract signed with him.

12.13. If the written application stipulated in the paragraph is satisfied, the doctoral student is assigned a new supervisor of the dissertation and/or the doctoral student is given the right to change the topic of the dissertation in accordance with paragraph 12.7 of this article.

12.14. The change of the supervisor of the doctoral thesis is allowed only twice, after which the doctoral student loses the right to request a change of the thesis supervisor for the third time.

12.15. According to the requirements of this article, one and the same person has the right to supervise no more than 3 dissertation theses at the same time.

12.16. A ratio of 1/5 between the supervisor of the dissertation work and his/her doctoral students with active status is allowed in the event that the suspended doctoral student requires restoration of status in order to submit a dissertation work to be submitted for the award of an academic degree.

Chapter III. Dissertation thesis submission, defense procedure and its evaluation procedure

Article 13. Submission of a dissertation by a doctoral candidate

13.1. The doctoral student has the right to present the completed thesis if, in compliance with the requirements of this regulation:

- 13.1.1 Has completed the educational components provided by the doctoral educational program;
- 13.1.2. Has defended the prospectus and colloquium provided by the research component of the doctoral educational program;
- 13.1.3. Has published 2 (two) publications;
- 13.1.4. Doctoral educational programs may impose additional prerequisites.

13.2. The doctoral candidate must submit the following documents to the administrative head of the doctoral educational program:

- 13.2.1 Four bound printed copies of the thesis (in Georgian) and its electronic version (in PDF format) to be posted on the university website;
- 13.2.2. Autoabstract in printed form in Georgian and English languages;
- 13.2.3. Copies of publications showing the main results of already published scientific research related to the dissertation topic authored or co-authored by the doctoral student;
- 13.2.4 A written conclusion of the supervisor of the thesis, which should confirm that he has familiarized himself with the completed version of the thesis and believes that the thesis is ready to be submitted for evaluation.

13.3. The documentation provided for in this paragraph will be submitted to the dissertation committee for consideration during the public defense of the dissertation.

13.4 After the submission of the thesis, the administrative head of the program checks the compliance of the documentation with the requirements defined by the doctoral educational program and the present regulations.

13.5. In the event that the doctoral student does not comply with 13.2.1-13.2.4 of this article and if any of the documents specified in the clauses is not submitted, the administrative head of the program will set a reasonable deadline for it, in which time the doctoral student is obliged to correct the defect. In case of non-correction of the error by the doctoral student, the dissertation is not subject to evaluation.

13.6. If, according to the thesis supervisor's opinion, it is determined that the thesis is not ready to be submitted for assessment, the doctoral candidate loses the right to defend the thesis in the current semester.

13.7. In order to comply with the standards of academic integrity, the finished thesis is checked for plagiarism using the appropriate software. If plagiarism is not confirmed, it will be sent to a reviewer for evaluation.

Article 14. Dissertation thesis design

- 14.1. The dissertation is an independent scientific research work of the doctoral student, during the execution of which the doctoral student must be guided by the requirements of this article and the instructions for completion of the doctoral thesis and in accordance with the instructions for obtaining the academic degree of Doctor of Georgian Institute of public Affairs .
- 14.2. When citing sources in the dissertation, the doctoral student must use APA7 academic style, following all relevant norms.
- 14.3. The volume of the main text of the dissertation (excluding the bibliography and appendices) should be no less than 30,000 words.
- 14.4. The thesis must be written on A4 paper. The main text should be printed on one page only. Photographs and other special purpose graphs and tables can be made on A4 format photographic paper.
- 14.5. When formatting the dissertation, the font - Sylfaen should be used, font size -12, in the titles of chapters and sub-chapters, a larger font can be used, but not more than -14. Spacing- 1.5 should be maintained between lines of main text. The main text should be aligned both on the right and on the left side (layout – paragraph – Alignment – left/right).
- 14.6 The fields in the dissertation should be kept as follows: 3 cm on the left side, 2 cm on the top side, 1.5 cm on the right side. and 2 cm on the lower side.
- 14.7. The pages of the thesis are numbered with Arabic numerals, in the middle of the lower side. Pages are numbered in the same font size - 12. Introduction pages (title page, abstract, table of contents, list of tables and graphs, alphabetical search, etc.) are not numbered.
- 14.8 Names of all chapters and sub-chapters presented in the thesis must be presented in the table of contents. All chapters should start on a new page and sub-chapters should continue from the same page. In case of numbering of chapters and sub-chapters, it is possible to use Roman numerals.
- 14.9. The first page of the thesis must indicate the name and logo of the university, the title of the thesis, the name and surname of the doctoral student, the name(s) and surname(s) of the supervisor(s) of the thesis, the academic degree to be awarded for which the thesis was completed, the year and place of completion.
- 14.10 The dissertation must be accompanied by the application of the doctoral candidate - "The dissertation is the result of the author's individual research and the standards of research ethics and integrity are respected."

Article 15. Reviewing of the doctoral thesis

- 15.1. Within no more than 90 calendar days after the doctoral candidate submits the dissertation to the academic/administrative supervisor of the respective program, the academic supervisor of the respective program will designate two reviewers to whom the dissertation will be submitted for evaluation. The purpose of reviewing a dissertation is to objectively evaluate its research value in accordance with pre-established criteria.
- 15.2. One of the two reviewers should be an academic staff member of the university, and the other should be an academic or visiting staff member of an international higher education institution or research organization.

15.3. The reviewer of the dissertation must be equipped with the latest knowledge, must have a doctorate or equivalent academic degree, and must have at least 1 scientific paper published in a peer-reviewed journal with a foreign international index within the last 5 years, which corresponds to the general topic/direction of the doctoral student's dissertation. .

15.4. In order to ensure an impartial, fair and objective assessment of the thesis, the university ensures that the reviewers are given the thesis in such a way that the identity of the doctoral candidate and the supervisor of the thesis is unknown to them. Also, the identity of the reviewers should be unknown to the doctoral student.

15.5. An appropriate agreement is signed between the reviewer and the university, which defines the rights and obligations of the parties and sets a deadline in which the reviewer must submit a written conclusion regarding the dissertation.

15.6. After signing the agreement with the reviewer, the administrative head of the doctoral educational program provides him with the electronic version of the dissertation and the criteria for the evaluation of the dissertation.

15.7. If nothing else is established by the educational program of the doctoral degree, the reviewer in the report prepared by him relies on the following evaluation criteria:

15.7.1. The contribution of the dissertation to the development of the field/subfield and/or interdisciplinary scientific field, taking into account the relevance and novelty of the dissertation topic;

15.7.2. Dissertation thesis coherence, systematic research and connection between research objectives and presented results;

15.7.3. Completeness and critical analysis of the processing of sources and scientific literature related to the research topic;

15.7.4. Methodological soundness of the research, innovativeness and adherence to the standards of scientific ethics and research integrity;

15.7.5. Degree of fulfillment of goals and objectives set in the research process;

15.7.6. Proper observance of the rules of dissertation design, including citation.

15.8. Based on the relevant argumentation, the reviewer makes one of the following decisions in his written conclusion:

15.8.1 Dissertation work will be accepted for public defense;

15.8.2. The thesis will not be accepted for public defense.

15.9. The administrative head of the doctoral educational program ensures delivery of the reviewers' decisions to the doctoral candidate no later than 10 calendar days after receiving the ' conclusions.

15.10. If the written opinion of one of the reviewers states that the dissertation should not be accepted for public defense, the academic head of the program will appoint a third reviewer, who will submit the dissertation for evaluation in accordance with the requirements of this regulation.

15.11. The decision on whether or not to admit the thesis to the public defense is made based on the written opinion of the third reviewer.

15.12. If the third reviewer decides not to admit the dissertation to the public defense, by the decision of the Dissertation Council, the doctoral candidate is given a period of time, which should not exceed 2

semesters, to rework the dissertation, provided that no more than 10 semesters have passed since the doctoral candidate's enrollment in the doctoral educational program of the university. In such a case, the doctoral student is obliged to pay the corresponding amount of the program tuition fee.

15.13. In the event that 10 semesters have passed since the enrollment of a doctoral student in the university and the reviewers' conclusions determine that the dissertation should not be accepted for public defense, it is considered that the person has not achieved the learning outcomes of the relevant doctoral educational program and his/her student status is terminated.

15.14. In the event that one of the two reviewers determines that the dissertation work reworked by the doctoral student should not be accepted for public defense, it is considered that the person has not achieved the learning outcomes of the relevant doctoral educational program and his/her student status is terminated.

15.15. If the doctoral student does not agree with the conclusion presented by the reviewer/reviewers, within 10 calendar days after getting acquainted with the conclusions of the reviewers, he has the right to appeal to the head of the dissertation council with a reasoned written statement and to request a re-review of his dissertation work.

15.16. In the event that the written application of the doctoral student lacks justification, the head of the dissertation council is entitled to request the doctoral student and sets a deadline (no more than 2 working days) to justify in writing why the doctoral student requests re-review of the dissertation. In the event that the doctoral candidate does not submit a substantiated application within the established period, the chairman of the dissertation council is entitled to refuse to accept the submitted written application.

15.17. The doctoral candidate's reasoned written application is considered by the Dissertation Council and makes a decision to approve or reject it.

15.18. In the event that the Dissertation Council decides to approve the submitted application, the academic head of the program will determine a new reviewer/reviewers to whom the doctorate candidate's revised dissertation will be submitted.

Article 16. Session of the Dissertation Commission and Defense Process of the Dissertation Thesis

16.1. In the event that, by the written conclusions of the assigned reviewers, it is established that the dissertation work should be accepted for public defense, a dissertation commission is established in compliance with the requirements of this provision.

16.2. The administrative head of the doctoral educational program ensures the transfer of the dissertation, reviewers' evaluations, and the documentation specified by the present regulation to the members of the dissertation commission.

16.3. On the basis of the order of the rector of the university, the date of public defense of the thesis will be determined.

16.4. Information about the thesis commission session and the defense of the thesis must be posted on the university's website at least ten calendar days before the corresponding session.

16.5. The session is declared open by the chairman of the dissertation committee, who confirms the presence of a quorum on the dissertation committee (all members of the dissertation committee must

attend the meeting) and informs the attendees of the agenda of the meeting, after which he gives the floor to the secretary of the dissertation committee.

16.6. The secretary of the dissertation committee presents to the dissertation committee and the attending public the short biographical information of the doctoral candidate, the topic of the dissertation, the names of the reviewers and other documents presented by the doctoral candidate. After that, the doctoral candidate presents the results of the research in the form of a presentation to the audience.

16.7. The presentation of the results of the doctoral student's research involves a report - a presentation of the topic, the duration of which should not exceed 30 minutes. In the mentioned period, the doctoral student must clearly present the scientific novelty, methodology, main provisions and obtained results of his/her dissertation. During the presentation of the thesis, the doctoral candidate must use visible material, for which various technical materials can be used.

16.8. After completing the presentation of the thesis, the supervisor of the thesis presents his own vision regarding the completed thesis.

16.9. After the supervisor of the thesis has finished presenting his/her vision, the reviewers separately present their assessment to the dissertation thesis committee and to the public attending the public defense of the thesis. In the event that the reviewer/reviewers could not appear for the defense of the thesis due to an honorable reason, the second reviewer/secretary of the meeting will introduce the review/reviews to the public present at the session.

16.10. After presenting the reviewers' evaluations, the doctoral candidate must respond to the reviewers' remarks, and then a scientific discussion is held, which can be conducted in both Georgian and English, and the duration of which should not exceed one hour. In the framework of the scientific discussion, the members of the dissertation committee have the right to ask questions to the doctoral student along with the reviewers, the doctoral student must answer the questions of the members of the dissertation committee in an argumentative manner.

16.11. After the end of the scientific discussion, the public attending the session is allowed to address the doctoral candidate with questions, after answering the questions asked by the attending public, the doctoral candidate is given the final speech.

16.12. After the final speech of the doctoral student, the audience leaves the hall and each member of the dissertation commission anonymously evaluates the dissertation. Each member of the dissertation commission evaluates the dissertation individually, according to Article 17, paragraph 17.3. In accordance with the paragraph, the unified final grade of the dissertation is calculated by calculating the arithmetic average of the grades of the members of the dissertation commission. After the evaluation of the dissertation by the dissertation committee, the audience is allowed to return to the hall and hear the decision of the dissertation committee and the assessment made. The chairman of the dissertation committee informs the attending public about the decision and assessment made by the dissertation committee.

16.13. Regarding the defense of the thesis, its progress and the final result, a protocol is drawn up, which is signed by the chairman and the secretary of the thesis commission.

Article 17. Evaluation of the dissertation

17.1. The thesis, in accordance with the pre-established criteria of the relevant doctoral educational program, must be evaluated as a whole - by the final evaluation.

17.2. The dissertation must be evaluated in the same or the next semester in which the doctoral student completes work on it.

17.3. Evaluation system of the scientific-research component:

- a) excellent (summa cum laude) – outstanding thesis – 91-100 points;
- b) very good (magna cum laude) - the result that exceeds the requirements in every way - 81-90 points;
- c) good (cum laude) - the result that exceeds the requirements - 71-80 points;
- d) average (bene) - an average-level paper that meets the basic requirements - 61-70 points;
- e) satisfactory (rite) - the result, which, despite the shortcomings, still meets the requirements - 51-60 points;
- f) unsatisfactory (insufficenter) – a work of an unsatisfactory level, which cannot meet the requirements due to significant gaps in it – 41-50 points;
- g) completely unsatisfactory (sub omni canone) - a result that fully does not meet the requirements - 40 points and less.

17.4 In case of receiving an unsatisfactory (insufficenter) evaluation, the doctoral student has the right to submit a revised thesis within one year, for this purpose, he has the right to apply to the administrative head of the program with a reasoned statement within one month from the announcement of the result, requesting the revision of the thesis and repeated defense of the thesis. Unless 10 (ten) semesters have passed since the doctoral student's enrollment in the university, in such a case it is considered that the person cannot achieve the learning outcomes provided for by the doctoral educational program and his/her student status is terminated.

17.5. In case of receiving a completely unsatisfactory (sub omni canone) evaluation, the doctoral candidate loses the right to rework and submit the same thesis.

17.6. One copy of the dissertation is sent to the National Library, and three copies remain in the university library. Also, the university provides electronic versions of the defended dissertation and its abstract (in Georgian and English) on its website.

Article 18. The procedure for appealing the assessment received in the thesis

18.1 A doctoral student who does not agree with the evaluation of the dissertation, has the right to address the chairman of the dissertation council with a reasoned written statement within 3 calendar days of the result of the evaluation of the dissertation and appeal the evaluation received in the dissertation.

18.2 The Dissertation Council, after receiving the written application of the doctoral student, within 30 calendar days, examines it and makes a decision to approve or reject the application. In the event that the statement submitted by the doctoral student lacks justification, the chairman of the dissertation council has the right to request the doctoral student to justify in writing why he /she disagrees with the evaluation of the dissertation and define the period (no more than 2 working days) within which the doctoral student has to submit the justification. In the event that the doctoral candidate does not submit

a substantiated application within the established period, the chairman of the dissertation council is entitled to refuse to accept the submitted written application.

18.3. If the written application of the doctoral student is approved, the Dissertation Council determines the composition of the appeal commission and submits it to the Rector of the University for approval.

18.4 The appeal commission consists of at least three members with a doctorate or equivalent academic degree. The person who participated in the process of preparation or evaluation of the thesis cannot participate in the appeal commission.

18.5 The appeal committee is obliged to study and re-evaluate the thesis within 60 calendar days after its creation. The University ensures that the members of the appeals commission receive the dissertation in such a way that they are not aware of the received grade.

18.5 The members of the appeal commission individually evaluate the thesis according to the pre-established criteria. The assessment of the appeal commission is final and not subject to appeal.

Article 19. Granting of the academic degree of doctor

19.1. In case of receiving a positive assessment by the dissertation committee, the dissertation committee will send a recommendation statement to the Dissertation Council about awarding the academic degree of doctor to the doctoral candidate. Based on the decision of the Dissertation Council, the person is awarded the academic degree of Doctor.

19.2. The information contained in the diploma certifying the academic degree of doctor is presented in Georgian and English languages, the diploma is signed by the rector and dean of the university, and is verified with the seal of the university.

Article 20. Annulment of the awarded academic degree of doctor

20.1. Based on the decision of the Dissertation Council, the issue of revoking the academic degree of doctor is considered in the event that an application and relevant evidence of falsification and/or plagiarism of the dissertation were submitted to the Dissertation Council.

20.2. In order to study the fact of possible falsification and/or plagiarism of the dissertation, the Dissertation Council creates a special commission that will study the issue in detail and present a reasoned conclusion on the confirmation or non-confirmation of the fact of forgery and/or plagiarism in the dissertation.

20.3. In case of confirmation of the fact of falsification and/or plagiarism in the dissertation by the special commission, the dissertation council makes a decision to invalidate the academic degree of the doctor.

Article 21. Mechanisms supporting doctoral students

21.1 For those students of the doctoral educational program of the university, who at the same time hold an administrative/academic position in the university, the university finances the cost of education in the amount of no more than 75% for a period of three years.

21.2 The University, in order to promote the research activities of the students of the doctoral educational program, offers to participate in the internal university research funding competition, the internal grant

funding program for the support of electronic textbooks, and the grant funding program for the preparation of policy documents.

21.3 The University gives students of the doctoral educational program the opportunity to publish scientific publications in the University's refereed electronic scientific periodical - "Journal of Politics and Democratization".

21.3 The University offers the students of the doctoral education program who successfully defend the prospectus and the colloquium, in order to support the completion of the dissertation, the opportunity to participate in the internal grant funding program for the support of doctoral students' dissertation research.

21.4 Support for participation of doctoral students in international scientific conferences is carried out on the condition of co-financing.

Article 22. Transitional Provisions

22.1 The requirements set forth in this provision apply to doctoral students who will enroll in the university's doctoral educational program from the 2024-2025 academic year.

22.2 For those doctoral students who are enrolled in the university's doctoral education programs before 2024, the 10 semesters determined to complete the program will start from the spring semester of the 2023-2024 academic year. The period of the student's active and suspended status is included in the 10 semesters provided for in this clause.

22.3 Doctoral students who are enrolled in doctoral educational programs of the university until 2024 and fail to submit a completed dissertation within 10 semesters are considered to be unable to achieve the learning outcomes provided for by the doctoral educational program and their student status is terminated.