



David Tvildiani

Medical University

Regulations for the assessment and defense of
PhD dissertations

Tbilisi

Regulations for the assessment and defense of PhD dissertations;

In Davit Tvildiani Medical University the assessment and defending procedures of PhD dissertations are conducted in accordance with the Law of Georgia on "Higher Education" and the Rules stipulated in Regulating document of DTMU of Doctoral Studies:

Dissertation Board Statute

Article 1. General Provisions

1. This provision defines the rules and conditions for creating the Dissertation Board by Academic Board of Davit Tvildiani Medical University, its activities and granting the degree of PhD.
2. Doctor's academic degree may be granted to a citizen of Georgia or other country who has passed the full course of PhD (see DTMU PhD program in Biomedical and Health Care Sciences), fulfilled all the requirements provided by the Program and Doctorate Provisions, passed all the established procedures and defended the thesis as provided by the present provision.

Article 2. Dissertation Council

1. The Dissertation Board of the David Tvildiani Medical University (hereinafter the Dissertation Board) is the body to grant the academic degree of doctor in Medicine and Biology, whose decision is approved by the Academic Board.
2. Formation of the Dissertation Board in order to assess the individual doctoral work (dissertation) takes place at the session of Academic Board.
3. The Dissertation Board is created by 10 members.
4. As a member of the Dissertation Board may be invited a person with an academic degree of Doctor of relevant field.
5. The Chairperson of the Academic Board shall chair the Academic Board (or other person from the Academic Board, by the decision of the Chairman of the Academic Board) in order to direct the session and to meet the procedural issues; He can also participate in the discussion, but he/she does not participate in the secret ballot.
6. The Dissertation Board can not include the Supervisor of the Dissertation, co-author of the works performed by the postgraduate candidate.
7. If the dissertation is publicly accessible, the chairperson of the Dissertation Board defines the date of the dissertation.
8. Members of the qualification council are allotted an auto-abstract at least two weeks prior to the defense.
9. The date of the dissertation defense should not exceed 4 working months from the date of approval of the expert committee's positive conclusions by the Doctoral Committee.
10. The dissertation is presented and defended in the state language. Presenting or defending of dissertation in any other language is permissible by the decision of the Doctorate

Committee.

11. The scholar Secretary of the Doctorate Committee ensures the proceedings in the Dissertation Board, receiving, registering and filing of the documents.

Article 3. Requirements for the dissertation work

1. To obtain a doctoral degree, the work should be prepared according to the procedure established by the Doctorate Regulations.
2. The Dissertation Board is entitled to grant the Doctor's academic degree only in the field approved by the Academic Board and scientific-research work.
3. The dissertation presented for obtaining the academic degree of doctor must be a completed scientific research, in which is discussed current scientific problem (problems) and has been adopted in the relevant field of theoretical, experimental and / or clinical outcomes.
4. The main results of the thesis should be published in the field reviewed and referenced scientific journals, in the collections of the scientific works and monographs that are printed in Georgia and abroad and is spread on the international level. The minimum number of scientific works is 5, from which at least 3 belongs to article format.
5. The thesis should be presented in the relevant form of a structured work (A4 format)
6. The auto-abstract should be presented in relevant form (A5 format) in two languages: In Georgian and English languages.

Article 5. Procedure for Thesis Public Defense:

1. The session of the Dissertation Board shall be deemed to be authorized if at least two thirds of the Board members participate in its work.
2. The Board takes decisions on procedural issues by a majority vote.
3. Minimum three quarters of votes are required to vote.
4. Session procedure:
 - 4.1. The Chairperson opens the session, announces the number of attendees of the Board and in case of quorum, declares the session authorized.
 - 4.2. The chairperson announces the agenda, the name of the postgraduate candidate, the title of the dissertation thesis for the discussion, the place of performance, the names of the scientific supervisors and opponents.
 - 4.3. The chairperson gives the floor to the scholar Secretary of the Doctorate Committee for introducing the materials of the dissertation.
 - 4.4. The scholar secretary provides information about the expert's conclusions and other documents on the dissertation.
 - 4.5. The chairperson gives the floor to the postgraduate candidate for making a speech on the main content of the thesis of the dissertation (15-20 minutes).
 - 4.6. The chairperson gives the floor to the Experts (opponents) to make their conclusions and remarks / questions.
 - 4.7. The Chairperson addresses to the members of the Board and the audience if they have questions regarding the report.
 - 4.8. The chairperson gives the floor to the postgraduate candidate to answer the questions given by the Board members and the attending audience, as well as to make comments on the remarks of the experts (opponents).
 - 4.9. The Chairperson addresses to the members of the Board and the attendant audience to participate in the public discussion of the thesis.
 - 4.10. The chairperson gives the floor to the postgraduate candidate to answer the persons participating in the discussion.
 - 4.11. By the proposal of the chairperson, the members of the commission counting the votes for the secret ballot are named from the members of the Board.
 - 4.12. Voting on the candidates on the members for counting the votes is conducted.
 - 4.13. The break is announced for a secret ballot. The chairperson continues the session, announces the results of secret voting and gives the postgraduate candidate the right to make a final speech.

Article 6. Decision on Granting Academic degree:

1. The Dissertation Board makes decision on granting the PhD academic degree by secret ballot. For conducting the secret ballot existence of the quorum is necessary Minimum three quarter of the votes of participating members are required to be received. Voting and polling results are recorded in compliance with the procedural requirements set out for the Dissertation Board.

2. The decision of the Dissertation Board regarding the awarding (not awarding) the degree shall be introduced to the members of the Academic Board no later than 7 days after the decision is made.

3. The Academic Board, while reviewing the decision of the Dissertation Board, assesses:

3.1. The compliance of the accumulated credits by the postgraduate candidate to the minimum established by the legislation and the adherence of the enacted requirements and procedures for the preparation of the dissertation work;

3.2. Conclusions of expert commission (opponents);

3.3. The quality of procedures observance established for public discussion of the dissertation work by the Dissertation Board.

4. The Academic Board makes one of the decisions while reviewing the issues stipulated by the paragraph 3 of this article:

4.1. On granting a PhD academic degree to a degree candidate;

4.2. On refusal to grant a PhD academic degree to a degree candidate;

5. The postgraduate candidate has the right:

5.1. Requires a copy of the meeting of the Dissertation Board meeting;

5.2. Protests against the results of the secret ballot no later than three days after the end of the session, if, in his/her opinion, procedural violations occurred during the defend of the thesis;

5.3. Within one year, presents for defend the processed version of the dissertation, review of which will take place according to the same rule

6. Decision of the Academic Board on refusal to grant a doctoral degree can be appealed in court by the postgraduate candidate within 1 (one) month from the date of the introduction according to the established rule.

Article 7. Processing and Issuing of the Diplomas

1. The diploma certifying the Doctor's academic degree shall be issued by David Tvildiani Medical University in the form approved by the Academic Board no later than 2 months after the relevant decision of the Academic Board. The diploma is signed by the Rector and the Dean.

2. In case of loss of diploma, on request, duplicate of the diploma is issued by a new number. In case of change of surname and name the new diploma will not be issued.

Annex 1

The list of documents to be submitted to the Dissertation Board:

1. autobiography.
2. application to the Chairman of the Academic Board.
3. Solicitation of the dissertation organization.
4. Conclusion on examination of primary material.
5. The list of scientific works attached with the original sources and copies.
6. Protocol of Dissertation preliminary review (approbation).
7. Scientific Supervisor's Conclusion.
8. Document certifying the fulfillment of Doctoral Study Program.
9. Thesis -manuscript and electronic version.
10. The auto-abstract printed in two languages.

Annex 2

Documents to be submitted to the Academic Board by the Dissertation Board:

1. Protocol of the dissertation defend.
2. Documents submitted to the Dissertation Board, envisaged by Appendix 1.
3. Experts (Opponents) Conclusions.
4. PhD academic degree diploma draft.

Annex 3

Previous procedures of the thesis protection:

1. The prerequisite for submitting the thesis to the Dissertation Board is its preliminary review (approbation) in the structural sub-unit and / or department, where the doctoral program was performed.
2. Dissertation work can be submitted and supported by professional / field associations.
3. Objectivity and credibility of the primary material of the research is identified by the Special Expertise conducted by the Doctoral Committee.
4. In case of obtaining primary material in the learning, research or clinical institution, his/her credibility is confirmed by the head of the relevant department / institution.
5. Preliminary review (Approbation) is formed as a protocol of the session, approved by the head of the department and transferred to the doctorate.
6. The Doctoral Committee submits the composition of the Expert Commission (Opponents) to the Academic Board for approval.
7. The Expert Commission is composed of at least 3 members. Members of the Expert Commission should be representatives of the field of science in which the thesis is performed.

8. The expert committee cannot include: The supervisor of the postgraduate candidate, co-author of the works by the postgraduate candidate, the representative of the department, where the postgraduate candidate works or the dissertation work (part of the work) was performed.

9. The working documentation and conclusion of the Expert Commission before delivering it to the Doctoral Committee shall be considered confidentially. For the violation of the confidentiality of this document, the member of the expert commission shall be is entrusted in accordance with the procedure established by law.

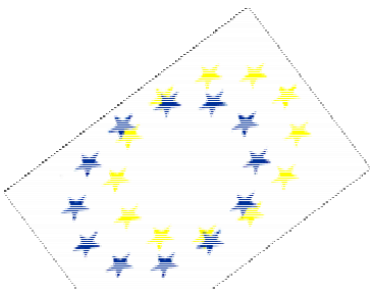
10. In the conclusion of the expert commission is assessed the actuality, novelty, theory, theoretical and practical value, the adequacy of the research design and methodology, the structure of the thesis, the quality of the formation and the language fluency.

11. In case of positive report of all members of the Expert Commission (opponents), the dissertation will be handed for discussion and public defend over to the Dissertation Board, which is composed of no less than 10 members for the defend of specific dissertation.

12. In case of negative conclusion of the expert commission (opponents) the dissertation is returned to the postgraduate candidate and can be re-submitted no earlier than one year. 13. In case of unessential remarks, the postgraduate candidate is entitled to make changes in the dissertation, the Doctorate Committee should be informed in writing a month before the defend.

14. The composition of the Dissertation Board, by presenting the topic of the thesis and the Doctorate Committee is reviewed and approved by the Academic Board. As a member of the Dissertation Board may be invited a person with an academic degree of Doctor of relevant field.

15. The dissertation is presented and defended in the state language. Presenting or defending of dissertation in any other language is permissible by the decision of the Doctorate Committee.



Provision for doctoral degree.

Chapter I

Article 1. General Provisions

1. This provision about the Doctorate regulates (hereinafter referred to as the "provision") the rules and conditions for admission, participation and doctorate academic degree in Doctoral Education Program.
2. The goal of Doctorate is to prepare a doctor with academic degree in accordance with modern requirements for further scientific research and academic activities ending with warding the doctoral degree.
3. The Academic Board is responsible for the Academic and Administrative Implementation of Doctoral Program in accordance with the present provision and the Law of Georgia on Higher Education and is managed by the Doctoral Committee existing on the Faculty.

Chapter II.

Article 1. PHD educational programs

1. Doctoral Education Program defines scientific-research directions, the choice of which is transparent for all PhD candidates.
2. The volume of Doctoral Education program consists of 180 credits (according to the European Credit Transfer System), from which 150 credits are provided to the research component and the 30 - to learning component.
3. PhD educational programs stipulate:
 - 3.1. In the research component:
 - 3.1.1. An independent part of research done with active cooperation with scientific supervisor and other researchers.
 - 3.1.2. The approved list of courses and instructions.
 - 3.1.3. Participation in active researching environment (national and / or international level).
 - 3.1.4. Execution of the thesis (scientific thesis).
 - 3.1.5. At least five scientific publications reflecting the main results of the thesis, at least 3 articles in the referenced editions.
 - 3.1.6. Dissertation defend.
 - 3.2. Educational components;

- 3.2.1. Academic and methodological skills necessary to work on the thesis and deep study of the field of research by the PhD candidate.
- 3.2.2. 15 out of the 30 credits of the training component are dedicated to the general module of theoretical training courses and the remaining 15 - optional courses / modules.
4. Scientific-research project will be received after the preliminary expertise for the purpose of the Doctoral Program. The preliminary expertise of the program is conducted by two specialists selected by the Doctoral Committee, one of which is the invited specialist with a doctoral degree of relevant field. If necessary, additional expertise is appointed.
5. In order to implement Doctoral Educational Program, Davit Tvildiani Medical University is authorized to sign agreements with different scientific and research institutions in Georgia and abroad.
6. Head of the Doctoral Scientific Research Program or co-supervisor should be a PhD academic degree professor or an associate professor and / or a recognized research expert, an active researcher.
7. After enrollment at the doctorate program, the postgraduate candidate, with the decision of the Board and after listening at the Academic Board, is involved in the research program. The distribution of the credits of the study and research component and workload is determined by the Doctoral Committee and approved by the Academic Board in agreement with scientific supervisor and postgraduate candidate.
8. The academic Board approves the list and criteria of local and international editions recommended for the publication of the Dissertation Materials by submission of the Doctoral Committee.

Article 2. Admission to the PhD Program

1. Enrollment to the Doctoral Programs is conducted through an open competition, based on the procedure for recognition, suspension and termination of student status, mobility, and the recognition of education received during the course of study.
2. The information about the competition of enrollment in doctoral studies is posted on the institute's website and published in the press.
3. Documents for the study of Doctoral Candidates will be accepted for a month after the announcement of the competition.
4. Those who wish to participate in the competition must present the documents established by the Academic Board (Appendix 1).
5. Competition should be conducted by the procedures established by the Academic Board (Annex 2)

Article 3. Studying at the PhD Program

1. The term of study in doctoral program is determined as minimum 3 and maximum 6 years.
2. Davit Tvildiani Medical University facilitates the postgraduate candidate mobility in Georgian and foreign scientific and research institutions, local and international scientific conferences.
3. In the case of adequate reasoning, the postgraduate candidate has the right to use academic and

maternity leave or for any other reason in which the student's active status is suspended.

4. The postgraduate candidate must have completed the training component before submitting the thesis.
5. The Doctoral Committee can exempt a postgraduate candidate from some training course of the academic component if he/she has performed equivalent credits in other recognized higher education institutions and / or organizations.
6. The student and the main supervisor should gradually remind to the Doctoral Committee about the report on the relevant progress of the plan, any changes and necessary measures.

Article 4. Dissertation paper

1. Study in Doctorate Study is completed by the defend of the Dissertation Thesis;
2. The dissertation work (dissertation) should be the result of the PhD research work and include the scientific novelty:
 - 2.1 The dissertation should be an independent part of the academic work that meets international standards and at the highest academic level in terms of evidence, conceptual opinions, methodological, theoretical and empirical findings, conclusion and submission. The dissertation must contribute to the development of new knowledge and it should be a worthy level of scientific publication.
 - 2.2. The research prepared in co-authorship can be recognized as part of PhD dissertation. In the case of identification and confirmation of individual participation of postgraduate candidate, it should be reviewed and recognized by the Doctorate Committee.
 - 2.3 Previously conducted research will not be considered as a part of PhD dissertation, except for exceptions when it is only a small dissertation fragment of a series of researches.
3. The dissertation by Georgian citizen must be presented in Georgian or English. It should be accompanied by a Georgian and English version of the main provisions of the thesis (auto-abstract).
4. The doctoral degree certifying diploma should contain the date of approval of the degree, information on the academic program in which the postgraduate candidate participated and the title of the thesis. In addition, the transcript will be issued in which will be indicated the title of the dissertation, the information about the training components and the full names of the heads.
5. The basis for termination of student status for doctoral students is the personal notice or violation of the terms of the contract.

Article 5. Submission of the Dissertation

1. The prerequisite for submitting the thesis to the Dissertation Board is its preliminary review (approbation) in the structural sub-unit and / or department, where the doctoral program was

performed.

Before the beginning of the procedure of Appeal, the Doctorate Committee checks:

- 1.1. Performing of the program (general and field) components.
 - 1.2. The Academic Board of David Tvildiani Medical University will fulfill the requirements of the Publication of Doctoral Survey Results.
 - 1.3. Objectivity and credibility of the primary material of the research is identified by the Special Expertise conducted by the Doctoral Committee.
2. Dissertation work can be submitted and supported by professional / field associations.
 3. In case of obtaining primary material in the learning, research or clinical institution, his/her credibility is confirmed by the head of the relevant department / institution.
 4. Preliminary review (Approbation) is formed as a protocol of the session, approved by the head of the department and transferred to the doctorate.
 5. The Doctorate Committee is planning a further procedure based on the Appeal Protocol, the report of PhD student and his/her supervisor: In order to review and approve the academic Board, the composition of experts (opponents and members of the dissertation council) will be selected.
 6. The Expert Commission (Opponents) is composed of at least 3 members. Members of the Expert Commission should be representatives of the field of science in which the thesis is performed.
 7. The expert committee cannot include: The supervisor of the postgraduate candidate, co-author of the works by the postgraduate candidate, the representative of the department, where the postgraduate candidate works or the dissertation work (part of the work) was performed.
 8. Members of the Dissertation Board should not include: The supervisor of the postgraduate candidate and co-author of the works performed by of the postgraduate candidate.
 9. The Academic Board shall approve the composition of the Dissertation Board, considering recommendations of the topic of the thesis and the experts, by presenting of the chairman of the Doctorate Committee. As a member of the Dissertation Board may be invited a person with an academic degree of Doctor of relevant field. The Chairperson of the Academic Board chairs the Dissertation Board. He/she does not participate in a secret ballot for awarding a degree and his/her main function is to provide quality observance procedures (see. Public defend of dissertation, the Dissertation Board statute).
 10. The working documentation and conclusion of the Expert Commission before delivering it to the Chairperson of the Doctoral Committee shall be considered confidentially. For the violation of the confidentiality of this document, the member of the expert commission shall be entrusted in accordance with the procedure established by law.
 11. The members of the Expert Commission deliver the conclusion to the Chairman of the Doctorate Committee. In the conclusion should be assessed the actuality, novelty, theory, theoretical and practical value, the adequacy of the research design and methodology, the structure of the thesis, the quality of the formation and the language fluency.
 12. In case of positive report of all members of the Expert Commission (opponents), the dissertation will be handed for discussion and public defend over to the Dissertation Board, which is composed of no less than 10 members for the defend of specific dissertation.
 13. In case of negative conclusion of the expert commission (opponents) the dissertation is returned to the postgraduate candidate and can be re-submitted no earlier than one year.

14. In case of unessential remarks, the postgraduate candidate is entitled to make changes in the dissertation, the Doctorate Committee should be informed in writing a month before the defend.
15. If the dissertation is publicly accessible, the chairperson of the Dissertation Board defines the date of the dissertation.
16. Members of the qualification council are allotted an auto-abstract at least two weeks prior to the defense.
17. The date of the dissertation defense should not exceed 4 working months from the date of approval of the expert committee's positive conclusions by the Doctoral Committee.
18. The dissertation is presented and defended in the state language. Presenting or defending of dissertation in any other language is permissible by the decision of the Doctorate Committee.

Annex 1

List of documents to be submitted for the doctorate competition:

1. Application to the Rector
2. A copy of the identity document;
3. autobiography;
4. Photo 3X4 (2 pieces);
5. Higher education and qualification certificates (original and copies of each copy);
6. Licensing Certificate of Medical Activities (Clinical Directions);
7. List of scientific works (if available) with attached original sources and photocopy (1 copy);
8. 2 reference letters:
 - 8.1. If the applicant works, one from the last workplace of the applicant, with the signature of the head of the institution, and one from the professor of higher education;
 - 8.2. If the applicant does not work, both letters are from professor of higher education.
9. Filled application form.

Annex 2

Doctoral Competition Procedure:

The rule for the PhD competition procedure is determined by the Academic Board.

1. The university announces a competition for those who want to participate in the Doctoral Program.
2. The information about the competition is placed on the official website of the university.
3. Applications for participation in the Doctoral Competition will be accepted within 1 month after the announcement of the competition.
4. By reviewing the documents requested from the applicant postgraduate candidate is admitted to the contest.
5. In case of unsatisfactory delivery of the documents requested by the competition terms or if the requested criteria are not satisfied, the applicant will be removed from the competition.
6. The test will be conducted in English language or an applicant certification the English language will be recognized that corresponds to the level of "B2" of English language.
7. Competition is conducted on a commission basis, the evaluation protocol shall be completed and the decision shall be made on enrollment / not enrollment of a candidate to the doctoral program.