Approved by Resolution No. 01-05-04/27 of the Academic Council of LEPL – Georgian Technical University, dated 24 March 2026.
Amended by Resolution No. 01-05-04/57 of the Academic Council of LEPL – Georgian Technical University, dated 29 April 2026.

Annex

Rules for Preparing and Completing a Bachelor's Research Project/Thesis at the Georgian Technical University

Article 1. General Provisions

1. These Rules determine the procedure for preparing and completing a bachelor's research project or bachelor's thesis, as defined by the syllabus of the relevant programme, by a student (hereinafter – the student) of a bachelor's educational programme of LEPL – Georgian Technical University (hereinafter – the University).
2. A bachelor's thesis is work performed individually by a student; it is not a group project. A bachelor's research project may be completed either individually or jointly by students of bachelor's educational programmes united in a cluster, with a maximum of 4 students participating.
3. The bachelor's research project/thesis must reflect the practical and theoretical knowledge acquired during the period of study.
4. In the bachelor's research project/thesis, the student/group of students must be able to apply a method characteristic of the field, collect and interpret relevant data, analyse new and abstract data and/or situations using standard and certain distinctive/new methods, and formulate a well-founded conclusion.
4. The purpose of the bachelor's research project/thesis is to systematise the knowledge gained in the course of study and to demonstrate field-specific knowledge and practical and creative skills.

[Translator's note: the source document contains two consecutive points numbered "4"; the numbering has been preserved as in the original.]

Article 2. Supervisor of the Bachelor's Research Project/Thesis

1. The supervisor of a bachelor's research project/thesis may be a member of the University's academic staff (Professor, Associate Professor, Assistant Professor, Assistant), scientific staff (Chief/Senior Researcher or Researcher), a Senior Teacher, a Teacher, an Invited Professor/Teacher, or an Emeritus, holding at least a Master's academic degree.
2. During the semester, the supervisor of the bachelor's research project/thesis shall meet the student(s) regularly, once every two to three weeks, in order to provide the consultations necessary for completing the project/thesis and to become familiar, step by step, with the work performed by the student(s).
3. One person may simultaneously supervise a maximum of 7 students' individual bachelor's theses/bachelor's research projects, or two group bachelor's research projects.

Article 3. Choosing the Topic of the Bachelor's Thesis

1. The list of bachelor's research projects/theses and supervisors is reviewed and approved annually at a session of the academic department of the relevant faculty/school of the University.
2. The prospective supervisor of a bachelor's research project/thesis, in agreement with the head of the bachelor's programme, shall submit the proposed titles (topics) of bachelor's research projects/theses to the head of the academic department before the beginning of the final semester.

3. To facilitate the selection of the topic/supervisor of the bachelor's research project/thesis, the head of the academic department shall ensure that the available topics are accessible to students in the final semester of the bachelor's programme. The student/group of students has the right to choose a topic or to declare a subject area of interest to them.
4. The list approved at the session of the academic department (an extract from the minutes) shall be submitted to the Dean of the faculty.
5. At the beginning of the final semester, within the deadlines established for academic registration, the student/group of students registers for the bachelor's research project/thesis (indicating the relevant bachelor's programme), after which they apply to the relevant academic department for the selection of the title of the topic and the supervisor.
6. The title and supervisor of the bachelor's research project/thesis selected by the student/group of students shall be approved by order of the Dean of the faculty.
7. At the beginning of the semester, the supervisor of the bachelor's research project/thesis shall clearly explain to the student/group of students the purpose of the research to be carried out, the task, and the probable ways of solving the task. The student/group of students must also be informed of the structure, volume, formatting requirements and assessment procedure of the bachelor's research project/thesis to be completed (including the material to be presented for the interim assessment).

Article 4. Structure and Formatting Requirements of the Bachelor's Research Project/Thesis

1. The student/group of students prepares the bachelor's research project/thesis in the final semester of study.
2. A prerequisite for the bachelor's research project/thesis may be the passing of the relevant practice/internship or another component provided for by the bachelor's programme.
3. The bachelor's research project/thesis must contain research.
4. The language of completion of the bachelor's research project/thesis is Georgian, except where instruction is conducted in another language. Students of foreign-language bachelor's programmes shall present the project/thesis in the language in which instruction is conducted.
5. The structure of the bachelor's research project/thesis consists of the following parts:
    a) Title page (cover page);
    b) Table of contents;
    c) Introduction, which must briefly set out the purpose of the research, the task posed, and the way(s) of solving it;
    d) Literature review;
    e) Research and results (1–3 chapters);
    f) Conclusion(s);
    g) List of references;
    h) Appendix(es).
6. The title page of the project/thesis must include:
    a) The logo of the Georgian Technical University;

b) The inscription “Georgian Technical University”;

c) The name of the faculty/faculties;

d) The inscription “Bachelor’s Educational Programme” and the name of the relevant programme(s);

e) The four-digit code(s) in accordance with the National Qualifications Framework;

f) The relevant inscription “Title of the Bachelor’s Research Project/Thesis:” and the title of the project/thesis;

g) The inscription “Submitted for the award of the Bachelor’s academic degree”;

h) The number of the group(s);

i) The first name, surname and signature of the student(s);

j) The position, first name, surname and signature of the supervisor;

k) The inscription “Tbilisi, 0160, Georgia”;

l) The year of completion of the project/thesis.

7. The recommended form of the title page of the bachelor’s research project/thesis is given in the annex (Annex 1).

8. The bachelor’s research project/thesis must be accompanied by an English translation of the title page.

9. Table of contents: it must give the exact titles of all chapters and sections of the full text of the thesis, in sequence, with their page numbers indicated on the right-hand side. Page numbering must begin from the page following the table of contents, taking into account the number of pages of the title page, the annotation and the table of contents.

10. The recommended form and structure of the “Contents” of the bachelor’s research project/thesis is given in the annex (see Annex 2).

11. References to the literature used must be given at the end of the cited text. The list of references must be placed at the end of the bachelor’s research project/thesis, in the order in which the sources are indicated in the main text. Literature must be listed in the language in which it was written. When citing a literary source, APA style or Chicago style must be followed. The use of footnotes is permitted. Links to materials obtained from the internet must be accompanied by the date of last use or verification.

12. Layout rules for the bachelor’s research project/thesis:

a) The text must be produced on A4 format (297×210 mm) paper of 80 g/m² density, in the Sylfaen font, size 12;

b) All pages (except the title page) must be numbered consecutively. Leaving free space or a blank page before a subchapter is not permitted. The next chapter must begin on a new page;

c) The minimum font size for page numbers and footnotes is 10. A larger font size may be used for the titles of chapters and subchapters;

d) The line spacing for the main text of the project/thesis must be 1.5;

e) The text must be printed on one side of the page only. In the electronic version, a 30 mm margin must be left on the left side of the page, and 20 mm on the other sides. Page numbering – in the bottom right corner. The bottom margin is measured up to the number. In the printed and

bound version, a deviation from the stated margin sizes of up to 5 mm is permitted;

f) The text must be printed on a laser printer or at a comparable quality. Orientation – portrait.

13. The volume of the bachelor's research project/thesis, excluding appendices (if any), must be not less than 15 and not more than 30 pages.

14. Depending on the specifics of the bachelor's programme and/or the bachelor's research project/thesis, on the proposal of the academic department and in accordance with the decision of the faculty council, the structure and formatting requirements of the bachelor's thesis may differ from those defined by these Rules.

Article 5. Assessment of the Bachelor's Research Project/Thesis

1. The components of the student's assessment are the mid-semester assessment and the final assessment (defence).

2. During the mid-semester examination week, the supervisor of the bachelor's research project/thesis assesses the student according to the work performed and enters the interim assessment score in the relevant electronic grade sheet.

3. The scaled score of the interim assessment is obtained by the formula S = 6×M (points), where M is the interim assessment score.

4. The maximum score of the interim assessment is 30; the minimum positive assessment is 15 points.

5. The criteria of the interim assessment (maximum assessment 5 points) are:

   a) 5 points – the material presented fully corresponds to the assignment set by the supervisor; the purpose of the research is formulated, the task is posed and the way of solving it is set out; the terminology is correct and appropriate;

   b) 4 points – the material presented fully corresponds to the assignment set by the supervisor; the purpose of the research is formulated, the task is posed and the way of solving it is set out; shortcomings are found in the terminology;

   c) 3 points – technical shortcomings are found in the material presented; the purpose of the research is formulated and the task is posed; the way of solving the task is not clearly presented; the terminology is satisfactory;

   d) 2 points – the material presented contains significant shortcomings; the purpose of the research, the task posed and the way of solving it are not clearly presented; the terminology is satisfactory;

   e) 1 point – the material presented is unsatisfactory;

   f) 0 points – no material has been presented, or material of different content has been presented.

6. The student(s) shall submit the completed project/thesis (in the form of "documentary material") to the supervisor within the period from the beginning of the week of "submission of documentary material" until 5 days before the defence.

7. The bachelor's thesis signed by the supervisor and its electronic version on a CD shall, with the permission of the Dean and in accordance with the established procedure, be handed over for checking to the operator of the "Strikeplagiarism.com" programme.

8. The student shall not be admitted to the final assessment (defence) if:

a) they fail to obtain the minimum positive score in the mid-semester assessment;

b) they fail to submit the completed bachelor's research project/thesis to the supervisor in the form of "documentary material" on time;

c) the bachelor's thesis contains plagiarism.

9. The final assessment (defence) of the bachelor's research project/thesis is carried out by a commission consisting of at least 3 members, approved on the recommendation of the academic department(s) by order of the Dean(s), and which may include persons holding at least a Master's academic degree: a Professor, Associate Professor, Assistant Professor, Assistant, Senior Teacher, Teacher (including invited), Emeritus, or a Chief/Senior Researcher or Researcher of an independent scientific research unit (institute, centre) of GTU.

10. It is not permitted for a project/thesis to be assessed by a commission that includes its supervisor.

11. The supervisor should, as a rule, attend the defence of the bachelor's research project/thesis.

12. The commission elects a chairperson and a secretary from among its members.

13. The chairperson of the commission must be a member of GTU's academic staff.

14. At the final assessment (defence), the student/representative(s) of the group of students gives a presentation of the bachelor's research project/thesis (10–15 minutes), followed by questions and answers (discussion). During the defence, the student must answer the questions asked by those present.

15. Each member of the commission assesses the student according to three components: the content and formatting of the bachelor's research project/thesis, the presentation, and the question-and-answer session. The form to be completed by a commission member is defined by Annex 3 of these Rules.

16. The scaled score for the defence of the bachelor's research project/thesis is obtained by the formula $S = 5 \times M$ (points), where M is the arithmetic mean of the sums of the scores given by each member of the commission (see Annex 4).

17. The maximum assessment for the defence of the bachelor's research project/thesis is 70 points; the minimum positive assessment is 26 points.

18. The criteria of the final assessment, by component, are:

a) Content and formatting of the bachelor's research project/thesis (maximum assessment 6 points):

a.a) 6 points – the project/thesis is presented in a fully complete manner; the research conducted corresponds to the purpose; the task is fully solved and the chosen way of solving it is correctly implemented. The terminology is correct. The quality of formatting is high;

a.b) 5 points – the project/thesis is presented in a fully complete manner; the research conducted corresponds to the purpose; the task posed is solved and the chosen way of solving it is correctly implemented. The terminology is correct; the quality of formatting is good;

a.c) 4 points – the project/thesis is presented in a fully complete manner; the research conducted corresponds to the purpose; the task posed is solved and the chosen way of solving it is almost correctly implemented. Isolated shortcomings are found in the terminology. The quality of formatting is acceptable;

a.d) 3 points – technical shortcomings are found in the project/thesis. The research conducted corresponds to the purpose; the task posed is only partially solved. The terminology is satisfactory. The quality of formatting is satisfactory;

a.e) 2 points – the project/thesis is presented with significant shortcomings. The research conducted does not fully correspond to the purpose; the task posed is solved incompletely. The terminology is acceptable. The formatting contains shortcomings;

a.f) 1 point – the project/thesis is unsatisfactory. The research conducted does not correspond to the purpose; the task posed is solved incompletely. The terminology is inaccurate. The formatting is unsatisfactory;

a.g) 0 points – the project/thesis has not been presented.

b) Presentation (maximum assessment 5 points):

b.a) 5 points – the report given at the presentation is complete; the terminology is correct;

b.b) 4 points – the report given at the presentation is acceptable, but shortcomings are found in the terminology;

b.c) 3 points – the report given at the presentation contains technical shortcomings; the terminology is satisfactory;

b.d) 2 points – the report given at the presentation contains significant shortcomings; the terminology is acceptable;

b.e) 1 point – the report given at the presentation is unsatisfactory; the terminology is inaccurate;

b.f) 0 points – the presentation did not take place.

c) Questions and answers (maximum assessment 3 points):

c.a) 3 points – the answers given to the questions are complete;

c.b) 2 points – the answers given to the questions contain isolated shortcomings;

c.c) 1 point – the answers given to the questions only partially correspond to the questions asked;

c.d) 0 points – the answers given to the questions are inadequate and unacceptable.

19. A student/group who accumulates a total of 41–50 points across the mid-semester and final assessments shall be admitted to a repeat defence within the deadlines for additional examinations. If, at the repeat defence, this student/group fails to accumulate a total of 51 points or more, the bachelor's research project/thesis will have to be completed anew. The student/group may be granted the right to complete the same topic in the following semester.

20. The results of the defence are recorded in the form of minutes, which are signed by the chairperson and members of the commission.

21. A student/group of students who does not agree with the assessment (mid-semester assessment/defence of the bachelor's thesis) is entitled to lodge a reasoned complaint with the Dean in accordance with the procedure established by the "Instruction on the Management of the Study Process at the Georgian Technical University".

22. The supervisor of the bachelor's research project/thesis shall enter information on the presentation of the bachelor's research project/thesis (the submission of "documentary material") and the defence

assessment in the electronic grade sheet within the established deadlines.

23. The work of the student/group of students shall be stored in the academic department in accordance with the established procedure.

Annex 1

Georgian Technical University

…… Faculty

…… Academic Department

Bachelor's Educational Programme(s) "....."

Code ....

Title of the Bachelor's Research Project/Thesis:

.....

(Submitted for the award of the Bachelor's academic degree)

Student/group of students:

Group No./Group Nos.:

Supervisor:

Tbilisi, 0160, Georgia

202_

Annex 2

Contents

Introduction 3

Chapter 1. Literature Review 4

2. Chapter 2. Title of the chapter 5

Chapter 3. Title of the chapter 12

……

Conclusion 20

List of References 21