



Sample

Approved by Academic Council
Protocol # _____

Syllabus

Educational program	<u>Note:</u> Please, indicate full name of educational program		
Higher education stage	Bachelor's program	Faculty	<u>Note:</u> Please, indicate faculty

Program component	Bachelor's thesis
	Bachelor's Thesis

Status	
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Teaching language	<u>Note:</u> Please, indicate Georgian or other foreign language of thesis
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Pre-Requisites	<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.
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ECTS	?	1 cred.= 26 hours	Total hours	?	Contact hours	?	Independent hours	?
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Organization of semester in BNTU	Week	Contact hours	Note
Preparation of Bachelor's thesis, work with thesis adviser etc.	I – XVI	?	According to syllabus
Delivery of thesis to adviser	XIV		At scheduled meeting with thesis adviser information on admission/non-admission to final evaluation is delivered to a student. Adviser accepts only thesis of a student admitted to final evaluation (submitted in printed form)
Delivery of Bachelor's thesis and conclusion of thesis adviser	XV		Submitted to dean's office: conclusion - in printed form, Bachelor's thesis - in printed form and as soft copy (accepted only thesis of a student admitted to final evaluation).
Delivery of thesis to reviewer			Delivered only thesis of a student admitted to final evaluation
Delivery of referee report	XVI		Submitted to dean's office in printed form no later than within 5 calendar days after delivery of thesis to reviewer. Information on the evaluation of thesis (point) is delivered to a student within the same week.
Public defence of Bachelor's thesis (presentation)	XVIII	1	Thesis of a student admitted to final evaluation, and referee reports shall be submitted to defence commission no less than 3 calendar days before public defence
Announcement of final evaluation	Final evaluation is announced no less than 2 calendar days after public defence		
Additional evaluation	Conducted within the same semester, no less than within 5 calendar days after announcement of final evaluation in accordance with the schedule of additional evaluations; includes Bachelor's thesis and demonstration and evaluation of presentation at public defence (if only minimum level of competence fixed for public defence is not achieved, it is possible to submit revised, as well as the same Bachelor's thesis. In both cases theses are evaluated by claim commission). Time fixed for additional evaluation (preparation, submission, and evaluation) is not the component part of credit.		
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 student's academic load and indicated hours are not the component part of credit.		

Information about Bachelor's thesis adviser (syllabus author)

Name, surname		Contact phone	
Position		E-mail	
Selection of Bachelor's thesis theme Bachelor's thesis adviser Conclusion of Bachelor's thesis adviser	1. Bachelor's thesis is a main specialty component of Bachelor's program, and it is a written work. Before commencement of semester when Bachelor's thesis was prepared: Faculty Council examines and approves themes of Bachelor's theses and candidatures of Bachelor's theses advisers correspondingly, student chooses Bachelor's thesis theme (adviser, correspondingly) and applies with application to the Faculty Dean. Based on Bachelor's thesis specificity, thesis may have co-adviser – field expert (a person with Doctor's academic or equal scientific degree, or professional experience). A student is entitled to change Bachelor'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		



	<p>the Faculty Dean no later than one week after starting of work on thesis. In case of examination of student's application and making of favorable decision, he/she is entitled to choose new Bachelor's 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 student before commencement of work on Bachelor'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, a student is entitled to choose new Bachelor's thesis theme or other adviser/co-adviser is appointed. Bachelor's thesis adviser is obliged to: assist a student in drawing up of Bachelor's thesis plan, selection, searching and processing of corresponding literature, step-by-step check and evaluate process of working on Bachelor's thesis, provide consultations, give a student recommendations and instructions regarding performance of Bachelor's thesis, make comments, help a student in solution of problems arose during thesis preparation process, together with a student examine and analyze work done by a student, as well as thesis and presentation prepared by him/her, draw up conclusion etc. Thesis adviser attends public defence of thesis; attendance of thesis co-adviser at thesis public defence is not compulsory. Defence commission and student may invite him/her and thesis co-adviser may demand possibility to present his/her opinion at defence.</p> <p>3. Conclusion of Bachelor's thesis adviser 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: Name of Bachelor's program, name of student, title of Bachelor's thesis, interim evaluation point and information on admission/non-admission of a student to final evaluation, brief review of Bachelor's thesis of a student admitted to final evaluation). In case of thesis co-adviser, his/her opinions on Bachelor's thesis have to be stated in conclusion.</p>
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Bachelor's thesis goals	<p>To improve competencies, including research skills acquired by a student as a result of study of various components of Bachelor's program during work on Bachelor's thesis.</p> <p><u>Note:</u> Abovementioned are general objectives of Bachelor's thesis, which shall be specified by Bachelor's thesis adviser based on specificity of thesis theme.</p>
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Learning results	
<u>Note:</u> Competencies below indicate expected general result which shall be specified by Bachelor's thesis adviser on the basis of specificity of Bachelor's thesis.	
Knowledge and understanding	Understands complex issues of theories and principles, basic moments and peculiarities relating to the Bachelor's thesis theme.
Ability to use knowledge in practice	Abel to fit acquired theoretical knowledge to particular issues; demonstrate knowledge of specificity of particular issues relating to Bachelor's thesis theme; divide work to be done for preparation of thesis in logical stages on the basis of synthesis of acquired theoretical and practical knowledge taking into account of preliminary received instructions, manage time and fulfill works according to determined plan.
Ability to make conclusion	Able to determine and identify problem, select, collect corresponding data/information for thesis theme and issues to be examined, make their analysis and synthesis using standard and some other methods, explain and evaluate obtained results, formulate and justify conclusions.
Communication skill	Able to prepare written thesis and present it verbally with the demonstration of suggestions and ideas, existing problems and ways of their solution relating to the thesis theme and work to be done, using proper terminology; deliver information to experts and non-experts; use information and communication technologies for the purpose of searching and procession of information and performance of work.
Learning skills	Able to understand necessity and significance of life-long learning and updating of knowledge; cope with new information and data with particular degree of independence; share innovations and experience, logically evaluate his/her education process and be motivated to continue further study.
Values	Understands personal responsibility standards and has a motivation to comply with them.

№	Contact hours	Content
I		Work with thesis adviser - review of syllabus, delivery of information on program component – “Bachelor's thesis” objectives, expected results, evaluation system etc. to a student. General review of thesis topics. Review and planning of work to be done.
II		Work with thesis adviser – work on thesis.
III		Summarizing review and evaluation of fulfilled work.
		Work with thesis adviser- Review and planning of further works.
IV		Work with thesis adviser – work on thesis.
V		Summarizing review and evaluation of fulfilled work.



		Work with thesis adviser- Review and planning of further works.
VI		Work with thesis adviser – work on thesis.
VII		Summarizing review and evaluation of fulfilled work.
		Work with thesis adviser- Review and planning of further works.
VIII		Work with thesis adviser – work on thesis.
IX		Summarizing review and evaluation of fulfilled work.
		Work with thesis adviser- Review and planning of further works.
X		Work with thesis adviser – work on thesis.
XI		Summarizing review and evaluation of fulfilled work.
		Work with thesis adviser- Review and planning of further works.
XII		Work with thesis adviser – work on thesis.
XIII		Summarizing review and evaluation of fulfilled work.
		Work with thesis adviser- work on Bachelor’s thesis (review and analysis of final draft thesis).
XIV		Work with thesis adviser- Summarizing review and evaluation of fulfilled work, delivery of information to a student on admission/non-admission to final evaluation. Delivery of finished Bachelor’s thesis to the adviser by a student.
XV		Work with thesis adviser – work on draft presentation of a student, admitted to final evaluation.
XVI		Work with thesis adviser - Demonstration of completed presentation by a student admitted to final evaluation, using PowerPoint, review of presentation.

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.

Teaching and learning methods	<p>The basic method is a theoretical work method, as well as there are used various activities such as: explanation, examination and analysis of particular situation/problem, analysis, synthesis, induction, deduction, problem-based learning, brainstorming, discussion etc., which is aimed to the formation of research skills, development of intellectual qualities of a student and promotion of independent activity.</p> <p><u>Note:</u> Teaching methods may be left unchanged or changed by Bachelor’s thesis adviser, based on peculiarities of thesis and work to be done.</p>
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Bachelor’s thesis	<p>Bachelor’s thesis shall comply with the following compulsory requirements:</p> <ol style="list-style-type: none"> Volume of Bachelor’s thesis – at least 25-30 pages of A4 format, font – Sylfaen, basic text font size - 11, 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; Structure of Bachelor’s thesis: <ul style="list-style-type: none"> Title page – First page of Bachelor’s thesis (shall include the following information: name and contact information of higher education institution, educational program name and higher education stage, title of Bachelor’s thesis, student’s name and surname, Bachelor’s thesis adviser name and surname, names and surnames of reviewers, place and year of Bachelor’s thesis); Abstract – shall reflect Bachelor’s thesis structure, goals and brief conclusion (one page); Introduction – general part of the thesis, which describes topicality, goals and task of the thesis; Basic part of text – may be divided into chapters, sections and/or paragraphs; Conclusion – shall reflect results of the Bachelor’s thesis; 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"> 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; in case of book or monograph: last name and initials of author(s); title; publishing place; publishers; publishing year; in case of online resources: author of material; web-page; name of material with the indication of link; searching date of material; 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; 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;
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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).
 All the parts of the Bachelor's thesis structure shall be started from new page.
 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.).

Bachelor's thesis reviewer
Referee report
(Conclusion of reviewer)

Reviewer(s) shall be appointed before finishing of work on Bachelor'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 the Bachelor's thesis, the reviewer may be a person, with professional experience in particular field. Reviewer is entitled to deny being a reviewer of particular 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. A student is entitled to deny particular reviewer, and in this case a student is obliged to apply with reasonable written application to the Faculty Dean before delivery of thesis to reviewer. In case of examination of student/reviewer's application and making of favorable decision, other reviewer is appointed for Bachelor's thesis. In case of more than one reviewer, all of them individually evaluates thesis and draws up referee report (conclusion). Attendance of reviewer at thesis public defence is not compulsory. Defence commission and student may invite him/her; reviewer may demand possibility to present his/her opinion at defence. 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 Bachelor'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).

Evaluation of a student. General rule, forms, components, methods and criteria of evaluation

Evaluation in BNTU is carried out by 100-point grading system (max 100 points); Bachelor's thesis is a educational program study component, and its evaluation includes two forms: interim evaluation (max 60 points, minimum limit of competence - 31 points) and final evaluation (max 40 points, minimum limit of competence - 20 points), which in its turn includes evaluation of directly thesis (max 20 points, minimum limit of competence - 10 points) and evaluation received at public defence (max 20 points, minimum limit of competence - 10 points). Assignment of credit using only one form of evaluation (interim or final) shall not be allowed. Final evaluation (point) is a sum of interim and final evaluation points (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). Points received during final evaluation shall not be added to the points received at additional exam. Evaluation received at additional exam is a conclusive evaluation and set forth in final evaluation of internship (in case of 0-50 points, F=0 grade is assigned). Following scheme of evaluation is allowed in accordance with the effective Law of Georgia:

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	student needs more work to pass the exam; he/she is given the right to pass additional work again by individual work			
3	71 - 80 points	C	Good				
4	61 – 70 points	D	Sufficient	2	40 – 0 points	F	Failed
5	51 – 60 points	E	Insufficient	the work done by a student is not sufficient and it is necessary to re-study the component			

Credit may be received only in case of one of the good grades in accordance with the Law.

max 100 points	Evaluation forms	Evaluation components, methods, points		
60	Interim evaluation	Theoretical work	30	Theoretical assignment
		Verbal testing	30	Discussion
40	Final evaluation	Exam	20	Bachelor's thesis
			20	Verbal representation of thesis (public defence)

Interim evaluation **Total - max 60 points**

Note: Total 6 evaluations; evaluation is made by Bachelor's thesis adviser; point of each evaluation (max 10 points) is a sum of evaluations (points) of theoretical work done by a student for Bachelor's thesis, and verbal testing (discussion/review of issues) relating to the fulfillment of such work. In case of "0" point in evaluation of particular theoretical assignment, testing regarding its performance is not carried out and summarizing point "0" is assigned. Numbers below are the number of evaluations of a student (including in case of 0 point).

Theoretical assignment	Number - 6	max evaluation of each - 5 points	Total - max 30 points
<i>Note: 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. Summarizing grade (point) is a sum of points received in all evaluation criteria. In case of 0 point in one of the criteria, summarizing 0 point is assigned.</i>			
2.0	1) Scope of performed work - Work is done completely.		
2.0	2) Application of theoretical materials and terminology – Used extensively and properly.		
3.0	3) Processing and delivery of information, reasoning, namely:		
1.0	1. Used information/data – is relevant and processed completely.		



1.0	2. Presentation of information – Main points are formulated clearly and presented logically; information is presented without inaccuracies.
1.0	3. Substantiated reasoning, conclusions – Reasoning and conclusions are correct and justified.
0	Assignment is not performed / less than 50% of assignment is fulfilled / one of the criteria stated above was evaluated with 0 point.
Discussion/examination of issue	
Number - 6	max evaluation of each - 5 points
Total - max 30 points	
<i>Note: 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. Summarizing grade (point) is a sum of points received in all evaluation criteria. In case of 0 point in one of the criteria, summarizing 0 point is assigned.</i>	
2.0	1) Accuracy of presentation of information - Information presented without inaccuracies, with theoretical justification and correct usage of terminology.
1.0	2) Presentation of information – Main points are clearly formulated and presented logically.
1.0	3) Presentation of information without assistance – Information presented without assistance.
1.0	4) Reasoned discussion – Discussion is proper and justified, conclusions are logical.
0	Unable to discuss issue/ one of the criterion stated above was evaluated with 0 point.
Final evaluation	
Total - max 40 points	
<i>Note: 1) Student, who achieved minimum competence level during interim evaluation is admitted to final evaluation; 2) In case of receipt of point less than minimum competence level in evaluation of directly Bachelor's thesis, it is not allowed to demonstrate presentation at public defence; 3) Point of final evaluation is a sum of points received in evaluation of Bachelor's thesis and at public defence.</i>	
Bachelor's thesis	
Total - max 20 points	
<i>Note: 1) Evaluated by reviewer(s); 2) 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) Summarizing grade (point) of thesis is a sum of points received in all evaluation criteria. In case of 0 point in one of the criteria, summarizing 0 point is assigned.</i>	
1) Formal part	
Total - max 2 points	
2.0	including:
1.0	1. Structure of the thesis complies with requirements.
1.0	2. Formatting of the thesis complies with requirements.
2) Writing culture	
Total - max 4 points	
4.0	Including:
2.0	1. Thesis is balanced stylistically, written without mistakes.
2.0	2. Concept formulated clearly and represented with balanced sentences, link between them is logical.
3) Contextual part	
Total - max 14 points	
14.0	Including:
2.0	1. Problem is formulated clearly and logically.
2.0	2. Discussed issues completely comply with thesis theme; theoretical justification of thesis is proper.
2.0	3. Used information is relevant and processed extensively.
2.0	4. Selected material, original sources and literature completely correspond to the thesis theme; they are sufficient, and analysis is complete.
2.0	5. Information represented without inaccuracies with proper usage of terminology.
2.0	6. Discussion is logical and justified.
2.0	7. Conclusions are correct and formulated completely.
0	Thesis is not presented/ one of the criteria stated above was evaluated with 0 point.
Verbal presentation of thesis (public defence)	
Total - max 20 points	
<i>Note: 1) Conducted in the form of presentation, using PowerPoint; time for presentation - 20 min on average; presentation, as well as competencies demonstrated by a student are evaluated; 2) Evaluated by defence commission members individually (max evaluation of each - 10 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) of public defence of the Bachelor's thesis is an arithmetic average of evaluations (points) assigned by defence commission members.</i>	
1) Technical aspects of presentation	
Total - max 8 points	
8.0	including:
2.0	1. Visual part of presentation: Presentation is prepared using corresponding software; Visual aspects of presentation are explicit.
2.0	2. Text of presentation slides provides thorough vision on the content of thesis.
2.0	3. Demonstration of IT skills: Presentation was conducted properly, using IT.
2.0	4. Time management: time limits of presentation are observed.
2) Presentation methods, contact with audience	
Total - max 12 points	



12.0	Including:
2.0	1. Presentation provides clear vision on thesis theme and work done.
2.0	2. Technique of communication with audience and delivery of information (gesticulation, pauses etc.) are relevant.
2.0	3. Information is presented with balanced sentences, link between them is logical; concept is formulated clearly and presented in structured manner.
2.0	4. Information is presented without inaccuracies, with theoretical justification and proper usage of terminology.
2.0	5. Answers on questions are relevant and complete.
2.0	6. Participation in discussion and usage of theoretical knowledge is through; reasoning is logical; conclusions – comprehensive and well-grounded.
0	Presentation is not prepared/demonstrated / 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 Bachelor's thesis.

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

Bachelor's thesis	Title
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Student	Name, surname
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Educational program			
Higher education stage	I (Bachelor)		
Program implementing faculty			
Higher education institution	Batumi Navigation Teaching University Ltd.		
Address			
Contact phone		E-mail	
Bachelor's thesis adviser			
Position / Doctor's academic or equal scientific grade			
Bachelor's thesis co-adviser			
Position / Doctor's academic or equal scientific grade			
Bachelor's thesis reviewer			
Position / Doctor's academic or equal scientific grade			

Thesis place

Thesis year