

LEPL — GEORGIAN TECHNICAL UNIVERSITY
ACADEMIC COUNCIL
DECISION No. 01-05-04/57

Tbilisi

29 April 2026

On Introducing an Amendment to Decision No. 01-05-04/27 of 24 March 2026 of the University Academic Council “On Approval of the Rule for the Preparation and Completion of the Bachelor’s Research Project/Work at Georgian Technical University”

On the basis of Article 63 of the General Administrative Code of Georgia, subparagraph “s” of the first paragraph of Article 21 of the Law of Georgia “On Higher Education”, in accordance with subparagraph “s” of the first paragraph of Article 8 of the Charter of the Legal Entity under Public Law — Georgian Technical University, approved by Order No. 133/n of 9 September 2013 of the Minister of Education and Science of Georgia “On Approval of the Charter of the Legal Entity under Public Law — Georgian Technical University”, at the initiative of the Vice-Rector of the University, and pursuant to the relevant official memorandum and the minutes of the Academic Council session No. 01-05-042/08 of 29 April 2026, **the Academic Council of Georgian Technical University has decided:**

1. To introduce an amendment to Decision No. 01-05-04/27 of 24 March 2026 of the University Academic Council, restating its first paragraph — the “Rule for the Preparation and Completion of the Bachelor’s Research Project/Work at Georgian Technical University” — in a new wording (attached).
2. The decision may be appealed within 1 month from the date of its publication to the Tbilisi City Court, Chamber of Administrative Cases (address: Tbilisi, David Aghmashenebeli Avenue No. 64).

Chairman of the Academic Council
Secretary of the Academic Council

D. Gurgenidze
I. Kutubidze

Rule for the Preparation and Completion of the Bachelor's Research Project/Work at Georgian Technical University

Article 1. General Provisions

1. This Rule regulates the preparation and completion, by a bachelor's degree-seeking student of the Legal Entity under Public Law — Georgian Technical University (hereinafter — the University) (hereinafter — the student), of a bachelor's research project or a bachelor's work within the syllabus of the relevant program.
2. A bachelor's work is work performed by the student individually; it is not a group project. A bachelor's research project may be performed either individually or jointly by the students of a cluster-grouped relevant program, up to a maximum of 4 students.
3. The bachelor's research project/work shall reflect the practical and theoretical knowledge acquired during the study period.
4. In the bachelor's research project/work, the student/group of students shall demonstrate the ability to apply a method characteristic of the field, to collect and interpret the relevant data, to analyze the new and obtained data and/or the situation, and to formulate a substantiated conclusion using standard and certain distinctive/new methods.
5. The aim of the bachelor's research project/work is the systematization of the knowledge acquired in the course of study and the demonstration of field-specific knowledge and of practical and creative skills.

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

1. The supervisor of the bachelor's research project/work may be a person holding at least a master's academic degree, from among the University's academic personnel (professor, associate professor, assistant-professor, assistant), scientific personnel (head/leading researcher or senior researcher or researcher), a foreign lecturer, a lecturer, an invited professor/lecturer, or an emeritus.
2. During the semester, the supervisor of the bachelor's research project/work meets with the student(s) regularly, once every two to three weeks, in order to provide the consultations necessary for completing the project/work and to review the work performed by the student(s) stage by stage.
3. One person may simultaneously supervise no more than 7 students' individual bachelor's works/bachelor's research projects, or two group bachelor's research projects.

Article 3. Selection of the Topic of the Bachelor's Work

1. The number of bachelor's research projects/works and of supervisors is determined and reviewed annually by the academic department of the relevant faculty/school of the University.
2. The supervisor of the bachelor's research project/work, in agreement with the supervisor of the relevant program, submits to the head of the academic department, by the end of the semester, the relevant topics (themes) of the bachelor's research projects/works.
3. For the purpose of providing the topic/supervisor of the bachelor's research project/work, the head of the academic department offers the students of the relevant program the topics available for the semester. The student/group of students has the right, at this stage, to choose a topic or to express a wish regarding a topic of interest.
4. The number determined by the academic department is approved by the faculty dean (by official memorandum).
5. At the beginning of the semester, the student/group of students registers, within the period set for academic registration, for the bachelor's research project/work (indicating the relevant bachelor's program), after which they address the relevant academic department for approval of the topic title and the supervisor.
6. The bachelor's research project/work chosen by the student/group of students is approved by order of the faculty dean.
7. At the beginning of the semester, the supervisor of the bachelor's research project/work clearly explains to the student/group of students the aim and objective of the research to be carried out and the probable ways of solving the objective. The student/group of students shall also be informed of the structure, volume, formatting, and completion rules of the bachelor's research project/work to be carried out (including the material to be presented at the interim stages).

Article 4. Structure and Formatting Rules of the Bachelor's Research Project/Work

1. The student/group of students uploads the bachelor's research project/work in the semester determined by the study supervisor.
2. A precondition for the bachelor's research project/work may be the completion of the practice/internship or another component envisaged by the syllabus of the bachelor's program.
3. The bachelor's research project/work shall contain research.
4. The language of completion of the bachelor's research project/work is Georgian, except where the studies are conducted in another language. Students of a foreign-language program present the project/work in the language in which the studies are conducted.
5. The structure of the bachelor's research project/work consists of the following parts:
 - a. title page (title sheet);
 - b. contents (table of contents);
 - c. introduction, in which the research aim must be clearly stated, the objective formulated, and the way(s)/means of solving it set out;
 - d. literature review;
 - e. research and results (1–3 chapters);
 - f. conclusion(s);
 - g. list of used literature;
 - h. appendix(es).
6. On the title page of the project/work there shall be:
 - a. the logo of Georgian Technical University;
 - b. the inscription "Georgian Technical University";
 - c. the name of the faculty/faculties;
 - d. the inscription "Bachelor's Educational Program" and the name of the relevant program/programs;
 - e. the four-digit code/codes in accordance with the National Qualifications Framework;
 - f. the relevant inscription "Title of the Bachelor's Research Project/Work:" and the title of the project/work;
 - g. the inscription "Presented for the award of the bachelor's academic degree";
 - h. the number(s) of the group(s);
 - i. the name, surname, and signature of the student(s);
 - j. the position, name, surname, and signature of the supervisor;
 - k. the inscription "Tbilisi, 0160, Georgia";
 - l. the year of completion of the project/work.
7. The recommended form of the title page of the bachelor's research project/work is provided in the attachment (Attachment 1).
8. The bachelor's research project/work shall include an English translation of the title page.
9. Contents (table of contents): shall be compiled so that the exact titles of all chapters and paragraphs correspond to the full text of the work, with their page numbers indicated on the right-hand side. Page numbering of the contents begins from the page preceding the contents, taking into account the page numbers of the title page, the annotation, and the contents.
10. The recommended form and structure of the "contents" of the bachelor's research project/work are provided in the attachment (see Attachment 2).
11. A reference to the used literature shall be placed at the end of the cited text. The list of literature shall be placed at the end of the bachelor's research project/work, in the order corresponding to the order of citation in the main text. Literature shall be indicated in the language in which it is published. When citing literary sources, the APA style or the Chicago style shall be used. The same scheme shall be applied throughout. For material obtained from the internet, the website link and the date of access or compilation shall be indicated.
12. Formatting rules of the bachelor's research project/work:
 - a. the text shall be produced on A4 paper (297×210 mm), 80 g/m² density, font — Sylfaen, size 12;
 - b. every page (except the title page) shall be numbered accordingly. A blank line or a page break before a

- chapter is not permitted. Each subsequent chapter shall begin on a new page;
- c. the minimum size of page numbers and of the chapter font is 10. A larger size of the font used may be applied in chapter titles;
 - d. the line spacing for the main text of the project/work shall be 1.5;
 - e. the text shall be aligned to both margins (justified). In the electronic version, the right margin of the page shall remain 30 mm, while on the binding side it shall be 20 mm. Page numbering — bottom right corner; the bottom margin is counted in the numbering. In the bound and assembled version, the margins are permitted to deviate from the indicated sizes by within 5 mm;
 - f. the text shall be printed on a laser printer or another similar device. Orientation — vertical (portrait).
13. The volume of the bachelor's research project/work, excluding the appendices (if any), shall be no fewer than 15 and no more than 30 pages.
14. Depending on the specifics of the bachelor's program and/or the bachelor's research project/work, upon a proposal of the academic department and by decision of the faculty council, the structure and formatting rules of the bachelor's work may differ from those envisaged by this Rule.

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

1. The components of student assessment are the intermediate (mid-term) and the final (defense) assessments.
2. During the mid-semester examination week, the supervisor of the bachelor's research project/work assesses the student on the basis of the work performed and enters the intermediate assessment score into the relevant electronic record sheet.
3. The scaled score of the intermediate assessment is obtained by the formula: $S = 6 \times M$ (points), where M is the intermediate assessment score.
4. The maximum intermediate assessment score is 30; the minimum positive assessment is 15 points.
5. Criteria of the intermediate assessment (maximum score — 5 points):
 - a. 5 points — the presented material fully corresponds to the task set by the supervisor; the research aim is formulated in it, the objective is posed together with the way of its solution, and the terminology is well-formed and adequate;
 - b. 4 points — the presented material fully corresponds to the task set by the supervisor; the research aim is formulated in it, the objective is posed together with the way of its solution, with minor flaws in terminology;
 - c. 3 points — the presented material has minor flaws of a technical nature. The research aim is formulated and the objective posed; the way of solving the objective is not always presented; the terminology is not refined;
 - d. 2 points — the presented material contains significant flaws. The research aim, the posed objective, and the way of its solution are not always presented; the terminology is not refined;
 - e. 1 point — the presented material is inadequate;
 - f. 0 points — the material is either not presented, or the presented material consists of someone else's content.
6. The student(s) present the completed project/work (in the form of "documentary material") to the supervisor within the period running from the beginning of the "submission of documentary material" week up to 5 days before its end.
7. The bachelor's work signed by the supervisor, together with its electronic version on a CD, is submitted in two copies and checked through the "Strikeplagiarism.com" program in accordance with the established rule.
8. The student is not admitted to the final assessment (defense) if:
 - a. they cannot obtain the minimum positive score in the intermediate assessment;
 - b. they fail to present the completed bachelor's research project/work in the form of "documentary material" to the supervisor on time;
 - c. the bachelor's work contains plagiarism.
9. The final assessment (defense) of the bachelor's research project/work is carried out by a commission consisting of at least 3 members, which is determined by official memorandum upon a proposal of the academic department/departments, by order of the faculty dean(s), and which may include a person holding

at least a master's academic degree: a professor, associate professor, assistant-professor, assistant, foreign lecturer, lecturer (including an invited one), an emeritus, or the head/leading scientific co-worker or scientific co-worker of a scientific-research unit (institute, center) of GTU.

10. Assessment of the project/work is not permitted by a commission whose composition includes its supervisor.
11. As a rule, the supervisor attends the defense of the bachelor's research project/work.
12. The commission elects its chairman and secretary from among its own members.
13. The commission secretary shall be a member of the academic personnel of GTU.
14. At the final assessment (defense), the presenter(s) of the student/group of students deliver a presentation of the bachelor's research project/work (10-15 minutes), followed by a question-and-answer session (discussion). During the defense, the student shall answer the questions posed clearly.
15. Each member of the commission assesses the student by three components: the contents and formatting of the bachelor's research project/work, the presentation, and the question-and-answer session. The form filled in by a commission member is defined in Attachment 3 to this Rule.
16. The scaled score of the defense of the bachelor's research project/work is obtained by the formula: $S = 5 \times M$ (points), where M is the arithmetic mean of the scaled assessment scores given by each member of the commission (see Attachment 4).
17. The maximum assessment of the defense of the bachelor's research project/work is 70 points; the minimum positive assessment is 26 points.
18. The criteria of the defense assessment, by component, are:

a) Contents and formatting of the bachelor's research project/work (maximum score — 6 points):

a.a) 6 points — the project/work is fully presented; the research conducted corresponds to the aim, the objective is formulated, and the actually achieved solution path is selected. The terminology is correct. The formatting flaws are minimal;

a.b) 5 points — the project/work is fully presented; the research conducted corresponds to the aim, the objective is formulated, and the actually achieved solution path is selected. The terminology is correct; the formatting flaws are good (acceptable);

a.c) 4 points — the project/work is fully presented; the research conducted corresponds to the aim, the objective is formulated, and an almost correctly realized solution path is selected. The terminology has minor flaws. The formatting flaws are acceptable;

a.d) 3 points — the project/work has minor flaws of a technical nature. The research conducted corresponds to the aim, the posed objective and its solution path are not realized. The terminology is not refined. The formatting flaws are not refined;

a.e) 2 points — the project/work is presented with significant flaws. The research conducted does not fully correspond to the aim, the posed objective is not realized. The terminology is acceptable. Formatting flaws are observed;

a.f) 1 point — the project/work is inadequate. The research conducted does not correspond to the aim, the posed objective is not realized. The terminology is unclear. The formatting flaws are not refined;

a.g) 0 points — the project/work is not presented.

b) Presentation (maximum score — 5 points):

b.a) 5 points — the report delivered at the presentation is well-formed; the terminology is correct;

b.b) 4 points — the report delivered at the presentation is acceptable, but with minor flaws in terminology;

b.c) 3 points — the report delivered at the presentation contains flaws of a technical nature; the terminology is not refined;

b.d) 2 points — the report delivered at the presentation contains significant flaws; the terminology is acceptable;

b.e) 1 point — the report delivered at the presentation is inadequate; the terminology is unclear;

b.f) 0 points — the presentation was not delivered.

c) Question-and-answer (maximum score — 3 points):

c.a) 3 points — the answers given to the questions are correct;

c.b) 2 points — the answers given to the questions contain certain flaws;

c.c) 1 point — the answers given to the questions are partial and correspond to individually posed questions;

c.d) 0 points — the answers given to the questions are inadequate and not relevant.

19. A student/group that cumulatively scores 41-50 points in the intermediate and final assessments is admitted to a repeat defense within the period of the make-up examination. If, even at the repeat defense, the said student/group cannot cumulatively score 51 or more points, the bachelor's research project/work must be performed anew. The student/group may, in the following semester, be granted the right to perform the same topic.
20. The defense results are recorded in the form of an order signed by the chairman and the members of the commission.
21. A student/group of students who disagrees with the assessment (the intermediate assessment / the defense of the bachelor's work) is entitled to address the dean with a corresponding written application, in accordance with the rule established by the "Instruction on the Management of the Study Process at Georgian Technical University".
22. Within the established period, the supervisor of the bachelor's research project/work enters into the electronic record sheet the information concerning the presentation of the bachelor's research project/work (the submission of the "documentary material") and the defense assessment.
23. The work of the student/group of students is stored in the academic department in accordance with the established rule.

[GTU emblem]

Georgian Technical University

..... Faculty

..... Academic Department

Bachelor's Educational Program/Programs "....."

Code

Title of the Bachelor's Research Project/Work:

.....

(Presented for the award of the bachelor's academic degree)

Student/Group of students:

Group No. / Groups No.:

Supervisor:

Tbilisi, 0160, Georgia

202_

Contents

Introduction	3
Chapter 1. Literature Review	4
Chapter 2. Chapter Title	5
Chapter 3. Chapter Title	12
.....	
Conclusion	20
List of Used Literature	21

[GTU emblem] GEORGIAN TECHNICAL UNIVERSITY

Faculty _____

Academic Department _____

Assessment of the Bachelor's Work/Project by a Commission Member

- It shall be a whole number, or rounded;
- The form is filled in on the two pages of a single sheet;
- The maximum assessment is 70 points;
- The minimum assessment is 26 points.

Student / Group of Students	
Surname, name:	
Group number:	
Title of the work:	
Program/Programs:	
Supervisor:	
Date:	

Commission Member	
Surname, name:	
Position, structural unit:	
Office held:	

Defense assessment by criteria	Assessment score	Max. score
1. Contents and formatting of the bachelor's work/project		6
2. Presentation		5
3. Question-and-answer		3
Sum of assessment scores:		

Explanation of the Assessment Criteria of the Bachelor's Work**1. Contents and formatting of the bachelor's work/project**

6 points	the work/project is fully presented; the research conducted corresponds to the aim, the objective is formulated, and the actually achieved solution path is selected. The terminology is correct. The formatting flaws are minimal;
5 points	the work/project is fully presented; the research conducted corresponds to the aim, the objective is formulated, and the actually achieved solution path is selected. The terminology is correct; the formatting flaws are acceptable;
4 points	the work/project is fully presented; the research conducted corresponds to the aim, the objective is formulated, and an almost correctly realized solution path is selected. The terminology has minor flaws. The formatting flaws are acceptable;
3 points	the work/project has minor flaws of a technical nature. The research conducted corresponds to the aim, the posed objective and its solution path are not realized. The terminology is not refined. The formatting flaws are not refined;
2 points	the work/project is presented with significant flaws. The research conducted does not fully correspond to the aim, the posed objective is not realized. The terminology is acceptable. Formatting flaws are observed;

1 point	the work/project is inadequate. The research conducted does not correspond to the aim, the posed objective is not realized. The terminology is unclear. The formatting flaws are not refined;
0 points	the work/project is not presented.

2. Presentation

5 points	the report delivered at the presentation is well-formed; the terminology is correct;
4 points	the report delivered at the presentation is acceptable, but with minor flaws in terminology;
3 points	the report delivered at the presentation contains flaws of a technical nature; the terminology is not refined;
2 points	the report delivered at the presentation contains significant flaws; the terminology is acceptable;
1 point	the report delivered at the presentation is inadequate; the terminology is unclear;
0 points	the presentation was not delivered.

3. Question-and-answer

3 points	the answers given to the questions are correct;
2 points	the answers given to the questions contain certain flaws;
1 point	the answers given to the questions are partial and correspond to individually posed questions;
0 points	the answers given to the questions are inadequate and not relevant.

Comment:

A comment may be provided for each criterion.

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Commission member _____	Signature _____	Date _____
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Assessment of the Defense of the Bachelor's Work/Project

- It shall be a whole number, or rounded;
- The form is filled in on the two pages of a single sheet;
- The maximum assessment is 70 points;
- The minimum assessment is 26 points.

Date of defense of the bachelor's work/project (d/m/y):	
Building, auditorium:	
Time:	

Total number of commission members:	
Quorum:	
Number of members present:	

Information about the work:	
Student(s)' surname, name:	
Group number:	
Title of the bachelor's work/project:	
Bachelor's program:	

Commission members' name, surname	Office held, structural unit	Position	Sum of assessment scores
1.			
2.			
3.			
4.			
5.			
Total average score (M):			

Scaled score of the defense of the bachelor's work/project $S = 5 \times M =$ _____

where M is the total average assessment score (the overall arithmetic mean of the sums of the assessment scores).

Commission chairman: _____

Commission members: _____

Commission secretary: _____