



## Sample

Approved by Academic Council  
Protocol # \_\_\_\_\_

## Syllabus

<b>Educational program</b>	<u>Note:</u> Please, indicate full name of educational program		
Higher education stage	Master's program	Faculty	<u>Note:</u> Please, indicate faculty
<b>Program component</b>	Master's Thesis		
	Master's Thesis		
<b>Status</b>	Compulsory		
<b>Teaching language</b>	<u>Note:</u> Please, indicate Georgian or other foreign language of thesis		
<b>Pre-Requisites</b>	<u>Note:</u> Please, indicate full name of educational course(s)/other program component(s) required for undertaking of this practice. In case of preparation of thesis in foreign language, indication of the level of proficiency of foreign language is required.		
<b>ECTS</b>	?	1 cred.= 26 hours	Total hours
			?
		Contact hours	?
			Independent hours
			?
<b>Organization of semester in BNTU</b>	Week	Contact hours	Note
Preparation of Master's Thesis, work with Master's Thesis adviser etc.	I – XVI		According to syllabus
Delivery of Master's Thesis to adviser	XIV		Master's Thesis shall be submitted to adviser in printed form
Delivery of Master's Thesis and conclusion of thesis adviser	XV		Submitted to dean's office: Master's Thesis - in printed form and as soft copy, conclusion - in printed form (shall be delivered no later than within 5 calendar days after delivery of thesis to adviser). Information on the admission/non-admission of Master's student stated in adviser's conclusion to the evaluation, and recommendation on delivery/waiving of delivery of thesis to the reviewer shall be communicated to Master's student within the same week. Within the same period, claim commission examines recommendation on non-admission to evaluation and waiving of delivery of thesis to the reviewer, and make decision.
Delivery of Master's Thesis to the reviewer	XVI		Delivered only thesis of a Master's student admitted to evaluation
Delivery of referee report	XVII		Submitted to dean's office in printed form no later than within 5 calendar days after delivery of thesis to reviewer
Verbal presentation of Master's Thesis (public defence)	XVIII	1	Thesis of a Master's student admitted to evaluation and referee reports shall be submitted to defence commission no less than 5 calendar days before public defence
Announcement of final evaluation			Evaluation of research component (summarizing point of evaluations of Master's Thesis and public defence) is announced: a) if Master's student was admitted to the evaluation of thesis and at public defence – no less than within 2 calendar days after public defence; b) if Master's student was not admitted to final evaluation – immediately upon making of unfavorable decision by claim commission
Consultations			Conducted by thesis adviser according to the schedule of consultations, min 1 hour per week, if required, it is carried out via e-mail of thesis adviser. Consultations are not considered Master's student's academic load and indicated hours are not the component part of credit.
<b>Information about Master's Thesis adviser (syllabus author)</b>			
<b>Name, surname</b>		<b>Contact phone</b>	
<b>Position</b>		<b>E-mail</b>	



<p><b>Selection of Master’s Thesis theme</b></p> <p><b>Master’s Thesis adviser</b></p> <p><b>Conclusion of Master’s Thesis adviser, recommendation on delivery of thesis to the reviewer</b></p>	<p>1. Master’s Thesis is a research component of Master’s program, it is a written work, which shall be prepared within final semester of Master’s program. Before commencement of IV semester of Master’s program: Faculty council examines and approves themes of Master’s Theses, and candidatures of Master’s Theses advisers correspondingly; Master’s student chooses Master’s Thesis theme (adviser, correspondingly) and applies with application to the Faculty Dean. Based on Master’s Thesis specificity, thesis may have co-adviser – field expert (a person with Doctor’s academic or equal scientific degree, or professional experience). Master’s student is entitled to change Master’s Thesis theme chosen by him/her, or waive thesis adviser/co-adviser, and in this case he/she is obliged to apply with reasonable written application to the Faculty Dean no later than one week after starting of work on thesis. In case of examination of Master’s student application and making of favorable decision, he/she is entitled to choose new thesis theme or other adviser/co-adviser is appointed.</p> <p>2. The rule effective in BNTU: Thesis adviser shall be field expert; thesis adviser may be the member of BNTU academic staff (professor) or invited expert with Doctor’s academic or equal scientific grade. Thesis adviser/co-adviser is entitled to deny being adviser/co-adviser of particular Master’s student before commencement of work on Master’s thesis, as well as during work, and in this case he/she is obliged to apply with reasonable written application to the Faculty Dean no later than one week after starting of work on thesis. In case of examination of thesis adviser/co-adviser’s application and making of favorable decision, Master’s student is entitled to choose new Master’s Thesis theme, or other adviser/co-adviser is appointed. Master’s Thesis adviser is obliged to: assist Master’s student in drawing up of thesis plan, selection of modern, relevant literature, current information, data and research methods, provide recommendation regarding preparation of Master’s Thesis, make comments, help in solution of problems arose during thesis preparation process etc. Thesis adviser is obliged to prepare conclusion. Master’s Thesis adviser attends public defence; attendance of thesis co-adviser at thesis public defence is not compulsory. Defence commission and Master’s student may invite him/her and thesis co-adviser may demand possibility to present his/her opinion at defence.</p> <p>3. Conclusion of Master’s Thesis adviser, recommendation on delivery of thesis to reviewers: Conclusion shall be in printed form (page - A4 format, basic text – font Sylfaen, font size - 11, font size of titles/sub-titles - 14/12, line spacing – 1.5, page margins from all side 2 cm), signed by thesis adviser and include the following information: Master’s educational program name, title of Master’s Thesis, name of thesis author, brief review of Master’s Thesis, general description and recommendation on admission/non-admission of Master’s student to final evaluation and delivery/waiving of delivery of Master’s Thesis to the reviewers. In case of thesis co-adviser, his/her opinions on Master’s Thesis and recommendation on reasonability of admission of Master’s student to evaluation and delivery of thesis to reviewers have to be stated in conclusion.</p>
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<p><b>Master’s Thesis goals</b></p>	<p>Master’s Thesis is a compulsory research component of Master’s educational program, as a result of preparation of which planned learning results (competencies, stated in syllabus) have to be achieved.</p> <p><u>Note:</u> Abovementioned are general objectives of Master’s Thesis, which shall be specified by Master’s Thesis adviser, taking into account of peculiarities of a thesis and work to be done.</p>
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<p><b>Learning results</b></p> <p><u>Note:</u> Competencies below indicate expected general result which shall be specified by Master’s Thesis adviser based on the specificity of Master’s Thesis.</p>	
<p>Knowledge and understanding</p>	<p>Has deep systemic knowledge of industry, understands theories and principles relating to the thesis theme, their specificity and peculiarities that allows him/her to seek certain relevant ways for the solution of certain, including complex problems, fit field-specific knowledge and develop new, creative ideas.</p>
<p>Ability to use knowledge in practice</p>	<p>Able to select, seek and use corresponding resources for the preparation of Master’s thesis; select and analyze data and information using relevant methods and approaches; seek new and creative ways for the solution of complex problems and conduct research independently.</p>
<p>Ability to make conclusion</p>	<p>Able to identify and evaluate problems relating to the thesis theme, conduct critical analysis of complex and incomplete information and data and make justified conclusion, carry out innovative synthesis of information on the basis of recent data.</p>
<p>Communication skills</p>	<p>Able to communicate verbally and in writing regarding thesis theme, performed work, research methods, own opinions, arguments and conclusions with academic and professional community, search and process information using modern information and communication technologies and corresponding software; able to consider academic honesty standards.</p>
<p>Learning skills</p>	<p>Able to share innovative approaches and experience, independently cope with new information and data, understand peculiarities of education process and plan it strategically at high level, importance of continuous education, knowledge updating and improvement of competencies for successful activity, and independently conduct education process.</p>
<p>Values</p>	<p>Able to evaluate his/her own and others attitude toward values, and make his/her contribution in introduction of new values.</p>



No	Contact hours	Content
I		Work with thesis adviser - review of syllabus, delivery of information on program component – “Master’s Thesis” objectives, expected results, evaluation system, work to be done etc. to Master’s student; Review and planning of work to be done.
II		
III		Work with thesis adviser – Review and analysis of work done and to be done.
IV		
V		Work with thesis adviser – Review and analysis of work done and to be done.
VI		
VII		Work with thesis adviser – Review and analysis of work done and to be done.
VIII		
IX		Work with thesis adviser – Review and analysis of work done and to be done.
X		
XI		Work with thesis adviser – Review and analysis of work done and to be done.
XII		-
XIII		Work with thesis adviser – Review of finished Master’s Thesis.
XIV		Work with thesis adviser – work on draft presentation.
XVI		Work with thesis adviser – Demonstration of completed presentation by Master’s student admitted to evaluation, using PowerPoint; summarizing review and analysis of work done by Master’s student.

Note: Abovementioned schedule (including, work format, number of contact hours etc.) may be left unchanged or changed by thesis adviser based on the specificity of thesis.

<p><b>Teaching and learning methods</b></p>	<p>The basic methods are theoretical work and research methods, as well as there are used various activities such as: review and analysis of problem, explanation, brainstorming, analysis, synthesis, induction, deduction, discussion etc., which along with the transferring of knowledge to Master’s student is aimed to the development of his/her intellectual qualities, formation of research and other skills, such as setting of goal independently and selection and application of relevant ways for its achievement, planning of work to be done, effective division in logical stages, time management, selection and examination of relevant literature and recent data, selection and application of various resources for obtaining and processing of information, considering of criticism, critical evaluation of own work etc.</p> <p><u>Note:</u> Teaching methods may be left unchanged or changed by Master’s Thesis adviser based on peculiarities of thesis and work to be done.</p>
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<p><b>Master’s Thesis</b></p>	<p>Master’s Thesis shall comply with the following compulsory requirements:</p> <ol style="list-style-type: none"> <li>Volume of Master’s Thesis – A4 format, 50-70 pages on average, font – Sylfaen, basic text font size - 10, font size of titles/sub-titles - 14/12 Bold, line spacing - 1.5, page margins –top, bottom and left - 2.5, right- 1,5 cm;</li> <li>Master’s Thesis structure: <ul style="list-style-type: none"> <li>Title page - First page of Master’s Thesis (shall include the following information: name and contact information of higher education institution, educational program name and higher education stage, title of Master’s Thesis, Master’s student’s name and surname, name and surname of Master’s Thesis adviser, names and surnames of reviewers, place and year of Master’s Thesis);</li> <li>Abstract – shall reflect Master’s Thesis structure, goals and brief conclusion (one page);</li> <li>Introduction – general part of the thesis, which describes topicality, goals and task of the thesis;</li> <li>Basic part of text – may be divided into chapters, sections and/or paragraphs;</li> <li>Conclusion – shall reflect results of the Master’s Thesis;</li> <li>References – shall be represented at the end of the thesis in alphabetic order, first – editions in Georgian and then in foreign languages. The following shall be indicated in the list: <ul style="list-style-type: none"> <li>in case of usage of periodicals: last name and initials of author(s), title of article; year; name of scientific magazine; number of volume; edition number; pages, on which the article is printed;</li> <li>in case of book or monograph: last name and initials of author(s); title; publishing place; publishers; publishing year;</li> </ul> </li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>o in case of online resources: author of material; web-page; name of material with the indication of link; searching date of material;</li> <li>o in case of electronic publication: author of article (last name and initials); year; title of article; number of electronic publication; edition number; chapter, paragraph (shall be indicated in brackets); web-page; searching date of material;</li> <li>o in case of state documents: country,; name of agency, owner of the document; year of edition in which this document was found; type of document (order, Law, etc.); name of the document with the indication of corresponding identification number and year; place of edition in which this document was found; name of edition in which this document was found;</li> <li>o bibliography cited shall be indicated as follows: at the end of citation order number of cited text according to the attached list shall be placed in brackets and marked off by a comma, and then shall be indicated pages from which the citation or thesis was taken; for example, (15, 150-161).</li> </ul> <p>All the parts of the Master’s Thesis structure shall be started from new page.</p> <p>3. The thesis shall be stitched up in the following order: Title page; Abstract; Table of contents; Introduction; Chapters; Conclusion; References; Annexes (tables, schemes, illustrative material etc.).</p>
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<p><b>Master’s Thesis reviewer</b></p> <p><b>Referee report</b> <b>(Conclusion of reviewer)</b></p>	<p>Reviewer(s) shall be appointed before finishing of work on Master’s Thesis. Reviewer shall be field expert; reviewer may be the representative of academic staff of BNTU or other higher education institution (from the team of professors) or invited expert with doctor’s academic or equal scientific grade. Based on the specificity of Master’s Thesis, reviewer may be a person, with professional experience in particular field. Reviewer is entitled to deny being a reviewer of particular Master’s student’s thesis, and in this case he/she is obliged to apply with reasonable written application to the Faculty Dean before delivery of thesis to him/her. Master’s student is entitled to deny particular reviewer, and in this case he/she is obliged to apply with reasonable written application to the Faculty Dean before delivery of thesis to reviewer. In case of examination of Master’s student/reviewer’s application and making of favorable decision, other reviewer is appointed for Master’s Thesis. Reviewer shall examine Master’s Thesis and prepare referee report (conclusion). Attendance of reviewer at thesis public defence is not compulsory. Defence commission and Master’s student may invite him/her; reviewer may demand possibility to present his/her opinion at defence.</p> <p>Referee report shall be submitted in printed form (page - A4 format, text “Sylfaen”, font size- 11, font size of titles/sub-titles - 14/12, line spacing – 1.5, page margins (all sides) 2 cm) and shall be signed by reviewer and include the following information: name of reviewer, title of Master’s Thesis, name of thesis author, conclusion on thesis (brief review of the thesis, mention of strengths and weaknesses with the indication of notes/recommendations and evaluation of thesis).</p>
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<b>Evaluation of Master’s student. General rule, forms, components, methods and criteria of evaluation</b>					
<p>Evaluation in BNTU is carried out by 100-point grading system (max 100 points); Master’s Thesis is a research component of Master’s educational program, which: 1) is evaluated by final evaluation on one-time basis; 2) Evaluation point (max 100 points) is a sum of points received directly in Master’s Thesis evaluation (specific share – 98% of total points) and verbal presentation of thesis (specific share – 2% of total points); 3) Minimum limit of competence for evaluation of directly Master’s Thesis amounts to 51 points out of maximum possible evaluation (100 points); in case of lower points: a) verbal presentation of thesis shall not be allowed, b) Totally, evaluation point of a component equals to the point of evaluation of only Master’s Thesis, and in case of 40–0 points, Master’s student is not entitled to present the same Master’s Thesis, and in case of 41–50 points, Master’s student is entitled to present revised Master’s Thesis within next semester (evaluation received during presentation of revised Master’s Thesis is a final evaluation and in case of 0-50 points - F=0 point is assigned). Master’s program research component shall be considered passed in case of summarizing (final) point - no less than 51 points, from which no less than 50 points are the point of evaluation of directly Master’s Thesis. Point obtained as a broken number is rounded up to whole number in accordance with the rounding rule: 4 and less - and less – rounded down, 5 and more – rounded up. Following scheme of evaluation is allowed in accordance with the effective Law of Georgia:</p>					
5 good grades:		2 failing grades:			
1	91 – 100 points	A	Excellent	1   41 – 50 points   FX   Failed	
2	81 – 90 points	B	Very good	Master’s student is allowed to present revised Master’s Thesis within next semester	
3	71 – 80 points	C	Good		
4	61 – 70 points	D	Sufficient	2   40 – 0 points   F   Failed	
5	51 – 60 points	E	Insufficient	Master’s student is not entitled to present the same Master’s Thesis	
Credit may be received only in case of one of the good grades in accordance with the Law.					
<b>max 100 points</b>	<b>Evaluation forms</b>	<b>Evaluation components</b>		<b>Specific share within max 100 points</b>	
100	Final evaluation	Public defence of research work		98%	Master’s Thesis
				2%	Verbal presentation of thesis (public defence)
<b>Final evaluation</b>					
<p>Note: 1) Evaluation is carried out at public defence on one-time basis, by means of 02 methods of evaluation – evaluation of directly Master’s Thesis and evaluation of verbal representation of thesis in the form of presentation, 2) In case of passing minimum competence level in the evaluation of directly Master’s Thesis (at least 51 points out of max</p>					



100 points), defence commission allows Master's student to present thesis verbally and evaluates both, presentation and competencies, demonstrated by Master's student, 3) Defence commission assigns final point for Master's program component – "Master's Thesis".

### Master's Thesis

Total - max 100 points

Note: 1) Evaluated by defence commission members (field experts) individually (max evaluation of each - 100 points), evaluation (point) of each commission member is a sum of points received in all below stated criteria; in case of "0" point in one of the evaluation criteria, points received in other criteria are not considered and summarizing evaluation- "0" point is assigned. In case of partial compliance with evaluation criteria stated below indicated maximum points have to be divided in two; In case of non-compliance with evaluation criteria (for example, substantial mistake/ error etc.) 0 point is assigned; 2) Evaluation (point) of Master's Thesis is a arithmetic average of evaluations (points) assigned by defence commission members (field experts).

#### 1) Formal part

Total - max 8 points

8.0 Including:

4.0 1. Structure of the thesis complies with requirements.

4.0 2. Formatting of the thesis complies with requirements.

#### 2) Writing culture

Total - max 12 points

12.0 Including:

6.0 1. Thesis is balanced stylistically and in terms of terminology; language and style are relevant.

6.0 2. Concept formulated clearly and represented with balanced sentences, link between them is logical.

#### 3) Contextual part

Total - max 80 points

80.0 Including:

8.0 1. Novelty and topicality of research theme is formulated clearly and logically.

8.0 2. Goals and tasks are clearly formulated, relevant and achievable.

8.0 3. Problem formulated clearly, seeking of new, creative ways for the solution of complex problem is highlighted.

8.0 4. Research methods correspond to the research problems, are selected and used extensively.

8.0 5. Methods of searching of information/sources required for research are relevant and reliable. Selected material, original sources and literature completely correspond to the thesis theme; they are sufficient, and analysis is complete.

8.0 6. Amount of selected material, original sources and literature is sufficient, analysis - complete.

8.0 7. Research is performed in logical order; research stages linked to each other logically; issues are examined properly.

8.0 8. Similar and different positions are represented and analyzed properly; academic standard is observed; own and others opinions are clearly differentiated.

8.0 9. Research results correspond to research goals and tasks, formulated clearly and logically and are essential in academic and/or practical context.

8.0 10. Conclusions correspond to research results and are justified, formulated clearly and logically on the basis of critical analysis of information (including recent studies).

0 Thesis is not submitted for review/ one of the criteria stated above was evaluated with 0 point.

### Verbal presentation of Master's Thesis (public defence)

Total - max 100 points

Note: 1) Conducted in the form of presentation, using PowerPoint; time for presentation - 30-35 min on average; 2) Evaluated by defence commission members individually (max evaluation of each - 100 points), evaluation (point) of each commission member is a sum of points received in all below stated criteria; in case of "0" point in one of the evaluation criteria, points received in other criteria are not considered and summarizing evaluation- "0" point is assigned. In case of partial compliance with evaluation criteria stated below indicated maximum points have to be divided in two; In case of non-compliance with evaluation criteria (for example, substantial mistake/ error etc.) 0 point is assigned; 3) Evaluation (point) received for verbal presentation of thesis is a arithmetic average of evaluations (points) assigned by defence commission members.

#### 1) Technical aspects of presentation

Total - max 36 points

36.0 Including:

6.0 1. Visual part of presentation: Presentation is prepared using corresponding software; Visual aspects of presentation are explicit.

6.0 2. Volume of the text of presentation slides is most preferable and formulated logically.

6.0 3. Text of presentation slides provides thorough vision on the content of Master's Thesis.

6.0 4. Presentation was conducted smoothly, slides and illustrative material were demonstrated duly and orderly.

6.0 5. IT skills: Presentation was conducted properly, using IT.

6.0 6. Time management: time limits of presentation are observed.

#### 2) Presentation methods, contact with audience

Total - max 64 points

64.0 Including:

8.0 1. Technique of communication with audience and delivery of information (gesticulation, pauses etc.) are relevant.

8.0 2. Opinion formulated clearly and communicated in structured manner with balanced sentences, correct and proper usage of terminology.



8.0	3. Presentation provides clear vision on thesis theme and work done.
8.0	4. Placing of particular focus on key issues and main aspects of thesis.
8.0	5. Logical and confident discourse and reasoning on own conclusions, arguments and research methods soundly.
8.0	6. Proper understanding of questions from audience and giving quick, correct, complete, justified and proper answers, using terminology.
8.0	7. Participation in discussion conveniently.
8.0	8. Provision of relevant examples and arguments for the purpose of justification of own position; generalization/specification of information, usage of theoretical knowledge conveniently and demonstration of deep and systemic knowledge of issue.
0	Presentation is not prepared / one of the criteria stated above was evaluated with 0 point.

Note: Abovementioned numbers, methods and criteria of evaluation may be left unchanged or changed by Master's Thesis adviser.

<b>Compulsory literature</b>	1.	<u>Note:</u> Indicated in accordance with thesis adviser decision.
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<b>Additional literature</b>	1.	<u>Note:</u> Indicated in accordance with thesis adviser decision.
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<b>Internet and other resources</b>	1.	<u>Note:</u> Indicated in accordance with thesis adviser decision.
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## Master's Thesis

<b>Master's Thesis</b>	<b>Title</b>
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<b>Master's student</b>	<b>Name, surname</b>
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<b>Educational program</b>			
Higher education stage	II (Master's program)		
Program implementing faculty			
<b>Higher education institution</b>	Batumi Navigation Teaching University Ltd.		
Address			
Contact phone		E-mail	
<b>Master's Thesis adviser</b>			
Position / Doctor's academic or equal scientific grade			
<b>Master's Thesis co-adviser</b>			
Position / Doctor's academic or equal scientific grade			
<b>Master's Thesis reviewer</b>			
Position / Doctor's academic or equal scientific grade			

Thesis place

Thesis year