



**Georgian American University, LLC**

**Business School**

**Regulation of Master's Degree Program**

### **Article 1. General Provisions**

1. The document regulates the necessary rules for the implementation of master's degree programs at the Business School of the Georgian American University, LLC (hereinafter GAU) and for awarding a master's degree in accordance with the Law of Georgia on Higher Education, the regulation of the University and the regulation of the School;
2. The aim of the master's degree program is to provide deep and systematic knowledge of this or that field / specialty or sub-field / specialization, to develop scientific-research related and practical skills;
3. GAU Business School master's degree program is the second stage of higher academic education, which aims to train qualified staff and ends with the award of a master's degree.

### **Article 2. The Right to Study for a Master's Degree**

1. The right to study for a master's degree applies to a person with bachelor's degree or an academic degree equal to it, who obtains the right to study for a master's program implemented by the School on the basis of the results of the Unified Master's Exams;
2. The right to study for a master's degree may 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 3. Application**

1. Candidate for master's degree submits an application to the relevant commission of the School and is interviewed. The recommendation of the commission is mandatory for enrollment;
2. Detailed information regarding the interview topics should be posted on the University website no later than 3 months before the date of the interview;
3. The candidate is required to have at least "B2" (in case of English language program "C1") level proficiency of the English Language, which is proved through testing. A person who has a relevant-level valid international language certificate and/or has proof of studying for at least one semester in their undergraduate or graduate degree in English, is exempt from testing.
4. The contestant is obliged to submit the following documents together with the application:
  - Data on education and employment (CV);
  - Notarized copies of the bachelor's degree or equivalent academic diploma and diploma attachment (if the bachelor's degree and diploma supplement are issued by Georgian American University, LLC, it does not need to be notarized);
  - ID card and its copy;
  - Photograph, 2 pieces, size 3x4;
  - Certified copy of foreign language proficiency certificate (if any);
  - Certificate of registry of military ticket and its copy, or military ID card and its copy (for military conscripts).

### **Article 4. Duration of Master's Degree Program**

1. The master's degree student must accumulate at least 120 credits within the program. The standard duration of the master's degree program is 2 years. According to the decision of the School Dean, it is possible for the students who study part-time basis at the master's degree program to extend the study for a reasonable period.

2. Admission to the master's degree program is announced once a year in the autumn semester.

#### **Article 5. Planning, elaboration, discussion and approval of the master program**

1. In order to support the planning, developing and elaboration of the master's program, the Dean of the School forms a committee for the period of accreditation of the program and appoints the program head / heads / coordinator.

2. The committee submits the developed program to the School Board and the quality assurance office for consideration. In case of a positive decision of the School Board and the quality assurance office, the program will be submitted to the University Academic Council for approval.

3. Changes in the approved educational program are made in accordance with the rules established for the approval of the program.

#### **Article 6. Scope of the Program**

1. The master's degree program includes teaching, research and practical components. It also includes a free component.

2. The master's program provides free credit, which the student can accumulate: from the subjects of the same concentration and / or specialization module, from subjects of other concentration and / or specialization module of the academic program of the same level at the School or Georgian American University; From an academic educational program of the same level accredited in another higher education institution of Georgia; From the academic program of the same level in a foreign higher education institution, if these credits will be recognized according to the legislation of Georgia.

3. The curriculum of the master's program is divided into compulsory and elective courses;

4. The research component of the master's program is a master's thesis, the volume of which is provided by the educational program;

5. The student will pass the practical component of the curriculum: in the institutions with which the School has a memorandum of understanding / cooperation agreement or which announce themselves and request to send students for internship.

6. Information regarding the research component of the master's degree is given in the appendix to the regulation.

7. Additional provisions regarding the performance and implementation of the practical component of the master's degree are determined by the School Board.

#### **Article 7. Master's Thesis**

1. Topics for a master's thesis are approved by the School Board on the recommendation of the prospective supervisors;

2. The supervisor of the master's thesis may be a professor of the Business School, an associate professor or, by the decision of the School Board, another person who has an academic degree of Doctor and / or relevant scientific / practical experience.

3. The supervisor of the master's thesis assists the master's student in completing the research component. For this purpose, holds regular meetings and consultations with the student on the following topical issues:

- Development of an individual research plan;
- Selection of research design;

- Access to scientific literature, relevant case law and electronic databases, as well as other resources;
  - Proper planning and implementation of the master's thesis writing process.
4. The choice of the master's thesis by the student is approved by the decision of the School Board;
  5. The master's thesis shall be submitted to the Dean of the School in 2 printed and one electronic copy at the end of the semester together with the conclusion of the supervisor at the end of the term determined by the order of the Dean, who appoints a reviewer;
  6. The reviewer (evaluator) presents the conclusion two week before the date of the defense of the thesis;
  7. In case of appointment of a second reviewer (evaluator), he / she shall submit a conclusion no later than one week before the date of the defense of the thesis;
  8. To be eligible for the defense of the thesis, a master's program student must meet all of the following conditions:
    - a. Must have completed all the required study components of the program and must have accumulated the appropriate number of credits;
    - b. Must have a positive conclusion of the supervisor.
    - c. The decision of the School Dean and / or the conclusion of the evaluation committee of the school scientific / research paper are required in accordance with the “ The rule of checking for the existence of plagiarism of the executed work at the university”.
  9. The master's degree student must be notified in writing of the decision made by the reviewer (evaluators). If granted, the date of the defense of the thesis must also be indicated in the notice. From the notice date to the date of defense, the graduate student must be given at least one week for preparation. The master's degree student is informed about the evaluations of the master thesis.

**Article 8. Committee for the Defense of Master's Thesis**

1. The Committee for the Defense of Master's Thesis is established by the decision of the Dean of the School;
2. The Master's Thesis Defense Committee consists of five voting members. The chair of the committee should be a University professor or associate professor;
3. The master's thesis is evaluated once (with a final evaluation).
4. The assessment system of the master's thesis is determined as follows:
  - A) Five types of positive assessment:
    - Aa) (A) excellent \_ 91-100 points of evaluation;
    - Ab) (B) very good - 81-90 points of maximum marks;
    - Ac) (C) Good \_ 71-80 points of maximum marks;
    - Ad) (D) Satisfactory \_ 61-70 points of maximum marks;
    - Ae) (E) sufficient \_ 51-60 points of maximum marks.
  - B) Two types of negative assessment:
    - Ba) (FX) Did not pass \_ 41-50 points of maximum marks, which means that a student needs harder work to pass and is given an additional attempt with independent work;
    - Bb) (F) Fail \_ 40 marks or less of the maximum grade, which means performance of a student is not sufficient and he/she has to learn the subject from the beginning.

**Article 9. Defense of Master's Thesis**

1. The defense is public. A final protocol should be drawn up on its progress and outcome. The defense includes the presentation of a 15-minute report by a master's degree student;
2. The report is followed by a question-argument. The defense should not exceed 30 minutes. The decision to extend the time in case of a special case is made by the committee on the spot.

**Article 10. Awarding a Master's degree**

1. In case of receiving a positive evaluation for the defense of the master's thesis and accumulating at least 120 credits, the student will be awarded an academic degree by the School Board. The formulation of the academic degree to be awarded includes the term "Master", indicating the relevant qualification and detailed study field / specialization.
2. In case of awarding the academic degree of Master, the person is given a document certifying the academic degree - a Diploma;
3. The diploma is signed by the Dean of the School and the President of the University.

## **Research Component of the Master's Degree Educational Program of the Business School (Faculty) and Its Assessment Rule**

### **Article 1. Purpose**

1. This Rule regulates the rules for studying and evaluating the research component of the master's degree program at the GAU Business School in accordance with the Law of Georgia on Higher Education, and the regulation of master's degree program of GAU Business School;
2. The main purpose of the assessment rule is to facilitate the student to master the research component of the master's degree, to introduce him / her to the assessment methods and criteria.

### **Article 2. Purpose of the Research Component**

1. The research component is a mandatory component of the master's program. It aims to develop the student's ability to unveil problems, find innovations independently, analyze and conduct research independently. The component also aims to prepare the master's degree student for the following scientific activities;
2. The research component of the master's educational program is a master's thesis.

### **Article 3. Learning Outcomes of the Research Component**

After completing the research component, the student:

- **has** deep, systematic knowledge of the field and its critical understanding, which creates the basis for innovation, the development of new, original ideas;
- **is able** to conduct research on problematic issues in the field independently, adhering to the principle of academic good faith, using the latest methods and approaches; Critical analysis of information, innovative synthesis, evaluation and drawing conclusions; Presenting one's own conclusions, arguments, and research findings to both the academic and professional community in accordance with the standards of academic ethics;
- **manages** a complex, unpredictable or multidisciplinary learning and / or work environment and is free to adapt through new strategic approaches; Analyzes the knowledge / initiatives / practice gained in the field, and, if necessary, contributes to the development of professional knowledge and practice; Lead the learning process independently.

### **Article 4. Volume of Master's Thesis**

The volume of the master's thesis can be 20 credits - 500 hours. The number of contact hours per hourly load will be taken into account individually according to the needs of the master's degree student, but in total should not be less than 15 hours.

### **Article 5. Conclusion of the Master's Thesis Supervisor and Reviewer (Evaluator)**

1. The master's thesis is completed with the conclusion of the supervisor, and if the conclusion is positive, it is handed over to one reviewer (evaluator); the reviewer

(evaluator), as well as the supervisor, write a positive or negative conclusion (see the form of the reviewer's / supervisor's conclusion in Annex 3);

2. The supervisor and the reviewer (evaluator) review the thesis according to the following criteria:

- Relevance of the research;
- Research methodology;
- Sources and scientific literature;
- Vision and substantiation of the problem;
- Final result of the research.

3. The supervisor and the reviewer (evaluator) write any of the following evaluations in each criterion:

- perfect;
- Good;
- Medium;
- Bad.

In case, one criterion in the evaluation list is merited as "bad", the thesis receives a negative conclusion, in all other cases - a positive conclusion;

4. In case of writing a negative conclusion by the reviewer (evaluator), the paper will be submitted to the second reviewer (evaluator) only if the supervisor has written a grade of "average" in at least one criterion; if the supervisor has evaluated the thesis with "good" and / or "perfect" criteria, a second reviewer (evaluator) is not appointed and the thesis advances to the public defense stage;

5. In case of discovering plagiarism at any stage of the evaluation of the thesis by the supervisor or reviewer (reviewer), a negative conclusion is written and the measures provided by the University Code of Ethics and Conduct are applied to the student.

#### **Article 6. Evaluation of the Master's Thesis by the Committee**

1. The evaluation of the master's thesis is done once (by final evaluation) on a committee basis;

2. Each member of the committee evaluates the master's thesis with a maximum of 100 points. The final score is determined by the arithmetic mean of the points written by them (the sum of the points earned per number of members). A master's thesis will be considered defended if the master's degree student earns 51 or more points in the evaluation.

3. The evaluation of the master's thesis is determined according to the following assessment system:

A) Five types of positive assessment:

Aa) (A) excellent \_ 91-100 points of evaluation;

Ab) (B) very good - 81-90 points of maximum marks;

Ac) (C) Good \_ 71-80 points of maximum marks;

Ad) (D) Satisfactory \_ 61-70 points of maximum marks;

Ae) (E) sufficient \_ 51-60 points of maximum marks.

B) Two types of negative assessment:

Ba) (FX) Did not pass \_ 41-50 points of maximum marks, which means that a student needs harder work to pass and is given an additional attempt with independent work;

Bb) (F) Fail \_ 40 marks or less of the maximum grade, which means performance of a student is not sufficient and he/she has to learn the subject from the beginning.

4. In case of receiving the assessment provided for in sub-paragraph "Ba" of paragraph 3 of this article, the master's degree student has the right to submit a revised scientific-research component during the next semester. And in case of receiving the assessment provided for in sub-paragraph "Bb" of paragraph 3 of this article, the master's degree student loses the right to submit the same scientific-research component again;

5. The members of the committee evaluate the thesis according to the following criteria:

- Relevance of the research topic - 5 points;
- Thematic structure - 5 points;
- Research method - 5 points;
- Sources and scientific literature - 5 points;
- Final result of the research - 5 points;
- Practical significance of the research - 5 points;
- Problem vision - 5 points;
- Substantiation of one's opinions - 5 points;
- Innovative thinking - 5 points;
- Reasoning consistency - 5 points;
- Academic writing style - 5 points;
- Legal and ethical use of information - 5 points;
- Technical side of the presentation - 5 points;
- Rational use of time for presentation - 5 points;
- Comprehensive presentation of the problem - 5 points;
- Linguistic accuracy and justification of the presentation - 5 points;
- Ability to lead a discussion - 5 points;
- Adequate and comprehensive answers to the questions asked - 5 points;
- Ability to defend one's position - 5 points;
- Presentability - 5 points.

Evaluation of requirements:

- 0 - does not meet;
- 1 - partially meets, with a substantial flaw;
- 2 - essentially meets, with a significant flaw;
- 3 - meets, with a flaw;
- 4 - Significantly meets, with little inaccuracy;
- 5 – Perfectly meets.

#### **Article 7. The Formatting Regulations of Master's thesis**

1. The volume of the master's thesis should be not less than 5,000 words and not more than 7,500 words;

2. The master's thesis must be composed in Georgian. By the decision of the Dean of the School, the master's thesis can be composed in English. The master's thesis on the English language program is written in English;

3. The master's thesis should be composed on A4 format (297x210 mm) 80 g / m<sup>2</sup> paper. In case of using larger tabs (e.g. for technological charts) it is allowed to use any format, only the mentioned pages should not be bound together with the main body text. The left field margin should be 40 mm, the other field margins - 25 mm;

4. The main part of the text must be written in the standard font of Sylfaen, size 12. Characteristics in the case of headings and subheadings, a larger font may be used;



5. Pages should be numbered sequentially. The minimum font size of page numbers is 10. Introductory pages, other than the title page, are numbered in the lower right edge with lower case Roman numerals (i, ii, iii, etc.). The rest of the master's thesis is numbered in Arabic numerals (1, 2, 3, etc.);
6. The minimum interval spacing for the text is 1.5. For small sections (content, list of tables and drawings, resume, footnotes, endnotes, etc.), use the interval spacing 1;
7. The names of all the chapters and subsections should be included in the table of contents. The font size of the chapters and subsections can be larger than the font size of the body text. All chapters should start from a new page and the subsection should continue on the same page;
8. References should be made to the body text (at the end of the paragraph) in square brackets with Arabic numerals [1,2,3...]. The font should be the appropriate size for the text. A list of cited literature should be provided at the end of the master's thesis;
9. A footnote can be placed at the bottom of a page or chapter/sub-chapter. Font size – 10 paragraphs. If the footnote is placed at end of the chapter, then the numbering is done in Arabic numerals and is consistent throughout the whole chapter. In the bottom of the footnote, the numbering is done by symbols or by Arabic numerals which can appear on each page all over again. In the body text, the footnote is indicated by the form of superscript.

#### **Article 8. Structure of the Master's thesis**

1. The master's thesis must include the following structural parts:

- Title sheet (title page);
- Copyright page;
- Annotation (summary) of at least 300 words in Georgian and English;
- Content (table of contents);
- Main body text: introduction, chapter, subsection, paragraph and conclusion;
- Bibliography or list of used literature;

2. The document may include the following structural parts:

- List of abbreviations used;
- List of spreadsheets;
- List of drawings;
- Attachments.

**3. Title sheet (title page)** must include the University logo, the name of University and School, the title of the master's thesis, the surname, first name, the text indicating the academic degree – "Submitted for Obtaining ----- Master's Degree", the name of the supervisor, " Tbilisi, 0160, Georgia ". The year of submission of the master's thesis must also be placed on it. This page number is (i), although it is not indicated. The information presented on this page must be in Georgian and English languages.

**4. Copyright page** - The original of the standard version of the master's thesis must have the original signature of the author. This page should include the author's last name, first name, topic name. It should also include standard texts – “As the author of the submitted work, I hereby declare that this submission is my own work and to the best of my knowledge it contains no materials previously published, accepted for publication or written by another person, or substantial proportions of material which have been accepted for the award of any other degree or diploma, except where due acknowledgement is made in the dissertation”.

5. **Annotation (summary)** should include a brief overview of the master's thesis. It should clearly state the summary of the work done and the main achievements. As a rule, the resume does not contain footnotes, tables, drawings, spreadsheets, etc. The volume of the resume should be at least 300 words;
6. The master's thesis must contain **the content (table of contents)**. Spacing should be 1, font size - 12. Page numbers should be placed in the right field. It is allowed to fill in the space between the title and the page number with the symbols: ".", "-", "\_".
7. **The body text** should be divided into chapters, sub-sections of different levels, paragraphs. It must contain an introduction, and results (conclusion) obtained by the author;
8. **The list of used literature** should be placed at the end of the master's thesis in the order indicated in the body text.
9. The following rules must be observed when referring to a literary source:
  - **Article** - Surname initial letter. [Initial letter]., [Surname] [Initial letter.] [Initial letter]. Full title. The full name or abbreviation of the magazine. Year, Volume, [Number,] page - beginning-end.
  - **Book** - Surname initial letter. [Initial letter]., [Surname] [Initial letter.] [Initial letter]. Full title. Place of publication: Publisher. Year, [Volume,] page.
  - **Information Global Network** – name of the Website. Last checked - number, month, year.
10. **List of spreadsheets (if necessary)**. The interval spacing should be 1.5–2. The interval spacing for a paragraph longer than one line should be 1. The font size should be 12. Page numbers should be placed in the right field. It is allowed to fill in the space between the title and the page number with the symbols: ".", "-", "\_".
11. **List of drawings (if necessary)**. Spacing should be 1. Font size - 12 points. The interval spacing between paragraphs should be 6-12. Page numbers should be placed in the right field. It is allowed to fill in the space between the title and the page number with the symbols: ".", "-", "\_".
12. **List of abbreviations used (if necessary)**: For abbreviations used in a master's thesis that are not generally accepted, it is advisable for the author to provide a list and explanation of them, which will make the thesis easy to understand.
13. The master's thesis should be written in \*.pdf format on CD-ROM or DVD-ROM disks. The disk should contain the title of the author and the title of the master's thesis.

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Conclusion of Master' Thesis Supervisor / Reviewer

Master Student -----
Title of the paper -----
Supervisor / Reviewer -----

(In the conclusion, attention should be paid to each evaluation criterion and the final result should be reflected in the evaluation table)

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Table with 5 rows and 5 columns: Evaluation Criteria, Evaluation (Perfect, good, average, bad). Rows include: 1 Relevance of the research, 2 Research Methodology, 3 References and Scientific Literature, 4 Problem vision and substantiation, 5 Final results of the research.

Signature -----

Date -----