



**Regulations of registration and
protection of bachelor's and
master's degrees**

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"Approved" Rector of the
Georgian Aviation University, Professor


_____ S. Tepnadze

_____ 2019

Resolution № _____

Regulations of registration and protection of bachelor's and master's degrees

Original copy

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i. Changes

Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	The Rector
Date:	Date:

Removed page				Added page			
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2. Document control

Document control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

1.1 List of documents to be sent:

Organization	format	Copy number
Quality Assurance Service	Print	Original copy
Quality Assurance Service	Electronic	Electronic version
Website	Electronic	Electronic version

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3. The main part


Article 1: General provisions

Instructions on drafting and defending candidate's and bachelor's theses (hereinafter referred to as "theses").

- Instruction) regulates technical and procedural issues related to the design and protection of diploma and dissertations.
- 2. The student may complete the bachelor's and master's theses in the last semester if the prerequisites of the respective educational program are met.
- 3. The evaluation criteria for bachelor's and master's theses are set forth in the respective programs.
- 4. the evaluation of a bachelor's thesis is carried out through intermediate and final evaluation. The intermediate evaluation is carried out twice in order to give the right direction to the work performed by the student, and the so-called Community Leader Review. The maximum grade for middle classes is 30-30, the final grade is 40.
- 5. Master's work is evaluated once, through the final grade. Intermediate evaluation is an evaluation of development (conducted twice), the purpose of which is to evaluate for the first time the research planned by a student, to indicate the correct direction, etc. D. Community leader's feedback. In addition, in the case of the master's thesis, the community leader meets with students individually on a weekly basis, taking into account their needs, and discusses problematic issues arising from the topic. In addition, the community leader advises students via e-mail.
- 6. The purpose of the assessments mentioned in paragraph 4 of this article is the so-called Continuous Monitoring of Students' Activities, providing timely recommendations and guidance that will eventually lead to the creation of complex work. By creating an assessment system of this type, the Georgian Aviation University is trying to create an effective mechanism to improve the quality of education and support future research activities of students.

Article 2: Commission for the Defense of Bachelor's and Master's Dissertations.

- 1. The Commission for the Defense of Bachelor's and Master's Dissertations (may be either jointly or separately) shall be established by the Rector taking into account the candidates nominated by the Faculty Council. The commission consists of: the head of the newspaper (with the right of consultative vote), the chairman of the Faculty Council and at least 2 specialists in the respective field. Potential employers with whom the University has signed a Memorandum of Understanding may be invited by the decision of the Rector with the right of the advisory vote.
- 2. The Commission for the Defense of Bachelor's and Master's Theses (hereinafter referred to as the Commission) is authorized if it is attended by at least 3 members. The work is evaluated according to the following system:
 - 2.1. Five types of positive grades:
 - (A) Excellent - 91-100 points;
 - (B) Very good - 81-90 points for the highest grade; (C) Good - 71-80 points for the highest grade;

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(D) Satisfactory - 61-70 points from the maximum score; (E) Sufficient - 51-60 points for the maximum score.

2.2. Two types of negative grades:

(FX) Failure - A maximum grade point average of 41-50, which means that a student needs more work to pass and is allowed to take an additional exam once while working independently;

(F) Interrupted - the maximum grade point is 40 or less, which means that the work done by the student is not enough and he/she must study the course again.

3. which is the arithmetic mean of each member. Members with an advisory vote do not participate in the evaluation procedure.

4. The committee's decision is recorded in the minutes of the committee meeting, which are submitted to the appropriate department and taken into account when awarding the degree.

5. The thesis defense is public and lasts 10-15 minutes.

Article 3. Bachelor's thesis and community leader

1. The term of the bachelor's dissertation includes one semester. From the topics approved by the Faculty Council, the student chooses the topic of the bachelor's thesis for registration at the faculty. The topic is selected in consultation with the community leader.

2. There should be at least three community leaders in each academic program.

Bachelor's work is a written project that must demonstrate the student's level of knowledge and quality of creativity in accordance with the requirements set forth in the academic program. The bachelor's thesis is in Georgian. An exception is an English language educational programs (if available). The volume of the bachelor's dissertation is 30-40 pages. A minimum of 10 dissertations or textbooks must be used to prepare a bachelor's dissertation.

Article 4 The structure of a bachelor's dissertation.

1. The minimum number of pages of the Bachelor's Dissertation is 30 pages without the title page, bibliography, and annexes. The following components shall be taken into account in the structure of the bachelor's thesis:

2. Title - The following parameters are used for the preparation of the title page of the bachelor's thesis (see Sample #2):

- Font - (font in Unicode, Sylfaen coding);

- Font shape and size: first-line - 14, bold and straight; second and third lines - 12, darkened and straight; third line - 12, slanted; fourth line - 12, straight; fifth line - 12, straight; sixth line - 12, darkened and straight.

- Fields: right field - 2 cm; left field - 2.5 cm; top field - 2 cm; bottom field - 2 cm;

- The edges of the text are aligned on both sides;

- Distance between lines: the first and second lines - 5 lines; the second and third lines

- 3 lines; the third and fourth lines, 3 lines each; the fourth and fifth lines, 8.

Line; Fifth and sixth lines - 1 line each;

- Distance between rows: 1.5

3) Table of contents - The table of contents shall include all parts of the dissertation (Chapter, Subdivision, etc. Sh.) In accordance with their order in the article.

The following parameters are used for the correct formatting of the table of contents (see Example #1). downwards):


- Font - (Unicode encoded font, Sylfaen);

- Form and size of the font: the title ("table of contents") - 14, bold and straight; Names of parts included in the table of contents - 12, correctly;

- Fields: right field - 2 cm, left field - 2.5 cm, upper field - 2 cm, lower field - 2 cm.

See;

- The edges of the text are aligned on both sides;

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- Distance between rows - 1.5;
- The distance between title and text - 2 rows;
- 4. List of abbreviations. If abbreviations are used in the dissertation, their full list and corresponding explanations should be given before the main text of the bachelor's thesis.
- 5. Problem and its context - the component should clearly define and define the problem related to business administration and its context, which will define the factors causing the problem and the reasons for the problem. Context analysis includes the following elements: Relevance of the problem. Research purpose, research objectives, hypothesis/question/question, a brief overview of research methodology.
- 6. 6. Literature review - relevant literature on the problem should be consistently discussed in the component. Literature reviews should be consistent, and sources should be reliable. A literature review should provide an opportunity to develop an adequate methodology for studying the problem.
- 7. 7. Methodology - the component should describe the project methodology consistently and clearly. It should focus on important aspects such as sampling, data collection, analysis tools, etc.; the methodology should be consistent with the problem and the project's objective and based on existing literature.
- 8. Analysis - this component should include data analysis, appropriate illustrations (e.g. tables, graphs, charts, etc.).
- 9. Conclusion - This section should include discussion/interpretation of the results of the data analysis, their relation to the project objectives (question/questions and/or hypothesis). This component of the document should contain recommendations on how to effectively solve the business administration problem. The relationship between the recommendations and the data analysis results should be clearly defined.

10. Bibliography - In this section, all used sources (electronic or printed) should be listed in alphabetical order. For proper reference to literature, you should follow the Chicago style quotation rules.

11. Appendix - The purpose of the Appendix is to provide the reader with detailed information that is not explicitly mentioned in the article. This part of the thesis may include details of the project (for example, a questionnaire, additional charts, spreadsheets, maps, etc.). Д.).

12. The following parameters are used when formatting the main part of the bachelor's thesis:


- Font - (font in Unicod, Sylfaen or similar encoding);
- The size of the text font - 12;
- The size and size of the title font: the title of the first level - 14, bold and straight; the Name of the second level - 12, highlighted in gray and italicized font; the Name of the third level - 12 italicized font;
- Distance between stitches and stripes - 1.5.
- The distance between the lines of text - 1.5;
- Fields: right field - 2 cm, left field - 2.5 cm, top field - 2 cm, bottom field - 2 cm.
- 2 cm;
- The pages of the main part are numbered in Arabic numerals.

Article 5: Master's work.

1. Master's work is an independent research report. The topic of research in this article belongs to the field of aviation technology / business administration and is aimed at:

- 1.1. Expanding and deepening knowledge,
- 1.2. Research company,
- 1.3. Conduct research to identify problems;
- 1.4 Analysis of research results,
- 1.5. Justification of the research results,
- 1.6. Search for ways to solve problems.

2. While carrying out the master's thesis, the student should be able to develop original ideas and present ways to solve a

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specific problem that he/she has identified in the research process and for which the latest research methods and approaches have been used. The student should also demonstrate the ability to make reasoned conclusions based on critical analysis of complex and incomplete information.


The master's thesis systematizes and deepens the knowledge gained by the student in the program. The article should outline the theoretical and methodological foundations, as well as practical knowledge and experience gained by the student during the master's degree program.

1.2 Structure of the Master's work

1. Introduction

1.1 Title page

1.2. Application for plagiarism

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- 1.3. Thanks (optional)
- 1.4. Abstract (in Georgian and English)
- 1.5. Table of Contents
- 1.6. List of tables, diagrams, and other illustrations
- 1.7. List of Abbreviations (if required)

2. The Main part

- 2.1. Introduction
- 2.2. Review of scientific literature
- 2.3. Research Methodology
- 2.4. Analysis of results
- 2.5. Conclusions and recommendations
3. Additional material
 - 3.1. Theoretical and methodological limitations
 - 3.2. Bibliography
 - 3.3. Appendix (if any)

1.2.1 Title page

1. The title page is not numbered and is the title page of the master thesis, which should indicate:
 - 1.1. Name of the university (font size - 12),
 - 1.2. Name of the educational program (font size - 12),
 - 1.3. Student Name (Font Size - 12),
 - 1.4. Title of the master thesis (font size - 14),
 - 1.5. Name and surname of the head (font size - 12),
 - 1.6. Place of performance of the master's thesis - city and year of thesis (Font size - 12). See Appendix 3.
 - 1.7. The work must be done with Georgian Unicode

1.2.2 Statement on plagiarism


1. The student confirms that the paper does not contain plagiarism and is the result of the analysis of the plagiarism detection program "Urkund".

1.2.3 Thanks (optional)

1. If desired, the student can dedicate the paper to the person, organization or event of his / her choice.

1.2.4 Abstract (in Georgian and English)

1. Summary is a brief description of the research, indicating : methods used and results obtained. It should clearly state the summary of the work done. Resume volume - 300-400 words. The resume must be in Georgian and English, in the appropriate order. See Appendix 4.

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1.2.5 Content Table

1. The table of contents is a detailed description of the given paper: with reference to chapters, subsections and page numbers. Titles and subheadings should be short, clear, and relevant to the subject matter and content of the given section. Titles and subheadings should not contain abbreviations. Chapters, subsections, and paragraphs should be numbered in Arabic numerals. See Appendix 5.

1.2.6 List of tables, diagrams and other illustrations

1. Tables, diagrams and / or other types of illustrations are numbered without confusion. The numbering is done in Arabic numerals.

1.2.7 List of Abbreviations (if applicable)

1. The list of abbreviations includes the abbreviations used in the paper – abbreviations and their decipherment. Foreign abbreviation must be decoded in both the original and Georgian languages.

1.2.8 Introduction


1. The introductory part of the master's thesis should include the following subsections:

- 1.1. Objectives of the master thesis,
- 1.2. Subject,
- 1.3. Identified research problem,
- 1.4. The practical and theoretical value of the described research,
- 1.5. Substantiated To be discussed Of the community Relevance And
Novelty, ResearchHypotheses or defended theses.

2. When describing the practical value of the research, attention should be focused on its practical application, practical confirmation of the research results and conclusions. The relevance of the topic and the research is substantiated by the discussion of the topic, the presentation of the research problem, the level of perception of the research subject, the need for thoughtful perception of the subject and research practice. The novelty of the topic and the research is revealed by the practical relevance of the topic.

3. Hypotheses can be of different types: descriptive, explanatory, etc. Sh. The hypothesis defines the subject of the research and the adequate methodology. A hypothesis is an assumption that indicates: new rules, causation, environmental or individual factors, etc. On the probability of existence being substantiated but not yet proven and tested. The hypothesis should not contain unsubstantiated assumptions.

4. The aims and objectives of the research should be formulated in relation to the master's thesis and hypothesis. The goal shows the purpose of the whole research and the expected result - the solution of the analyzed problem, the presentation of new data.

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5. Research objectives reveal ways to achieve the aim ; They are the means to an end. The paper should not formulate tasks that are not related to the topic and are not relevant in terms of achieving the goal.

1.2.9 Review of Scientific Literature

1. Literature review means the analysis of the most important local and foreign literature for the master's thesis, which should be proposed in compliance with the relevant citation norms. Literature review provides the student with an opportunity to get acquainted with the historical and modern materials in the field of research, which helps him to formulate / clarify the research hypothesis and the main aspects of the research itself.

1.2.10 Research Methodology

1. In describing the methodology, the student should explain why he / she specifically chose this methodology and substantiate it with relevant arguments. The research methodology should serve the objectives of the master's thesis and meet the needs of the given research. The main purpose of the methodology is a detailed description of the research conducted, in particular the student should indicate:

1.1. Research type:

- 1.1.1. Quality,
- 1.1.2. Quantitative,
- 1.1.3. Mixed.

1.2. Research method:


- 1.2.1. Deduction (reasoning based on logic, when several assumptions are made from a new assumption);
- 1.2.2. Induction (reasoning when the repetition of attributes leads to the conclusion that an object with the same attributes belongs to a specific class of objects);
- 1.2.3. Comparison (reasoning based on logic, when two objects oppose each other to reveal similarities and differences between them).

1.3. Research procedure

- 1.3.1. The process of collecting data relevant to the methodology used should be considered, whether it is quantitative or qualitative data. Also, attention should be paid to the reliability and validity of the data. The focus should be on the obstacles the student encountered while receiving the data and explaining how the student solved the challenges he or she faced.

1.2.11 Analysis of results

1. At this stage it is necessary for the student to process and analyze the data obtained as a result of the research. Also important are the results of the research obtained

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Explanation and discussion around them. In-depth analysis of the data and substantiation of the arguments presented are important. It is important to note that if the author uses quantitative research methodology, then descriptive analysis of the data alone is not sufficient and statistical analysis of the data and their explanation is required to evaluate the hypotheses (if any).

1.2.12 Conclusions and Recommendations

1. At the last stage of the paper, it is necessary to formulate conclusions and recommendations obtained as a result of the research. The most important conclusions and recommendations of the paper should be given. Conclusions should be based on the work done, the material analyzed and adequately formulated in relation to the tasks set out in the introduction.

1.2.13 Theoretical and methodological limitations

1. If available, the student should indicate the theoretical and methodological limitations of the paper, which describe the theoretical and practical limitations to the task posed in the research topic: critical analysis of the theory used, possible other interpretations of the methodology, possible erroneous conclusions, etc.

1.2.14 Bibliography


1. The bibliography contains bibliographic descriptions of quoted, transcribed, referenced or referenced printed, handwritten and electronic documents and literature using the APA academic style.

1.2.15 Appendix (if any)

1. The appendix presents all the additional material that completes the paper (eg questionnaires, stenographs, tables, graphs, illustrations), but is not specified elsewhere.

1.3 Academic writing style


1. Georgian Aviation University uses APA International Academic Writing Style. When writing a master thesis you can be guided by the above style where it is clearly explained how to cite the sources. But since it is adapted to English-language works, there will be some changes in the assignments to be done in Georgian.
2. It should be noted that in the text, when talking about a foreign author, you should write his name and surname in Georgian and indicate in brackets this author and the year of publication of the book / article. Should not be directly in the text

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Indicate the full title of the paper. Here is a table with some examples.

How to cite a source from a book:

Author	For the first time in the paper Reference rule	Repeat in the paper Reference rule	In bibliography Source citation rule
1 Author	As J. Petersen says (Petersen, 2009)	As J. Petersen says (Petersen, 2009)	Petersen, J. (2009). Teaching 101: Classroom strategies for the beginning teacher (2nd ed.). Thousand Oaks, CA: Corwin.
2 Author	As f. Petersen and L. Prochner say (Petersen & Prochner, 2009)	As f. Petersen and L. Prochner say (Petersen & Prochner, 2009)	Petersen, P., & Prochner, LW (2009). Early childhood care and education: Theory and practice. New Deli, India: Concept.
3-5 Author	As g. Petersen, R .; Matthew and b. Burnett notes (Petersen, Matthew s, & Barnett, 2009)	As g. Petersen and his co-authors note (Petersen et al.,)	Petersen, GR, Matthews, RJ, & Barnett, BG (2009). The power of coaching for school improvement: Nurturing talent and building capacity. Moorabbin, Australia: Hawker Brownlow
6 or more authors	Author D. Petersen and his co-authors note that ...	D. Petersen and his co-authors note that ... (Petersen et al., 2014)	Petersen, D., Brimble, M., Mazola, P., Basu, A., Docherty, P., & Lenten, L. (2014). Financial markets,

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	(Petersen et al., 2014)		institutions and money (3rd ed.). Milton, Australia: Wiley.
Electronic The book	S. Petersen himself The paper says that (Petersen s, 2015)	S. Petersen himself The paper says that (Petersen s, 2015)	Petersen, S. (2015). Understanding child development. Downloaded: http://books.ebib.com.eu [01.02.2015]

Journal citation rule

Author	The rule of first mention in the paper	The rule of repeated reference in the paper	The rule of citing a source in bibliography
Print the Lee version	As H. Petersen exclaims (Petersen, 2008)	As H. Petersen exclaims (Petersen, 2008)	Petersen, H. (2008). Learning without limits. Child Education, 85 (3), 15- 16.
Electronic version of DOI	C. Petersen, J .; Bear et al. Weingart notes in his paper that (Petersen, Bear, & Weingart, 2015)	C. Petersen, J .; Bear et al. Weingart notes in his paper That (Petersen et al., 2015)	Petersen, G., Bear, JB, & Weingart, LR (2015). About FDI in Developing Countries. Journal of Applied Economics, 78 (2), 45-46. Downloaded: http://dsx.doi.org

Other online sources


Author	For the first time in the paper The rule of reference	Repeat in the paper Reference rule	In bibliography Source citation rule
--------	--	---------------------------------------	---

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Website	According to the International Monetary Fund (IMF, 2012)	According to the World Health Organization (WHO, 2012)	International Monetary Fund. (2012). FDI (Fact sheet No. 312). Retrieved from https://www.imf.org/en/Publications / GFSR / Issues / 2019/10/01 / global- financial- stability-report- october-2019
Blog	J. Petersen notes in his paper that (Petersen, 2015)	J. Grohol notes in his paper that (Petersen, 2015)	Petersen, JM (2015). How countries become rich [Web log post]. Downloaded Downloaded: http://abc.blog.com

1.4 The rule of concluding a master's thesis

1. Font: 12 pt
2. Distance between rows: 1.15
3. Font: Sylfaen
4. Color: Black (color maps, diagrams, etc. may be used).
5. Field: distance to the left 2 cm; Distance from the wrist 1.5 cm; Distance from top to bottom 2.1 cm.
6. Number of pages: 40-50 pages without attachments.
7. Page Numbering Rule: The main text is numbered sequentially and begins with the Arabic numeral 1; Page numbers are placed at the bottom of the page - in the center.
8. Numbering: Components of the paper: Chapters, subsections and paragraphs should be numbered in Arabic numerals. The list of abbreviations (if necessary), introduction, conclusions and recommendations, bibliography and appendices are marked as independent components, but are not numbered.

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9. Headings and Subheadings: Headings and subheadings should be short, clear and relevant to the topic of the topic and the content of the given section. Titles and subheadings should not contain abbreviations.
10. Footnote: Place at the bottom of the page.
11. Appendix: Additional material, e.g., questionnaire, schedule, diagram, etc. Should be submitted as an attachment.

1.5 Supervisor of the master thesis

1. The supervisor has practical and theoretical knowledge about the research topic chosen by the student.
2. The supervisor takes into account the student's desire when selecting the research topic. It helps the student to specify the research goals, objectives, methodology, plan and other research issues according to the student's desire and abilities.
3. Answers the student's questions as comprehensively as possible, gives directions on where and how theoretical materials can be found.
4. The supervisor has a permanent connection with the faculty.
5. The supervisor gives timely feedback to students.
6. The supervisor controls the progress of the research according to the plan.
7. The supervisor is constantly informed about the progress of the students' work on the master's thesis.
8. The supervisor appoints the students at their own discretion or according to the wishes of the students.
9. The supervisor has contacts with the representatives of the company where his students conduct research and periodically inspects their work.
10. The supervisor tries to control plagiarism as much as possible and reminds the students about it.
11. Advises on the structural construction of the paper.
12. The supervisor and the reviewer are obliged to explain in the evaluation form, in the form of comments, the written evaluation according to all the components.

1.6 Election of the head of the master thesis

1. Prior to the start of the fourth semester established by the curriculum, the University offers postgraduate themes for supervisors in dissertations and theses. The number of student seats with each supervisor is pre-determined and defined. Students should choose the direction of the research topic and the supervisor according to their interest.

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4. Appendices

Appendix 1. Structure of the undergraduate thesis

Introduction (problem analysis)

Chapter 1. Literature Review

1.1 Theoretical foundations of innovation

1.2. Innovation process in small and medium enterprises

1.3. The Impact of Innovation on SME Productivity Chapter 2. Research Methodology

Chapter 3. Research Findings

Conclusion

Bibliography

Appendix 1.

Appendix 2

Appendix 3

Abbreviation used

IMF - International Monetary Fund

WB - The World Bank (GDP) GDP - GDP

Puy- Foreign direct investment

List of spreadsheets

Table 1: Title25

Table 2: Title65

Table 3: Title67

List of schedules

Figure 1: Title 25

Figure 2: Title 65


Figure 3: Title 67

Scheme list

Figure 1: Title 25

Figure 2: Title 65

Figure 3: Title 67

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Appendix 2. Home

(1) Georgian Aviation University



(Full title of the bachelor's thesis)

(2) The impact of innovation on small and medium-sized businesses


(Student name)

(3) Rusudan Davitadze

(4) The bachelor's thesis is presented at the Georgian Aviation University Faculty of Business Administration

(5) Supervisor of the bachelor thesis: Vakhtang Charaia

**(6) Tbilisi
2020**

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Appendix 3. Title Page




საქართველოს საავიაციო უნივერსიტეტი
 ბიზნესის ადმინსიტრირების სამაგისტრო პროგრამა

სამაგისტრო ნაშრომი: [თემის სახელწოდება]

ავტორი: [სახელი და გვარი]

ხელმძღვანელი: [სახელი და გვარი]

თბილისი
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Annex 4. Abstract (in Georgian and English)

აბსტრაქტი


აბსტრაქტის ტექსტი ქართულ ენაზე _____

ძირითადი საძიებო სიტყვები: _____, _____, _____.

Abstract

The text of the abstract in English _____

Key Words: _____, _____, _____.

	Regulations of registration and protection of bachelor's and master's degrees	Date	December 2019
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