

## Bachelor's Thesis Instruction

Reviewed by Academic Board, Minutes №4, 28/03/19

Approved by the Rector's order №O/1-01/10 of 29/03/2019

### **Article 1. Subject and scope of application**

1.1. This document defines rules for supervising, preparation, evaluation and defense of the bachelor's thesis of a student at the International Teaching University of Management and Communication "ALTERBRIDGE".

### **Article 2. Definition of terms**

- 2.1. Program - bachelor's educational program, which includes bachelor's thesis as a compulsory or elective learning component;
- 2.2 Bachelor's thesis - learning component defined by the bachelor's educational program, which includes preparation and defense of the research / practical project;
- 2.3 Supervisor – supervisor of bachelor's thesis may be the academic or invited staff of the ALTERBRIDGE.

### **Article 3. Approval of the title and supervisor of bachelor's thesis**

3.1 The title of the Bachelor's thesis and the supervisor are approved by the School Board at the beginning of the semester. The title of the Bachelor's thesis could be corrected within two-month period from the approval. The corrected title should be reapproved in the same way it was approved for the first time.

3.2 Bachelor's thesis title and the supervisor are approved as follows:

3.2.1 Program Director prepares the possible list of field/directions/general titles and possible supervisors with the agreement of the School Board. Program Director announces this list to Bachelor's students; Student makes a decision (together with the supervisor) and applies to the School. The application should be signed by the student and the supervisor;

3.2.2 Bachelor's thesis title and the supervisor are approved on the School Board.

### **Article 4. Preparation of Bachelor's Thesis**

4.1. Bachelor's thesis shall be written in Georgian (with max. 1 page of resume in Georgian and English).

4.2. The format requirements are the following: volume – 20-40 pages, font: Sylfaen (for Georgian text), Times New Roman (for English text), font size – 12, Line Spacing – 1.5 lines, Left Margin – 3 cm., Right Margin – 1.5 cm., Top and Bottom Margins – 2.5 cm.

### **Article 5. Evaluation of Bachelor's Thesis**

5.1. A Bachelor's thesis evaluation is done in two stages: midterm evaluation is conducted by the supervisor and the commission. The evaluation system is prescribed in the Syllabus of Bachelor's Thesis.

5.1.1. Final evaluation – public defense made by the student is assessed by the commission according amount of points defined by the syllabus.

5.2. The sum of midterm and final evaluations is 100 points.

5.3. To receive the grade from the final evaluation, the student must have passed the minimal competence level set for the midterm evaluation.

5.4. For the purposes of the final grade (awarding credit): receiving final evaluation is obligatory and it shall be deemed to be received if student has passed the minimal competence level set for the final evaluation.

5.5. Bachelor's thesis is considered as passed if the student has passed the minimal competence levels set for midterm and final evaluations and the sum of the awarded points is not less than 51.

5.6. The components of midterm and final evaluations, maximal points for form of the assessment, evaluation criteria and minimal competence level are defined by the syllabus of Bachelor's thesis.

5.7. The grading system allows: A) For five positive grades:

(A) Excellent – 91-100 points of grading;

(B) Very good – 81-90 points of maximum grade;

(C) Good – 71-80 points of maximum grade;

(D) Satisfactory – 61-70 points of maximum grade;

(E) Acceptable – 51-60 points of maximum grade.

B) Two types of negative grades:

(FX) Fail – 41-50 points of maximum grade, meaning that a student requires more work before passing and is given a chance to sit an additional examination once again after independent work;

(F) Fail – 40 points and less of maximum grade, meaning that the work of a student is not acceptable and s/he has to study the subject anew.

5.8. Student has the right to take make-up exam if his/her overall grade (sum of midterm and final evaluations) is at least 41-50 points or 51 points and s/he did not pass the minimal competence level set for the final evaluation.

5.9. If the student's evaluation is (FX), s/he is entitled to go to public defense within the same semester, but not earlier than 5 calendar days after announcing the results of the first defense.

5.10. Except of the negative assessment – "(F) – Fail", Bachelor's thesis will be evaluated negatively if:

a) plagiarism fact was proven;

b) student did not attend public defense (except for an excusable reason. The excusable reason shall be confirmed by the faculty board decision). In case of non-attendance of public defense due to excusable reason, a new public is appointed for the student within the same semester.

c) student tried to obtain the grade by violating ethical norms.

5.11. All other issues related to evaluation is defined by appropriate syllabus.

## Article 6. Submitting the Bachelor's Thesis

6.1. Student shall submit the completed bachelor's thesis to the faculty within registration semester.

6.2. The application of submission of the bachelor's thesis is attached with three hard copies of the thesis

(signed by the student) and one electronic copy (on CD).

#### **Article 7. Commission for Midterm Evaluation**

7.1. The commission for midterm evaluation is created according to the rule determined by the Article 8 of this Instruction.

7.2. The decision of the commission is drawn up in minutes, which is submitted to the school.

#### **Article 8. Defense Commission**

8.1. The Commission consists of minimum 3 and maximum 5 members of appropriate specialty/direction (including supervisor). Supervisor and co-supervisor are entitled to attend the defense, but they are not commission members.

8.2. The Secretary might be the representative of the school without the right to vote.

8.3. Defense report is signed by the Chair, Secretary and all attending members.

#### **Article 9. Functions of the Chair and the Secretary of the Defense Commission**

9.1. Functions of the Chair of the defense commission are to lead the defense procedure, sum up the evaluations made by the commission members and calculating the average point.

9.2. Function of a Secretary of the Commission is to prepare a report of the commission in one copy and submit it to the Faculty Board.

#### **Article 10. Defense Procedure**

10.1 The defense procedure is organized by the school (including the announcement of the time and place).

10.2 No less than 2/3 of the defense commission members (at least 3 members) should attend the defense.

10.3 The defense of the bachelor's thesis is carried out orally and publicly in the language of program conducting.

10.4 The time allocated for presentation shall not exceed 15 minutes. After the presentation the members of the commission are entitled to ask a student the questions.

#### **Article 11. Final Provisions**

11.1 The issues which are not regulated by this Instruction are regulated according to legislation of Georgian and regulations of the Alterbridge.

11.2. Any changes or amendment to this document may be made by the decision of the Academic Board.