

Undergraduate Thesis Instruction and Evaluation Criteria

I. Undergraduate Thesis

Some of the undergraduate programs at Samtskhe-Javakheti State University provide for undergraduate work. Bachelor's thesis is a summary of the work, which will be checked in the field of the student's knowledge - theories and principles critically and understanding of complex issues, research and practical ability to implement the project, analysis of collected information and conclusions about the ability, the vision problems and chef scheme possibilities, solutions for the preparation of a written report, and time management skills, academic honesty.

This could be a theoretical (or experimental) work or an undergraduate research project / thesis.

II. Thesis Supervisor

The undergraduate thesis supervisor may be any person with an academic position - professor, associate professor, assistant professor or invited doctor. The supervisor is required to assist the student in selecting a topic, drawing up a plan, and developing a bibliography, gradually reviewing the process of working on the topic, making notes, and assisting the author in correcting it.

One person may submit up to five undergraduate papers at most.

III. The procedure

The undergraduate thesis covers the spring semester before the completion of the auditing courses.

Not later than the tenth week after the commencement of the VII semester, the Faculty Council shall approve the subject of the undergraduate papers. In the same semester, the student chooses a topic (the student can offer an undergraduate topic of interest to him / her) and a supervisor, for which he / she addresses the dean of the relevant faculty.

Upon the written consent of the supervisor, the Faculty Board shall adopt the relevant resolution.

Undergraduate thesis is graded with 100 points system. Intermediate evaluation is made by the supervisor and his / her share is determined by 60 points. The minimum competence level for the head evaluation is 30 points.

Undergraduate thesis must be followed after the end of spring sessions. Undergraduate thesis prepared by the student shall be submitted to the relevant Dean's Office no later than five weeks prior to defense. On the basis of a positive evaluation by the supervisor, the Dean submits the work to the Faculty Quality Assurance Office.

The Faculty Quality Assurance Service checks the conformity of the work with the instruction and with the instruction that the student is given 2 days to download the paper in the Moodle program to check

for plagiarism. The Plagiarism Finding Commission at Samtskhe-Javakheti State University examines the papers in accordance with the plagiarism rule within ten days. In the absence of plagiarism, the student is given a positive conclusion for the public defense of the work.

The Faculty sets up committees for public protection of undergraduate papers. The composition of the commission is determined by the Faculty Board. It should consist of at least 3 members. The maximum mark for a public defense of a work is 40 points. The minimum competence limit is 21 points. Interim and Final - Assessments obtained in public protection are collected. And the assessment received is indicated in the Diploma Supplement.

IV. Bachelor thesis

1. The undergraduate thesis should not be less than 25 pages A4 in size. Text must be typeface Sylfeen, (Appendices (Schemes ...) font Acadnusx,) Key Part Size 12, Headings and Subheadings - Size 16-14; Distance between rows -1,5 interval. Sidebars 2 cm from all sides

2. The following components must be considered in the structure of an undergraduate thesis:

A) homepage - is the first page of an undergraduate thesis. (The title should be formatted as follows. The upper part of the page indicates the full name of the University: Samtskhe-Javakheti State University, then the Faculty Name (font: sylfaen 12, Bold), followed by the Bachelor's name (font: sylfaen 16, Bold), Half Bachelor Thesis, full title of Bachelor Thesis (font: sylfaen 18, Bold), below title, right-hand student Name, surname, degree, academic rank (font: sylfaen 14, Bold) of the supervisor, place of protection (Akhaltzikhe) and time of year (font: sylfaen 12, Bold) at the bottom of the page.

B) Table of Contents - (Introduction, chapters and paragraphs with reference to pages);

C) Introduction - is a general part of the work, which should reflect the actuality of the chosen topic, the aims and content of the task (s), the subject to be studied and the methods used (in case of experimental research); D) main body of text - can be divided into chapters (and paragraphs);

E) Conclusion - is a part of the results of the Bachelor's thesis, which should answer all the tasks that the student presents to the public;

F) references to the literature and sources used:

Reference style: After the sentence or paragraph quoted in the undergraduate thesis

The digital book is certified according to the rules for the printed book reference. Except for standard items, URLs and access dates for books on the Internet should be included in the bibliography. Note that a URL alone is not enough; Include maximum publication information so that readers can find the source even if the URL is changed. If page numbers are not listed, indicate the location of the cited section as descriptive, e.g. Guided by subtitle.

A. Name, Surname, Title, Issue Number (Place of Publication: Publisher, Year), under Sub heading, URL (Access Date).

Samora, 2000 - Julian Samora, and Patricia Vandell Simon, A History of the Mexican-American People, rev. ed. (East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000), under

"Civil War in Mexico," [http://www.jsri.msu.edu/museum/pubs / MexAmHist / chapter14.html # six](http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six) (19.12.2005).

B.: Last name, first name. title. Publication number. Place of Publication: Publisher, Year. URL (access date).

Samora, 2000 - Samora Julian, and Patricia Vandell Simon. A History of the Mexican-American People. Rev. ed. East Lansing, MI - Julian Samora Research Institute, Michigan State University, 2000. <http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six> (19.12.2005).

Published in other electronic formats (e.g. CD-ROM, Microsoft Reader e-book)

The format of the book should also be indicated when referring to books.

A.: Name Last Name, Title (Place of Publication: Publisher, Year), Book Format.

Thomas, 2001 - Thomas, 2001 - Thomas H. Davenport and John C. Beck, The Attention Economy: Understanding the New Currency of Business (Cambridge, MA - Harvard Business School Press, 2001), TK3 Reader e-book.

B.: Last name, first name. title. Place of Publication: Publisher, Year. Book format. Hellman, 2004 - Hellman, 2004 - 2004 - Hellman, Hal. Great Feuds in Technology - Ten of the

Liveliest Disputes Ever. New York: John Wiley, 2004. Rocket e-book.

Internet sources may be included in the general list of literature and sources or a separate listing may be made (for example, after the literature and sources list).

Instructions for presenting illustrations

Illustrations (charts, diagrams, tables, pictures, maps, autograph sketches, etc.) should be presented in text or as a separate file.

Illustrations should be in the following format:

EPS (or PDF): charts, tables, and charts, all with fonts used;

TIFF (or JPEG): Color and black-and-white photographs, maps, resolution of at least 300

dpi;

TIFF (or JPEG): black-and-white graphic drawing, autograph sketch, resolution at least 1000 dpi;

TIFF (or JPEG): Combined (color and black-and-white) image, at least enlarged

500 dpi.

The illustrations used in the text are numbered consistently. Each illustration should have a caption. The captions should be written separately and not for illustration. The caption should include a title and a brief description, but explain all the symbols and abbreviations used. Avoid vertical rows;

Use Sylfaen font for captioning illustrations. The font size must be at least 9. The captions of the illustrations may be in italic font; It is possible to name the illustrations only in the text, and after the literature is used, a list of relevant explanations can be added;

If the illustrations (charts, charts, tables, pictures, maps, autograph sketches, etc.) are scanned from the book, the full title of the book should be indicated. Also, if the illustration is downloaded from the Internet, it should be indicated perfectly as indicated in the literature verification procedure. In this case, the quality of the illustration must meet the required format;

Text embedded illustration cannot be split from page to page;

The size of the illustration presented in a separate file should not exceed A4 format;

In the text, size-weight units must be represented by the C system (International System of Units, or abbreviated SI - French *Système international d'unités*, SI). If another source-weight unit is named in the source, the appropriate size-weight unit of the C-system must also be indicated in round brackets or footnotes.

You should use the Gregorian style for the New Year. When quoting the dates of other calendar systems in the sources, the appropriate Gregorian calendar date should be indicated in round brackets or footnotes. To date the events before Christ's birth, you should use the Petawius system without a zero year (eg "in the old years"; "in the years before us"; "in Christ").

3. The work should be bound by the following sequence:

Home Contents Introduction Chapters Conclusion

Appendices used (if any).

4. Bachelor thesis numbering

The numbering starts from the title page (on the page), though the title page does not contain the digit 1. The digit 2 will appear on the second page "Table of Contents". As for the whole text, the whole text

VI. The work's public safety regulations are no longer than 15 minutes. VII. If the student has failed (received less than 21 points) or accumulated a 41-

50 points to earn a bachelor's degree

Has the right to submit the same revised work after 10 days for repeated protection. If a student earns 40 points or less, he or she receives an F grade, submitting the same paper is inadmissible. The student is entitled to complete a new undergraduate thesis within the next year and to submit it for public defense during the commission period.

VIII. Bachelor Thesis Evaluation Criteria:

Undergraduate thesis is graded 100-point system.

Interim evaluation

60 points - Community leader

- Ability to work on an undergraduate thesis

Timely retrieval and quality of refined literature -

5 points;

Student punctuality towards counseling - 5 points.

- Homework (maximum 15 points). Verified:

☒ Problematic, objective, accurate, specific and complex argumentation - 5 points;

Concentrate on major research issues - 5 points;

Ability to think independently - 5 points.

- Ability to analyze and reason (maximum 15 points). Verified:

An exhaustive study of the issue - 5 points;

Outlining the author's position, developing all ideas by the author - 5

Points;

☒ Logical organization of the article (sequential reasoning, reasoned conclusions) - 5 points

- Data reliability (maximum 10 points). Verified:

Accuracy of the data, credibility of the verified source and reflection in their bibliography - 5 points;

Sufficiency of verified literature, origin of data, organic linking of quotations with text - 5 points;

- Structural and technical performance (10 points):

Women's rating - 5 points;

Quality of the work and structural integrity - 5 points.

Final evaluation

40 points - Each faculty member evaluates the presentation of each student's undergraduate thesis according to the following chart:

- Internal skills, ability to analyze and reason (maximum 10 points). Verified:

▣▣ Problematic relevance, focus on key research issues, thorough study of the research topic - 5 points;

Demonstrator position, ability to think independently - 5 points.

- Data validity (maximum 10 points). Verified:

Accuracy of the data, credibility of the verified source and reflection in their bibliography - 5 points;

Data source origin, organic quotes with text - 5 points;

- Structural and technical performance (10 points):

Linguistic validity of the material conveyed - 5 points;

Quality and Structural Excellence - 5 points.

- Presentation (10 points):

Debate and defense ability (accuracy and depth of answers to questions, comments and recommendations) - 5 points

Presentation technology, presentation organization - 5

Points

Each faculty member evaluates each student's presentation independently. The average arithmetic is calculated and added to the head estimation.