



Statutes of Doctoral Program and Thesis Committee

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“Approved”

Rector of the Georgian Aviation University
D.T.Sc., Professor

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Statement _____

Georgian Aviation University



Statutes of Doctoral Program and Thesis Committee

Master Copy

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i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
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**ii. Revision Records**

Revision №	Reason for Revision	Page Numbers	Date	Entered by

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2. Documentation Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

Document Distribution List

Organization	Format	Copy N:
Quality Service	Hard Copy	Master Copy
Quality Service	Electronic Version	Electronic Version
University Web Page	Electronic Version	Electronic Version

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3. General provisions

Article 1. General Provisions

1. This Regulation defines the preconditions for the functioning, authority of the Thesis Committee, enrollment in the doctoral Program, general requirements for the thesis supervisor and the topic, procedures for topic presentation and defense and the final assessment of the doctoral student.
2. The Committee operates under the Law of Georgia on Higher Education, the European Union's Modernization Agenda for Higher Education, the Bologna Process, other legal regulations in the field of education, the Charter of the Georgian Aviation University and this Regulation.
3. The doctoral educational Program includes 180 (ECTS) credits equally proportioned over three years of study. Based on the application of the doctoral student and the motion of the thesis supervisor, the above period can be prolonged up to 2 years. For the purpose of further term prolongation, a Committee shall be formed from 3 members of the Committee on the report of which (relevance, volume of work performed and remaining work to complete the paper, prolongation of the term required) the Committee takes the respective decision by majority votes.
4. Admission of the candidates for doctoral educational Programs is announced in October and April. The list of documents to be submitted, the terms and conditions of enrollment in the doctoral Program are determined by the University Rector's Individual Act which will be posted on the University website in order to ensure access and transparency. The number of vacancies is determined by the Faculty Council in agreement with the Educational Process Regulation Office and approved by the University Rector.

Article 2. Procedures for Enrollment in Doctoral Program

1. Both a citizen of Georgia and a foreign citizen having a Master's degree or an equivalent academic degree are eligible to study for a doctorate.
2. A candidate wishing to enroll in the doctoral educational Program shall submit the following documents:
 - 2.1. Application;
 - 2.2. Copy of ID card;
 - 2.3. Copy of the document certifying the Master's degree or equivalent academic degree, in case of education received abroad, a document on the recognition of education received abroad;
 - 2.4. E-photo (size 3X4);
 - 2.5. Military Registration Certificate or Military Card (for Georgian male candidates);
 - 2.6. Foreign Language (English, German, Russian) Proficiency B2 Certificate, foreign citizens are required to know Georgian;
 - 2.7. Written consent of the scientific supervisor;
 - 2.8. Description of the paper topic, substantiation of its importance and draft curriculum;
 - 2.9. The Rector's Act may stipulate the requirement to submit other additional documents.
3. If a candidate does not have the document provided for in sub-paragraph 2.6 of paragraph 1 of this Article, he/she shall pass the exam in a foreign language organized by the University.
4. An Admission Commission assessing a candidate in accordance with the established criteria shall be formed by the Rector's Individual Act. Interview criteria are as follows:
 - 4.1. Candidate's motivation;
 - 4.2. Candidate's creative or analytical thinking skills;
 - 4.3. Professional knowledge level;

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- 4.4. Professional and academic achievements in the field where the candidate desires to conduct research.
5. In case of a positive decision of the Commission, a recommendation on enrollment of a candidate in a doctoral Program will be submitted to the Rector.

Article 3. Thesis Committee

1. The Thesis Committee consists of professors and associate professors with the Doctor's Academic Degree in the field/of the major provided by the University doctoral Programs. Persons with the Doctor's Degree in the relevant field/of the major from Georgian and foreign educational and scientific centers may be invited to the Committee. The number of invited members should not exceed 25% of the Committee members.
2. Candidates for the membership of the Thesis Committee must confirm their consent to the Committee membership in writing.
3. The grounds for early termination of the term of office of a member of the Thesis Committee are:
 - 3.1. Personal Statement;
 - 3.2. The cases provided by the University Charter;
 - 3.3. Undue performance of the functions of a member of the Thesis Committee.
4. Each subfield of the Committee shall be represented by at least 5 members. Each subfield is registered with only one Committee. When compiling the Committee composition, the list of qualifications established by the Order No.69/N of the Minister of Education and Science On the Approval of the National Qualifications Framework dated from April 10, 2019, should be taken into account.
5. The composition of the Thesis Committee is approved by the Rector of the Aviation University and its term of office is 4 years.
6. The Chairperson of the Thesis Committee is elected by the Thesis Committee from among its members by a majority of the listed members, by secret ballot. The first meeting before the election of the Chairperson is chaired by the Dean of the Faculty of Engineering.
7. The Academic Secretary of the Thesis Committee shall be nominated by the Chairperson from among the Committee members. The Academic Secretary is elected by the Committee, by open ballot by a majority of the listed members and is approved by the Thesis Committee.
8. At the reasoned request of the Chairperson, the Thesis Committee may elect the Deputy Chairperson by open ballot, who shall chair the meetings in the absence of the Chairperson.
9. The Committee makes decisions at its meetings. The meeting is duly constituted if it is attended by 2/3 of the listed members. A decision is taken if it is voted on by a majority of the members attended.
10. All decisions taken by the Committee shall be executed in the Minutes of Meeting, which shall be signed by the Chairperson of the meeting and the Academic Secretary.

Article 4. Powers of Thesis Committee

1. The meetings of the Thesis Committee are convened by the Chairperson. In the absence of the Chairperson, the Deputy Chairperson may convene a meeting in agreement with the Chairperson. In the absence of the Academic Secretary of the Committee at the meeting, the Chairperson of the meeting is entitled to impose the duty of the Secretary of the meeting on one of the Committee members.
2. The Committee Chairperson (or Deputy Chairperson) is not allowed to chair the meeting if he/she is the scientific supervisor of the thesis defender too.
The Committee Chairperson shall be entitled to:



- 2.1. lead the work of the Committee;
- 2.2. chair the Committee meetings;
- 2.3. sign the decisions;
- 2.4. ensure the proper functioning of the Committee.
3. The Committee Academic Secretary shall:
 - 3.1. provide technical support for meeting holding;
 - 3.2. record the attendance of the Committee members;
 - 3.3. record the documents of the Committee, including doctoral students;
 - 3.4. ensure the timely posting of information on the Faculty website;
 - 3.5. verify the compliance of the thesis and the abstract with the requirements;
 - 3.6. submit the copies of the thesis and abstract, their electronic versions, to the GAU Library within 1 week after the relevant positive decision is made;
 - 3.7. submit the copies of the thesis and abstract to the official reviewers;
 - 3.8. submit the copies of the abstract to the Committee members.

Article 5. Scientific Supervisor

1. The scientific supervisor of a doctoral student may be the University academic or invited staff having a doctoral degree.
2. The scientific supervisor of a doctoral student must have 5 years of research experience in the scientific field related to the thesis topic and at least 5 publications.
3. The doctoral student elects the scientific supervisor prior enrolling in the doctoral educational Program. The doctoral student agrees with him/her on the supposed title of the thesis, the plan of achievement within the timeframe provided by the scientific project and the results of the study and only after agreeing with him/her will apply to the University for enrollment.
4. The Thesis Committee, upon the motion of the supervisor of the doctoral educational Program, approves the scientific supervisor (co-supervisors) of the doctoral student. One of the co-supervisors may be a professor (associate professor) of other institution or a foreign educational or scientific organization. During the involvement of the partner institution, the thesis papers should be supervised by the GAU professor and the professor of the partner institution, which shall be confirmed by signing the relevant documents while working on the topic.
5. Within two weeks from the beginning of the second semester of the first year of study, the Thesis Committee, upon the recommendation of the scientific supervisor, reviews and takes a decision on the approval of the doctoral student's thesis topic and curriculum. Based on this decision (excerpt from the Minutes of the Committee Meeting and the Report Card of the Committee Chairperson), the Study Process Regulation Office prepares a draft order on approval of the thesis topic.
6. The doctoral student together with the supervisor will present a working plan compiled in stages, terms, obligations and responsibilities of the parties, training resources to be used and other activities. The working plan may be changed from time to time to develop activities. The working plan specifying the initial and subsequent changes must be signed and submitted by the doctoral student to the University Educational Process Regulation Office, both initially and for each change.
7. From the first month of the second year of study, the thesis defender will be entitled to request a change of scientific supervisor, the appointment of a co-supervisor, correction of the doctoral paper plan, correction of the paper title, for this purpose he/she addresses the Program supervisor and the Committee takes the respective

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decision based on the motivated application of the latter. The respective report card of the Thesis Committee Chairperson, together with the Minutes, shall be submitted to the GAU Educational Process Regulation Office, which, as a rule, provides the preparation of the draft order.

8. In accordance with the structure of the educational Program, the doctoral student conducts research in the second and third year of study, works with the supervisor in active consultations to accomplish and defend the thesis. The supervisor checks the implementation of the doctoral student's working plan and applies to the Committee for admission to the defense of the thesis or, according to the existing procedures, for postponement of the thesis completion date.

Article 6. Requirements for Thesis Paper

1. In order to be allowed to defend a thesis, a doctoral student must submit to the Committee the following:
 - 1.1. Application on behalf of the Committee Chairperson requesting to accept the thesis for reviewing;
 - 1.2. Certificate on the mastery of the educational and research components provided by the educational Program and issued by the Faculty;
 - 1.3. 4 bound copies of the thesis in the medium of instruction of the doctoral Program and its electronic version (in PDF) for posting on the University website; predetermined number of abstract for external recipients and Committee members;
 - 1.4. Papers specifying the key research insights related to the thesis topic and published in accordance with the procedure established (at least three scientific articles published in peer-reviewed journals recommended by the Committee);
 - 1.5. Materials of a scientific conference/conferences or seminars, or other types of scientific meetings (at least one report), official documents certifying the invention/inventions, and/or patent/patents (if any) and their list;
 - 1.6. Testimonial of the doctoral student given by the scientific supervisor (co-supervisors) about the business qualities identified during the period of study, research and thesis preparation.
2. The structure of the thesis is free, but should include the following components:
 - 2.1. Introduction;
 - 2.2. Timeliness of the topic;
 - 2.3. Purpose of the topic;
 - 2.4. Practical value of the paper;
 - 2.5. Implementation of the paper;
 - 2.6. Scientific insights obtained and their veracity;
 - 2.7. Approbation of the paper.
3. The volume of the thesis should not exceed 220 pages and should not be less than 140 pages; in some specific cases, the volume of the thesis may be changed with the consent of the Thesis Committee.
4. The standard sheet size is A4. Font size should be 12, line spacing is 1,5. The distance of the text from the page top and bottom edge is 25 mm. Distance from the page right edge is 15 mm, and from the left edge is 30 mm. The text must be typed in Sylfaen.
5. The electronic version of the doctoral thesis to be posted on the Aviation University website shall meet the same requirements, with only one difference - tables and graphs should be prepared in Microsoft Excel.
6. Illustrative materials (tables, drawings, diagrams, graphs) presented on a separate page, will be included in the total numbering of pages, numbered in Arabic within a separate chapter and marked with a symbol, for example, "Fig. 1.2 or Graph 2.3." (The second drawing of the first chapter or the third graph of the second

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chapter), after which an explanatory note of the illustration material should be written; the tables should be marked in the same way. Statistical information in the text should be confirmed by reference to the information source.

7. The following requirements must be observed when compiling the references cited in the thesis:
 - 7.1. The references should be indicated in alphabetical order of the first author's surname or in the sequence given in the text as needed;
 - 7.2. When referring to the references, the author's (or authors') surname, initials, paper title, place of publication, publishing house, year of publication, volume, number of pages should be specified, or as it is on the title page of the references used.
8. The abstract shall be drawn up in accordance with the rules set out in Annex 2.

Article 7. Thesis Pre-assessment

1. Each semester the Committee reviews the progress of the research components and assesses the results by open ballot.
2. The paper presented by the doctoral student at the colloquium is a part - one of the chapters (chapters) - of the doctoral thesis. The doctoral student shall present the printed and electronic versions of the theoretical and experimental research insights, according to the stages (colloquium-1, colloquium-2, colloquium-3), at least 3 weeks before the end of the semester, to the supervisor, who will review the report within a week and submit it to the Thesis Committee after assessment.
3. By the decision of the Thesis Committee the colloquium (1,2,3) is appointed for the presentation of the paper prepared by the doctoral student.
4. The theoretical/experimental research insights are assessed according to the following criteria:
 - 4.1. Research methodology; Compliance of the research with the plan approved;
 - 4.2. Research methods and completeness of the research description;
 - 4.3. Research content and technical feasibility;
 - 4.4. Fundamentality of the insights.
5. Each stage of the paper theoretical/experimental research (1,2,3) is assessed according to a 4-level scale:
 - 5.1. Meets the Requirements - the stage is assessed as "meets the requirements" if the research stage fully complies with the objectives set by the doctoral student's curriculum and working plan and with the requirements for the research component.
 - 5.2. Largely Meets the Requirements – the level is assessed as "largely meets the requirements" if the research stage largely meets the curriculum and working plan requirements and the doctoral student can demonstrate the respective results despite the fact that the researches have weaknesses, in the short term of which (up to 1 month) the doctoral student has a readiness and a plan provided with appropriate resources.
 - 5.3. Partially Meets the Requirements – the level is assessed as "partially meets the requirements" if the research stage meets the curriculum and working plan requirements and has weaknesses requiring mobilization of significant resources to overcome them; however, the doctoral student has a readiness and a plan provided with appropriate resources to overcome the weaknesses within the average term (not more than 1 semester), in parallel with the next stage.
 - 5.4. Does not Meet the Requirements - if the available resources and/or practice do not meet the curriculum and working plan requirements. In case of stage with "does not meet the requirements", the Committee

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takes a decision on the preparation of the report for the next hearing. In case of further negative assessment, the doctoral student will have to re-perform the research work provided by the stage.

6. Each assessor assesses a separate criterion in a special bulletin according to the above scale and makes a final assessment in the same bulletin according to the principle of simple quantitative advantage.
7. In order to take a decision on admission of the doctoral student to defense, in the 4th semester of studies the scientific supervisor examines the fulfillment of the doctoral student's working plan.
8. The supervisor informs the Thesis Committee about the results of the thesis examination in a reasoned statement. In accordance with the report, the doctoral student applies to the Committee for admission to the thesis defense or for postponement of the completion of the thesis according to the existing procedures.
9. In order to take a decision on admission to the defense, the Thesis Committee shall form a three-member commission of the respective thesis topic, which will review the thesis and prepare a report within 10 working days.
10. The report on the thesis paper should consider the following criteria:
 - 10.1. Compliance of the thesis content with the covered thesis topic plan; Compliance of the thesis with the Requirements of the Doctoral Program and Thesis Committee Regulation;
 - 10.2. Correspondence of the publication/publications published by the doctoral student with the materials presented in the thesis;
 - 10.3. Identification of appropriation (plagiarism) of other authors' research (information) in the thesis without reference to sources;
 - 10.4. Correspondence of the content of the abstract with the thesis.
11. The report, together with the thesis assessment, should contain relevant recommendations on admission to the thesis defense or its returning to the doctoral student for correction and/or refusal to defend the thesis.
12. Based on the written reports of the three-member commission of the Thesis Committee and the thesis supervisor, the thesis, prior to its defense, is reviewed by the staff implementing the educational Program and invited specialists. Pre-defense review of the paper should consider the readiness of the doctoral student for defense considering the following criteria:
 - 12.1. Level of scientific discussion of issues;
 - 12.2. Correctness of the formation;
 - 12.3. Problem solving ways, methods and data reliability;
 - 12.4. Applicability of insights.
13. The report shall include the relevant recommendations on admission to the paper defense, returning to the doctoral student for correction or denial to admit the doctoral student to the defense.
14. If the thesis defender is not allowed to the defense by the decision of the Thesis Defense Committee, the doctoral student will be allowed to additionally work on the thesis and present a revised thesis within one year. In case of repeated negative assessment of the revised thesis, the doctoral student's paper will not be accepted for defense.
15. In case the Commission recognizes the paper as admissible for defense, the Defense Committee shall set a date for the thesis defense within one week, appoint two official reviewers, hand over the copies of their theses and abstracts.
16. The official reviewer must be a person with a doctorate or equivalent academic degree, who has published at least 3 papers in the relevant field of the doctoral educational Program, the compliance of which is determined by the Committee. The official reviewer shall not be: the Chairperson of the Thesis Committee, his/her Deputy or Academic Secretary, a co-author of any paper prepared by a doctoral student or a person ex officio dependent on the thesis defender.

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17. The Committee shall be entitled to request additional information and/or documents from the doctoral student and also to invite the doctoral student to the meeting for necessary explanation.
18. The Thesis Defense Committee sets a 1-month period for reviewers to assess the thesis. Each reviewer must submit a report in duplicate to the Committee within the above time limit.
19. The Thesis Defense Committee shall notify the doctoral student in writing of the decision taken. In case of admission to the defense, the notification shall specify the date and time of defense, the possibility of attendance of external persons and their permissible number. The doctoral student must be given at least 15 days from the date of notification to the date of defense to prepare the defense. The doctoral student is given the right to get acquainted with the reports of the reviewers.
20. The report of the official reviewers should specify: timeliness of the thesis topic, novelty, scientific level of research, quality of research, stability and reliability of scientific research insights, methods (methodology) used, practical value of the paper and probable (or real) economic effect, thesis writing quality, etc.
21. The report should state the opinion of the official reviewer whether the thesis meets the requirements, whether the doctoral student deserves the Doctor's Academic Degree.
22. If any official reviewer is unable to present a report due to objective circumstances after submitting the relevant notice or report card the Committee Chairperson shall convene a meeting of the Committee within the shortest possible time, approve another official reviewer and consider the necessity to change the defense date.
23. The thesis defender shall be notified immediately of the Committee's decision.
24. If the thesis is verged on the field within the Committee and other field, at least 3 specialists of the respective field having the voting right who meet the requirements for a member of the Committee must additionally join the Committee. In such a case, it is advisable to additionally invite a specialist of this field as an official reviewer.
25. The University Rector's Order on the appointment of the defense is issued one month prior to the thesis defense. The Order shall state the title of the doctoral educational Program and thesis topic, its author's name, surname, personal number, scientific supervisor/supervisors, official reviewers, date, time, and place of defense. The publicity of this information is provided by the Academic Secretary of the Committee (by posting an announcement on the website and by any other means).
26. The doctoral student has the right to request the conduction of the defense even in case of a negative report of the official reviewers. He/she further has the right to withdraw his/her work at any stage before the defense on the grounds of motivated reasons. If these reasons are taken into account, the thesis may be presented in the next academic year in accordance with the established procedure.
27. In case of refusal to admit the doctoral student to the defense, the thesis and full related documentation will be kept in the University archive.
28. The doctoral student can acquaint himself/herself with this documentation.
29. Submission of incorrect data and plagiarism during the thesis records management is the basis for not issuing the document certifying the Doctor's Academic Degree or its depriving, which is decided by the Committee and is executed by the Rector's Order.
30. In case of identification of plagiarism, the thesis supervisor and reviewers who have positively assessed the counterfactual thesis are accountable to the Thesis Committee and the University in accordance with the provisions set out in the Code of Ethics and Internal Regulations.

Article 8. Thesis Defense

1. The thesis shall be defended at the meeting of the Thesis Committee.

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2. One of the official reviewers having presented a positive report may, for good cause, not be present at the defense. In this case, the report must be fully read during the course of the defense. If no official reviewer is present at the defense, the defense will not be conducted.
3. If the doctoral student fails to appear for the thesis defense for good cause duly substantiated, the Committee quorum is not present or the defense is not conducted for other reasons independent of the doctoral student, the Committee will appoint the defense at the nearest acceptable time.
4. The maximum duration of the reports of the doctoral student and official reviewers, as well as the speeches of the Committee members and others shall be determined by the suggestion of the Committee Chairperson.
5. The Academic Secretary of the meeting announces the brief biographical information of the doctoral student, the results of the performance of teaching and research components studied by the doctoral student and of preliminary defense, the thesis topic and the identities of the official reviewers, informs the Committee members about the documents submitted by the doctoral student and the thesis defense procedure.
6. At the suggestion of the Chairperson of the meeting, within the time provided by the regulations, the doctoral student shall clearly formulates the scientific novelty, reports to the Committee the main provisions of the paper, the insights obtained and reads the conclusions.
7. The doctoral student answers the questions posed by the Committee members and the attendees, after which the Chairperson acquaint the Committee with the results of the thesis preliminary defense, the feedback. All critical remarks, if any, should be read in full. The doctoral student is obliged to respond to all remarks. The official reviewers start arguing with the doctoral student, after which the floor is given to the scientific supervisor/co-supervisor to characterize the doctoral student. A discussion is held which can be participated by the Committee members and the attending persons.
8. During defending the thesis the thesis defending student can use visual materials: posters, videos, projector and other technical means.
9. The thesis defense process will be recorded by audio/video technical means.

Article 9. Assessment of Thesis Paper

1. The thesis shall be assessed once in the same semester in which the student completes work on it or in the next semester.
2. The thesis presented by the doctoral student shall be assessed by secret ballot by each Committee member at the end of the defense, using the Assessment Bulletin Form (Annex 1); The final assessment of the paper is made by the Committee members based on the assessment arithmetic mean.
3. Five positive and two negative assessments are used for the assessment of the thesis, namely:
 - 3.1. Positive assessments are:
 - 3.1.1. Excellent (*summa cum laude*) - an excellent paper;
 - 3.1.2. Very Good (*magna cum laude*) - a result exceeding the requirements in all aspects;
 - 3.1.3. Good (*cum laude*) - a result exceeding the requirements;
 - 3.1.4. Intermediate (*bene*) - intermediate level of paper that meets the basic requirements;
 - 3.1.5. Satisfactory (*rite*) - a result that, despite the deficiencies, still meets the requirements.
 - 3.2. Negative assessments are:
 - 3.2.1. Insufficient (*insufficient*) - unsatisfactory level of paper that fails to meet the requirements due to significant deficiencies therein;
 - 3.2.2. Completely unsatisfactory (*sub omni canone*) - a result that does not meet the requirements in any aspect.

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4. In case of insufficient (insufficient) assessment, the doctoral student has a right to present a revised thesis paper within one year. In this case, the doctoral student shall apply to the University Rector within one week after the defense to extend his/her student status; otherwise his/her student status will be suspended. If he/she has already exercised this right, his/her student status will be terminated. In case of getting a completely unsatisfactory (sub omni canone) grade, the doctoral student deprives the right to present the same thesis paper; in such a case, his/her student status will be terminated.
5. Upon completion of the defense procedure, by the suggestion of the Chairperson of the meeting, the Committee elects the 3-member assessment commission from among its members by open voting, which ensures the conduction of the procedure.
6. The assessment commission elects a chairperson from among its members, who will be responsible for the confidentiality of the procedure, the preparation and execution of the respective documents and other organizational issues.
7. Before the start of the procedure, the Academic Secretary of the Thesis Committee shall acquaint the Committee members with the mentioned procedure and the rules for filling in the Assessment Bulletin.
8. The Committee members shall participate in the procedure in person. It is not allowed to transfer the right of assessment to another member.
9. The final assessment is made on the basis of the assessments of the Committee members - the arithmetic mean of the points given by each member.
10. Upon getting the assessment provided for in sub-paragraphs “3.1.1” - “3.1.5” of paragraph 3 of this Article, the doctoral student shall be awarded the Doctor’s Academic Degree.
11. The assessment commission shall execute the results of the procedure in the Minutes of Meeting, which shall be signed by the commission Chairperson and members. The Chairperson of the assessment commission announces the results of the procedure to the Committee and the respective Minutes of Meeting is approved by open voting in case of a positive decision of at least 3/4 of the Committee members presented. Minutes and ballots along with doctoral student documents are kept in the University archive.
12. If the Minutes of the assessment commission cannot be approved, the assessment procedure should be repeated or postponed for the next working day. The assessment commission shall prepare new bulletins and the Thesis Committee shall re-arrange the secret procedure.
13. After the approval of the Minutes of the assessment commission the Committee Chairman shall announce the final decision to the thesis defender and the audience.
14. After defending the thesis the following will be handed over to the University archive:
 - 14.1. Documentation listed in paragraphs 2.2-2.5 of Article 2;
 - 14.2. All types of documents related to pre- and final defense (audio-video recordings, minutes, sheets, copies, notifications, reviewers’ reports, ballot-counting commission bulletins, decisions, orders, etc.).

Article 10. Diploma certifying Doctor’s Academic Degree

1. The Diploma certifying the Doctor’s Academic Degree will be issued by the Georgian Aviation University in the form established by the Ministry of Education, Science, Culture and Sports of Georgia, which is filled in in Georgian and English languages.

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4. Annexes

Annex 1

Assessment Bulletin Form

Name of Thesis Committee
Educational Program Title
Supervisor's/Co-supervisor's Name and Surname
Doctoral Student's Name and Surname
Assessment Criteria

Nº	Criteria	Grade (100)	Grades	Comment
1	Timeliness of the topic	10-18		
2	Finding	10-20		
3	Problem solving way	10-25		
4	Practical value of the topic	10-20		
5	Doctoral student reasoning	10-17		
Total:				

Final assessment

- Excellent (*summa cum laude*) - an excellent paper, 91-100 points;
- Very Good (*magna cum laude*) - a result exceeding the requirements in all aspects, 81-90 points;
- Good (*cum laude*) - a result exceeding the requirements, 71-80 points;
- Intermediate (*bene*) - a result meeting the requirements in all aspects, 61-70 points;
- Satisfactory (*rite*) - a result that, despite the deficiencies, still meets the requirements, 51-60 points;
- Insufficient (*insufficenter*) - a result that fails to meet the requirements due to significant deficiencies therein, 41-50 points;
- Completely unsatisfactory (*sub omni canone*) - a result that does not meet the requirements in any aspect, below 41 points.

Note: In case of assessment below the minimum threshold for each component, 0 point will be put down.

Name, Surname of the Chairperson of the Thesis Committee, Signature

Date

	Statutes of Doctoral Program and Thesis Committee	Date	December 2019
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Annex 2

Instructions for preparation of an abstract for awarding the Doctor's Academic Degree

Volume: The volume of the abstract should not exceed two printed sheets (32 pages) including the English summary; This number includes all pages.

Language: The abstract should be prepared in Georgian and should be appended by the English summary (volume - 500-800 words).

Structure: The abstract should state: timeliness of the topic, the purpose of the work, research object and methods, key insights of the paper and scientific novelty, the scope of insights, information on the thesis volume and structure, thesis key insights by chapters and general conclusions; The abstract should include information on the approbation of the paper (reports at conferences, forums, symposia, seminars), as well as a list of papers published, patents and copyrights, the content of which corresponds to the thesis topic and is included in the thesis.

Sheet size: The abstract should be prepared on A4 paper (297×210 mm). Orientation - vertical. Field: left side - 38 mm, other sides - 25 mm.

Font: The text should be in the standard font Sylfaen, size 12. The text should be printed on a laser printer or other printing medium providing a similar quality.

Chapters and Subchapters Titles: The font size of chapters and subchapters may be larger than the font size of the main text. The subchapter should be continued from the same page; It is not allowed to leave free space or page.

Page Numbering: All pages, except the title page, should be numbered sequentially. The pages should be numbered in the lower edge in the center, with Arabic numerals. The font size of the number should be 10. Spacing between lines: the spacing for the main text should be 1.5.

The title page should include the text: Georgian Aviation University, with the right of manuscript, name and surname of the doctoral student, title of the thesis, submitted for awarding the Doctor's Academic Degree, abstract, title of the doctoral Program, classification number, Tbilisi, year.

The following should be specified on the second page: the name of the institution and the structural (organizational) unit where the paper was prepared, supervisor, reviewers, Thesis Committee meeting which the thesis will be defended at, thesis defense time (year, month, number, hour) and place (address, building and audience number). The thesis defense time and place will be written by hand. At the end it should be signed by the Academic Secretary of the Thesis Committee.