



Legal Entity of Public Law-Batumi Shota Rustaveli State university Academic Board

Decree № 104

October 27 2017
Batumi

On Approving the Results of the Evaluation Elaborated by the Quality Assurance Service of Batumi Shota Rustaveli State University, the Comments and the Recommendations

On the basis of the Georgian Law “On Higher Education”, Article N 21, Section N 1, Article N 8 of the BSU Charter and Article N 3 of the regulation of the BSU Quality Assurance Service, the Academic Board

Stated:

1. To approve the results, comments and recommendations of the evaluation of the Educational Process, Faculty Deans, Field-specific Departments and the implementation of the Educational Programmes elaborated by the Quality Assurance Service of Batumi Shota Rustaveli State University, in accordance with the **Annex N1**;
2. To send the above presented comments and recommendations, as manuals to be followed, to the relevant structures, Field-specific Departments in order to improve the educational process as well as be considered while elaboration of the Action Plan of the BSU 2017-2018 academic year.
3. The Decree to enter into force upon signing it.

Chair of the Academic Board
Rector, Associated Professor

Merab Khalvashi

Annex 1.

Recommendations	Responsible persons and Structure	Deadline task completion
To apply completely the teaching/learning methods presented in the educational programme and the syllabuses and monitor the process	Professors and teaching staff, Quality Assurance Services of the Faculties	During the academic year
To improve the materials of Group Work/Practical Classes and monitor their application in the study process;	Professors and teaching staff, field-specific Departments, Quality Assurance Services of the Faculties	During the academic year
To improve the materials used at the lectures (for presentation) and monitor their application	Professors and teaching staff, Field-specific Departments, Quality Assurance Services of the Faculties	During the academic year
To ensure the transparency of the evaluation system (informing students on the achieved results, faults and the ways of improvement)	Professors-teaching staff, Field-specific Departments	During the academic year
To prepare, improve the multi-component, combined exam materials and monitor their application at the exam process	Professors and teaching staff, Field-specific Departments, Quality Assurance Services of the Faculties	During the exam period
To activate the student consultation service and monitor the process	Professors and teaching staff, Field-specific Departments, Faculty Deans	During the academic year
To organize the trainings related to the teaching/learning methods for the faculties	Faculty Deans, Quality Assurance Services of the Faculties	During the academic year
To activate the evaluation system of the professor and the teaching staff	Faculty Deans, Quality Assurance Service	During the academic year
To ensure more involvement of the research staff of the Research Institutes in the study process	Faculty Deans	
To improve the Learning Process Management Electronic System	IT Service	Prior to starting the Spring semester
To activate the Electronic System of the Student Service	The Department of the Students' Career Service	Prior to starting the Spring

	and Support	Semester
To activate sports and cultural events	The Department of the Students' Career Service and Support	During the academic year
To perfect the English web-site of the University	Public Relation Service	During the academic year
To intensively activate the mechanisms of motivation or/and disciplinary procedures based on the results of the evaluation of the academic staff	Management bodies	During the academic year