The Methodology of Planning, Elaboration and Development of Educational Programs of BSU

Article 1. General Provisions

1. The Rule of Elaboration, Approval and Development of Educational Programs (hereinafter - Rule/Methodology/Procedures) determines the methodology of planning, elaboration, approval, evaluation and development of Bachelor, Master', Doctoral, Medicine/Medical Doctor/Dentist, Integrated Bachelor-Master Teacher Training Program (60-credit-volume), Georgian Language Preparatory and joint Educational Programs (hereinafter - the program), as well as the procedures for making changes and canceling the program.

2. The present Rule is developed on the basis of the legislative acts of Georgia, including the Law of Georgia "On Higher Education", the National Qualification Framework approved by subordinate normative acts, the classifier of fields of study, the Regulation of Authorization of Higher Educational Institutions, the Regulation of Accreditation of Higher Educational Programs.

3. The purpose of elaboration of the present Regulation (methodology/procedures) is to create a mechanism for planning, elaboration, evaluation and development of educational programs at BSU, which will facilitate:

a) provision of information to the BSU staff/students, as well as employers and graduates about the procedures/methodology of program elaboration;

b) enhancement of the interest of the staff/students, employers and graduates in the elaboration of programs and initiation of the development of educational programs;

c) fulfillment of the requirements of the standard of authorization of the higher educational institution related to Educational Programs (the components of the mentioned standard are: 1) elaboration and development of Educational Programs; 2) structure and content of the Educational Program; 3) assessment of Learning Outcomes);

d) implementation of such programs in BSU, which will be in compliance with the Mission and Strategic Development Plan of the University and will be based on (and/or take into account) the following principles:

d.a) local labor market requirements and international market trends; current achievements of the field; development science, state and/or society needs;

d.b) student-oriented teaching, taking into account the students' individual needs and inclusiveness;

d.c) integration of teaching and research;

d.d) internationalization of curriculum, teaching and research.

 d.e) ensuring the internal quality of BSU programs.

4 When making decisions about the planning, elaboration, implementation, development and cancellation of the BSU educational programs, the requirements of the labor market, the feedback of graduates and employers, the results of surveys of students and graduates, the results of monitoring the academic performance of students (according to the Learning Outcomes of the program), consultations with professional associations should be taken into account. as well as best local and international practices.

5 The elaboration of an Educational Program (in the case of a new program) or working on an existing program (in the case of the need for re-accreditation) must commence at least 1 (one) year before the desired date of accreditation and must be submitted to the LEPL- National Center for the Development of Education Quality.

no later than 6 months before. The faculty implementing the program must ensure the continuity of the accreditation of the Educational Program.

Article 2. Definitions of the terms

1. The terms used in the present Rule (methodology) of Elaboration, Approval and Development of Programs

have the following meaning:

a) Educational program (curriculum) – a combination of Study Courses and/or Modules for obtaining a higher education qualification, including the goals, Learning Outcomes of the program, Study Courses/ Modules/Concentrations with relevant credits, students' assessment system and the special details of the organization of the study process including the opportunity to use electronic teaching (in case this exists);

b) an Individual Educational Program-the program elaborated in compliance with the student's interest and academic background;

c) Educational Program Components - study component and scientific-research/research component. Study Component is a constituent part of the Educational Program, which is presented in the form of a Study Course/subject, practice, creative/performative practical project/paper, undergraduate research project/paper or other component, and the Scientific-Research component is a constituent part of the Master's and Doctoral Degree Educational Program, which is presented in the form of a Master's project/thesis, dissertation or creative/performative work or other scientific project/paper;

d) A Study Course Program (syllabus) – a document that provides information on the goals, Learning Outcomes, Credits, content, teaching and learning methods, assessment criteria and an opportunity to use electronic teaching (in case this exists);

e) Module – an independent and coherent teaching block uniting the related Study Courses /subjects. Interrelationships between and sequence of Study Courses/subjects are defined in the Module. Several Modules create a Curriculum;

f) Concentration - the grouping of Study Courses/subjects/Modules of the relevant content of the main field of study of the first and second level educational program of higher education with a focus on a specific topic/issue. Concentration has a Learning Outcome, which is considered in the Learning Outcomes of the Educational Program.

g) Credit – a unit, which reflects the educational workload for a student and which can be attained as a result of achievement of the Learning Outcomes;   The student's study load (the time required to achieve the Learning Outcomes defined by the Components of the Educational Program) should be based on Independent and Contact Hours; The Contact Hour is the time determined for the student's educational activities with the involvement of the staff implementing the Educational Program component, and the Independent Hour is the time of the student's educational activities without the involvement of the staff implementing the Educational Program component;

h) Assessment components-Midterm Assessment (single and multiple) and the End of term Assessment, the sum of which is the Final Evaluation;

i) Learning Outcomes– the knowledge and skills acquired by a student as a result of accomplishment of an Educational Program, Module, Study Course; Assessment Methods (oral/written exam/survey, project, portfolio, test, essay, demonstration, presentation, discussion, presentation of an audiovisual work, exhibition, participation in a play/staging, concert performance, performance of a practical/theoretical task, working in a group, participating in a discussion, solving a case study, participating in a simulated process, objectively structured clinical examination (OSCE), objectively structured practical examination (OSPE), etc.) are used to assess accomplishment of Learning Outcomes. Assessment Methods are used to assess the achievement of the Learning Outcomes defined in the component of the Educational Program, while the Assessment Criterion is the measurement unit of the Assessment Method, thereby determining the level of achievement of the Learning Outcomes. Assessment of the Learning Outcomes of the Study Components of the Educational Program (except concentration and module) must be completed in the same semester in which it is carried out;

j) Academic degree – a qualification awarded to a student by a university upon completion of the relevant level of the academic higher education;

k) Qualification- the Learning Outcome achieved by overcoming a higher education program and being verified by the diploma or certificate issued by BSU.

Article 3. Program planning and implementation
1. Program planning, elaboration and development is a collaborative, open and transparent process. All stakeholders should participate in it (staff with appropriate qualification, students, graduates, employers, professional associations) so that the Educational Program meets the educational standard accepted in the national and international educational space.   A new

Educational Program should be developed in accordance with the requirements of the labor market, which should be confirmed by appropriate survey. It is possible to initiate the elaboration of a new Educational Program from the composition of the BSU academic staff (at least 3 academic officials with qualification relevant to the program profile) or from the management bodies of the faculty.

2. In order to develop an Educational Program or to reaccredit an existing program, a Program Working Group is created by the Decision of the relevant Faculty Council; a Program Working Group is comprised of:

a) Head/Heads of the Program

b) Academic/scientific/or invited staff;

c) Representative of the Quality Assurance Service of the Faculty;

d) student/students;

e) Graduate / Graduates;

f) Employer/Employers (representative of the labor market/industry, area of probable employment of the graduate);

g) In the case of the Georgian Language Preparation Program, the academic staff of the program in which the graduates of the Georgian Language Preparation Program, continue their studies may be included in the Working Group.

h) Representative of a vocational organization (if any)

i) A foreign expert, in case of planning/elaboration of an Educational Program instructed in foreign language (it is recommended that a foreign expert be invited once);

3. The Working Group created for the purpose of elaboration of the program should work in case of making changes to the program (for the purpose of development/improvement/implementation of recommendations and advice).

4 The Faculty Council makes the decision to create a Working Group of the program, based on the confirmation of the need to develop a new Educational Program and implement significant changes in the current Educational Program (in the case of a new Educational Program, an analysis of the labor market research, an analysis of similar programs in Georgian and foreign universities shall be presented, while, in the case of an existing program, the results of direct and indirect evaluation of the program shall be presented)

5. The Dean of the Faculty presents the Decision of the Faculty Council on the establishment of the Program Working Group, to the Rector with the Report Letter and the appropriate confirmations: a) employment rate of graduates of the last five years (if any); b) data on material-technical, library and human resources; c) data on scientific research in the relevant direction. After the approval (visa) of the BSU Quality Assurance Service, the Decision to create a Working Group is submitted for approval to the BSU Academic Council, which approves the Working Group of the Program or, in case of deficiencies, issues recommendations and sets a reasonable deadline for their elimination.

6. The Working Group of the Program, in agreement with the Quality Assurance Service of the Faculty, will develop a Working Plan, in which the deadlines for the preparation for accreditation of the program, elaboration/changes to be implemented, the individual activity executors and responsible persons should be written in detail.

The Dean of the Faculty submits the Working Plan, with the approval (under the supervision) of the BSU Quality Assurance Service, to the Rector of the BSU, in order to issue an order on the approval of the Working Plan.

7. For the purpose of internal examination of Educational Program preparation/implementation of changes, Curriculum Committee/Committees are formed at the faculty, according to the directions of the Educational Programs of the Faculty. The Dean of the relevant Faculty, in agreement with the Quality Assurance Service of the University, submits, to the Rector of the university for approval, the composition of the Curriculum Committee (representatives of the BSU academic/scientific/guest staff, Dean of the Faculty, Head of the Quality Assurance Service, coordinators of the Quality Assurance Service of the field department).

8. The work of the Program Working Group and the Curriculum Committee is coordinated by the Quality Assurance Service of the Faculty.

9. The Head/Heads of the Program, together with the Working Group, prepare the Educational Program, relevant syllabuses and all the materials necessary for the accreditation of the program and present it to the Curriculum Committee for consideration.

10. The Curriculum Committee

a) Considers the materials presented by the Working Group: Curriculum of the Educational Program (sample - Appendix №1). 1); Syllabuses (sample - Appendix №2); Self-assessment Report of accreditation of higher Educational Programs; Curriculum Map; Program goals and Learning Outcomes Map and Program Learning Outcomes Assessment Map (sample - Appendix № 3); Confirmation of the availability of compulsory literature from the BSU library in the library fund; the initial cost estimate/budget of the program (the sample/form is approved in accordance with the rule approved by the Decision of the Representative Council); permission of the Ministry of Education and Science of Georgia to implement the program in a foreign language; Confirmatory conclusions of the external evaluation of the Educational Program from experts in the relevant field of the higher educational institution (it is desirable that at least one of them is from a representative of a foreign higher educational institution);

b) Makes a decision on each issue related to the planning/development of the program, hears information from the staff implementing the Educational Program, has the right to request a trial lecture/work in a group or other activity, check the teaching/learning materials and material-technical base, evaluate scientific researches and others;

c) In case of deficiencies in the process of developing the program, the Working Group is authorized to give a recommendation and a reasonable deadline for their elimination.

11. Curriculum Committee members should meet at least twice during the program planning and development process. The work of the Curriculum Committee is reflected in the minutes of the Committee meeting. The Committee prepares a conclusion on compliance/non-compliance of the program

with accreditation standards in case of a positive conclusion of the Curriculum Committee, the program will be submitted to the Faculty Council for approval.

12. In case of a negative Decision of the Faculty Council, the program is returned to the Working Group of the program with appropriate recommendations for revision.

13. Based on the positive Decision of the Faculty Council, the Educational Program will be submitted to the Academic Council with the approval of the Quality Assurance Service of the University.

14. The Faculty Council and the Academic Council are authorized to request additional independent examination of the Educational Program.

15. For the purpose of accreditation of the Educational Program approved by the Decision of the Academic Council, the Quality Assurance Service of BSU coordinates the process of submission to LEPL- the National Center for the Development of Education Quality

Article 4. Planning and Elaboration of Joint Educational Programs

1. The planning/elaboration procedure of the Joint Educational Program (hereinafter - the joint program) is carried out in accordance with the legislation of Georgia and the requirements stipulated in this article.

2. In the process of elaboration of a joint program, in addition to the materials (documents) mentioned in Article 3, Clause 9 of the present Rule, the following should be submitted:

a) Letter of consent from the partner institution (must indicate the relevant level, name of the Joint Educational Program, Heads of the Educational Program from the partner organizations; participation of the partner organization in the implementation of the components: Curriculum development/conducting individual lecture courses by professors (researchers)/dissertation supervision/student exchange/granting joint degree or other);

b) The complete list of partner institutions and the agreement signed between the implementing institutions.

3. When implementing a joint program, it is recommended

a) the student to study and/or conduct research at the partner institution;

b) to facilitate the academic and scientific staff of the university to teach and carry out research in the partner institution;

c) to facilitate the academic and/or scientific staff of the partner institution to teach and conduct research at the university;

d) the relevant staff of the partner institution to be a supervisor/co-supervisor of the Bachelor/Master/Doctoral/Medical Doctor/
Dentist/Integrated Teacher Training Bachelor-Master's thesis

4 The joint program must meet the following requirements:

a) The Educational Program has a Head from the partner universities;

b) Academic or scientific staff with relevant field qualifications of the partner university (research center) participates in the development of the Educational Program;

c) The Educational Program has been developed in accordance with the requirements of implementing partner universities (scientific-research center);

d) The academic or scientific staff of the partner university participates in the implementation of the Educational Program;

e) Academic or scientific staff of the partner university supervises the Bachelor/Master/Doctoral thesis/theses;

f) The Educational Program considers granting of a Joint Academic Degree;

Article 5. Structure and content of Educational Programs

1. The structure of the program should be consistent and logical. The content and structure of the program should ensure that the Learning Outcomes of the program are achieved. The qualification to be awarded must be in line with the program content and Learning Outcomes. The program should be built according to the rules established by the Georgian legislation and in accordance with the European Credit Transfer System. The structure and content of the program should include the information/data provided by the legislation of Georgia (authorization/accreditation regulations), including:

a) Name of the program (in Georgian and English) - the name of the Higher Education Program is defined in accordance with the goals of the program, which may differ from the name of the field of study and the qualification to be awarded;

b) Qualification to be awarded (in Georgian and English) - academic degree to be awarded must be defined in Georgian and English, in accordance with the Framework of National Qualification and the Classifier of Fields of Study approved by the relevant Order of the Minister/Sub-legal Normative Act;

c) The volume of the program in credits and their distribution - it is mandatory to determine the volume of the program in credits, to indicate the minimum number of semesters provided for studying in the Educational Program. Also, the constituent parts of the program (concentration/module) and the volume of each of them in credits should be written, based on consideration of the Law of Georgia "On Higher Education", the "Rule of Calculation of Higher Education Programs by Credits" approved by the Order No. 3 of the Minister of Education and Science of Georgia as of January 5, 2007 (hereinafter - the Rule of Calculation by Credits) and the requirements of the National Qualifications Framework and ECTS Manual approved by the corresponding Subordinate Normative Act;

d) Language of instruction - the language of instruction in which the program will be implemented/teaching is carried out shall be indicated in the structure of the program/language of teaching shall be recorded;

A program shall be implemented in Georgian or in foreign languages. It is allowed to conduct the Educational Program only in a foreign language, if it is stipulated by an international agreement or agreed with the Ministry.

It is possible to offer separate components of an Educational Program in foreign language. The prerequisite for undertaking the program shall be: identification of foreign language skills and indication of the literature to be used in a foreign language.

e) Program Head/Heads - A program may have a Head/Heads. The Head of the Program can be a BSU professor, associate professor, BSU chief scientific employee or senior scientific employee;

f) The preconditions for admission to the program should be transparent and should ensure the inclusion of the individuals with respective knowledge, skills and values in the program that serves the achievement of the Learning Outcomes by the students. According to the Decision of the Faculty Council, it is possible to determine additional preconditions for admission of students to this or that program (e.g. written/oral/combined exam in the specialty (examination questions must be presented together with relevant literature)/knowledge of a foreign language at a certain level; In order to start studying at a master's program, in which field/field one must have a bachelor's degree, etc.). In case of a foreign language program, knowledge of the relevant foreign language on at least B2 level must be a prerequisite for admission to the program. The regulation/prerequisites for admission to the first and second level programs of higher education/one-level programs are determined in accordance with the Law of Georgia "On Higher Education" and the provisions of conducting Common National Exams/conducting Common Master's Exams approved by the Orders of the Minister of Education and Science. The procedure for admission to the BSU Doctoral Program is determined by the Regulation of the Doctoral Program approved by the Resolution of the Academic Council of the BSU.

g) Goal of the Educational Program - the Goal of the program should be consistent with the mission, goals and strategy of BSU/relevant faculty; It should be clearly defined, focused on the employment market and achievable. The Goals of the Program should reflect what knowledge, skills and competences the graduate is aiming to develop, what contribution he/she will be able to make to the development of the field and society; must take into account local labor market requirements and international market trends, as well as science/field, state and/or community development requirements; Internationalization issues (if any) should be reflected in the program;

h) The Program Learning Outcomes describe knowledge, skills, and/or the sense of responsibility and autonomy, which students gain upon completion of the program. The Learning Outcomes must correspond to the relevant level of higher education and the qualifications awarded (in accordance with the National Qualifications Framework and the Study Field Classifier approved by the relevant Sub-Legal Normative Act). The Learning Outcomes of the program in a separate field established by the current legislation should be based on the field characteristics developed on the basis of the Qualification Framework. Information on continuing education opportunities should also be provided:

h.a) Knowledge and understanding - one of the Learning Outcomes, which means the result of assimilation of information, facts, principles, theories, theoretical and practical methods related to the field of study or activity;

h.b) Skills - one of the Learning Outcomes which implies the ability to use relevant knowledge to perform a specific task and solve problems;
of its application;

h.c) Responsibility and autonomy - one of the Learning Outcomes, which implies the use of knowledge and skills by a person with the appropriate degree of values and independence, responsibility towards colleagues or representatives of the academic circle, as well as the student/graduate's awareness of his/her own responsibility in the process of developing a culture of integrity, including the prevention of plagiarism;

i) Teaching and Learning methods corresponding to the level of teaching, course content, Learning Outcomes and ensuring their achievement shall be indicated in the program. It is desirable to use methods taking into account the specifics of this or that direction/field/subfield **(Teaching methods are as follow:** Verbal method, practical method, e-learning, demonstration, laboratory, discussion/debate, brainstorming, group work, problem-based learning, case analysis, cooperative learning, role-playing and situational games, simulation, inductive and deductive methods, experiential learning etc.). The teaching-learning methodology should promote the integration of teaching and research. Teaching-learning methods should be flexible and envisage individual needs of students. In case of necessity, individual program drafted in line with student interests and level of academic background shall be applied.

j) Assessment system - it is not allowed to evaluate the student's semester achievement only according to the exam conducted at the end of the semester. Assessment of the work carried out by a student throughout semester shall consider:

a) assessment of current (independent) work;

b) intermediate assessment;

c) final exam.

The assessment system has 5 types of positive assessment:

a) (A) Excellent – 91 -100 scores;

b) **(B) Very good - 81-90 points of maximum assessment score;**

c) **(C) Good - 71-80 points of maximum assessment score;**

(D) Satisfactory - 61-70 points of maximum assessment score;

(E) enough - 51-60 points of maximum assessment score;

There are two types of negative grades:

a) (FX) Did not pass – 41-50 points, which means that a student needs more work for passing and is given the right to sit an additional examination through an independent work;

b) (F)-Failed – 40 points and less of the maximum assessment score, which means that the student has important work to do, therefore, the course has to be taken/studied again (the student who failed at the final exam of the semester,

is considered to have failed despite his/her achievements in other components.

k) Areas of employment - the program should indicate where the graduate can be employed;

l) Tuition fees (for students who are citizens of Georgia and citizens of foreign countries) - according to the Regulation on Determination of Tuition Fees for BSU Programs approved by the Decision of the Representative Council of BSU (hereinafter - the Regulation on Determination of Tuition Fees in BSU) the annual tuition fee for the first and second levels of higher education, as well as for single-level programs for a student who is a citizen of Georgia amounts to GEL 2250 (including the amount higher than the amount of the educational master's grant at the master's level, if necessary, it is determined by agreement with the Government of Georgia). In compliance with the Rules and Requirements of the Legislation for Determining the Tuition Fee in BSU, the annual tuition fee in BSU is determined for persons with citizenship of a foreign country, for Educational Programs instructed in foreign language and Doctoral Educational Programs;

m) Human and material resources necessary for the implementation of the program - the program shall include:

m. a) Biographical data of relevant qualified <u>staff implementing the program and copies of relevant qualification documents</u> (comment: A person, who has the necessary competence for achieving the Learning Outcomes envisaged by the program, is considered to possess the relevant qualification, which may be determined by the academic degree, special education received, publications or professional experience);

m. b) information about the <u>material resources</u> necessary for the implementation of the program, drawn up in accordance with the form attached to this Rule (Appendix N4 of this Rule), (address of building/buildings, auditoriums, laboratories, etc.; a list of relevant equipment, description of library resources, description of electronic resources, description of relevant equipment for the program profile, etc.); a list of relevant equipment, description of library resources, description of electronic resources, description of relevant equipment for the program profile, etc.

m.c) In accordance with the methodology for determining the student quota in BSU, taking into account the employment market research, the rate of employment of graduates, the material-technical base and human resources, the <u>number of students admitted</u> to the Educational Program shall be determined.

n) Financial provision of the program - information on the financial provision of the relevant program should be attached to the Educational Program, which should be prepared by the administration of the faculty, in cooperation with the Heads of the Program, the Curriculum Committee and the administration of BSU;

o) Additional information (if necessary) - in the form of additional information, the Educational Program may describe the special strengths of the program (for example: international cooperation, cooperation with industry, focus on community needs and national and international priorities, etc.).

2. The Educational Program should reflect the Curriculum. It covers all the program components, for which the credits are awarded. Between the components should be a logical connection, the combination of which should ensure that students with average academic performance achieve the Learning Outcomes of the program within a reasonable timeframe. The Curriculum will include the title of the component, the volume of Credits, the Code, the Precondition of Admission, distribution of the Contact and the Independent hours;

3. It is necessary to attach a Study Plan to a Map of Learning Outcomes covering all the components of the program and their interaction with the competencies outlined in the program.

4 The following should be attached to the program: syllabi of Study Courses; information about the human and material resources necessary for the implementation of the Educational Program; information (CV) about the Heads of the Educational Program; in the case of a Doctoral Educational Program, the contract signed with the educational or scientific-research or other institution involved in the program and the initial cost estimate of the program.

5 Different courses/modules of the program may consider for different combinations of assessment methods. Detailed information on the methods of evaluation planned within the Module/Study Course is provided in the syllabus of a particular Study Course

6. The syllabus of the Study Course (Appendix No. 2 of this Rule) shall include the following information:

a) title of the Study Course/Module;

 b) Code of the Study Course;

c) Status of Study Course/Module;

d) Author(s) (name, surname, scientific/academic degree, status, name of faculty and field department, telephone, corporate e-mail address);

e) Person(s) implementing the Study Course (name, surname, scientific/academic degree, status, telephone, e-mail address);

f) Study Course/Module objective;

g) Number of Credits and distribution of Contact and Independent hours;

 h) Structure of the Study Course;

i) Admission Prerequisites;

j) Study Course content;

k) Teaching-learning methods;

l) Assessment Criteria

m) Learning Outcomes;

n) Compulsory literature;

 o) Additional literature;

7. The teaching-learning methodology outlined in the Educational Program should promote the integration of teaching and research, the methods should be flexible and take into account the individual needs of students.

In case of necessity, individual program drafted in line with student interests and level of academic background shall be applied. According to the Regulation of the BSU Educational Process approved by the BSU Academic Council, the individual Study Plan can be developed by the Faculty Council as part of the complete Educational Program, as well as for individual Study Courses, no later than 2 weeks after the beginning of the semester. *The individual Study Plan of the student is reviewed and approved by the Academic Council, upon submission of the Faculty Council.*

8. Compulsory literature and other study materials indicated in the syllabi should correspond to the Learning Outcomes of the Study Course, current achievements in the field and take into account the latest research in the given field.

Article 6. Functions and duties of the Head of the Program;

1. Planning, elaboration and implementation of the program should be coordinated by the Head of the Program, who should have the necessary knowledge and experience for the development of the program. His/her qualifications must be proven by relevant field education, practical experience and/or scientific papers.

2. The Head of the BSU Program is determined by the Decision of the Faculty Council on the creation of the Program Working Group. It is permissible for the program to have two or more Program Heads only if the program contains Concentrations or the program is interdisciplinary (in the case of a Doctoral Program it includes several research directions/fields). In the case of two or more Heads of the Educational Program, the respective Faculty Council's Decision should distinguish the areas of responsibility (functions) of the Heads of the Program.

3. The Head of the Program can be a BSU professor, associate professor, BSU chief scientific employee or senior scientific employee; A person cannot be the Head of more than one Educational Program at the same level of education (an exception may be made by the Decision of the Academic Council of BSU upon the submission of the Faculty Council and the approval of the BSU Quality Assurance Service).

4 The function and responsibility of the Head/Heads of the Educational Program are:

a) compliance with Educational Program Accreditation Standards;

b)In order to complete the program, analyzing and responding to the results of internal and external evaluation, monitoring and academic examination of the program, as well as the monitoring and evaluation process of the activities of the staff implementing it;

c) compliance of the Educational Program Goals and Learning Outcomes with Study Course Goals and Learning Outcomes;

d)Involvement of academic staff, invited specialists, students, graduates, employers and other interested persons/parties in the process of evaluation and development of the Educational Program;

e) In agreement with the Dean of the Faculty, determining the academic and/or hourly workloads of the staff/candidates selected for the implementation of the educational and research components of the program, as needed in the process of implementing the program;

f) Cooperation with the staff implementing the Educational Program and providing them with information regarding the details of the implementation of the Educational Program and the news of the field;

g) Providing information to students about the required/necessary infrastructure, technical equipment and library resources to achieve the Learning Outcomes considered by the Educational Program and facilitating their access, as well as providing information about the features of the program implementation and providing consultation in order to optimally plan the individual curriculum, solving other issues related to the implementation of the program (Ph.D. Educational Program Head is responsible for participation in the doctoral seminar together with the scientific supervisors of the doctoral students, monitoring the implementation of the educational and scientific-research component of the doctoral students, etc.);

h) Initiation of preparatory work for program planning / elaboration/ approval / amendment / submission for accreditation, as well as preparation of an annual report on the implementation/progress of the educational program;

i)Monitoring the collection of information for the program portfolio, in cooperation with the Quality Assurance Service of the Faculty and structural units of the university.

j) Performing other functions within the competence of the Head of the program in accordance with the legislation of Georgia and the legal acts of BSU.

5 Grounds for terminating the authority of the Head of the Educational Program:

a) Personal statement;

b) Failure to submit the annual Educational Program Evaluation Report in accordance with the established rules and deadlines, untimely preparation and/or negative evaluation of the report;

c) Other cases defined by the Resolution of the Faculty Council/Academic Council and/or stipulated by the legislation.

Article 7. Educational Program Evaluation

1. Program implementation monitoring and periodic review is conducted with the involvement of academic, scientific, invited, administrative staff, students, graduates, employers and other stakeholders through systematical collection and analysis of the information.

2. In order to determine the strengths and weaknesses of the Educational Program, to ensure its quality and continuous development, the quality assessment (hereinafter - program evaluation) of the implementation of the Educational Program is regularly carried out. The program evaluation process is carried out by the program Head/Heads in cooperation with the Quality Assurance Service of the Faculty.

3. The evaluation of Educational Program is comprised of:

a) Assessment of Learning Outcomes by direct and indirect methods (assessment of students, graduates and employers);

b) Statistical analysis of quantitative characteristics of the program (quantitative indicators of students enrolled in the program and graduates of the program, indicators of student employment by years, etc.); c) Evaluation of the mutual attendance at lectures of the staff implementing the program (according to the form recommended by the Quality Assurance Service);

d) Comparison with similar programs abroad and in Georgia.

4 Assessment of Learning Outcomes, student academic performance, and student satisfaction survey results should be conducted annually. As a result of the evaluation of the implementation of educational programs, the program Leader prepares an annual report on the implementation of the program, which is submitted to the Faculty Council under the authority of the Quality Assurance Service of the Faculty.

5. The analysis and evaluation of the results of the feedback of employers and graduates, the statistics of employment indicators of graduates, as well as the comparison with similar programs abroad and in Georgia should be carried out no later than once every 3 years. As a result of the evaluation, strengths and weaknesses of the program should be identified, recommendations for further development of the program should be developed.

6. The evaluation reports of the implementation of the educational programs are discussed by the faculty council at the end of the academic year, after the issue of awarding qualifications to graduates has been decided. As a result of the review of the report, if there is a need to modify/improve the program, changes should be made to the educational program, the project should be prepared for discussion at the Faculty Council meeting, and then it should be submitted to the BSU Academic Council for approval before the beginning of the fall semester of the next academic year.

7. In order to administer the educational program evaluation and development process, an educational program portfolio is created, which includes the following types of information and documentation:

a) The educational program, as well as the Decision of the Faculty Council on its approval, the Resolution of the Academic Council and all legal acts on the implementation of changes (if any);

b) a brief annotation of the program (with the indication of the act of approval, the act of accreditation and the term and the annual tuition fee, which should be placed together with the curriculum of the program on the BSU website, in the field of programs of the relevant faculty);

c)Decisions of the Accreditation Council (on accreditation, as well as on monitoring (if any));

e) syllabi of Study Courses/components of the program;

f) program self-evaluation report;

f) Resolution of the Academic Council on the creation of the Working Group of the program;

g) BSU Rector's Order on the Creation of the Curriculum Committee, minutes of the meeting of the Curriculum Committee;

h) Accreditation expert group conclusion draft and conclusion;

i)Information about taking into account the recommendations and/or advice of the accreditation expert group (justified answers of BSU, performance reports, legal acts and others);

j) Information about the material and technical base of the program (filled in according to Annex No. 4 of this rule);

k) Program budget/primary cost estimate approval order;

l)Agreement with the practice implementation institution (if any);

m)Agreement with the partner higher educational institution/institutions (in case of a joint program);

n) Annual report on the implementation/progress of the educational program (completed in accordance with Annex No. 5 of this rule: Information about statistical data related to the program, the number of applicants for enrollment in the program; number of enrolled students; mobility indicators; alumni contact information; employment indicators; outflow of students and professors, etc.);

o) Documents reflecting the analysis and evaluation of the results of the feedback of employers and graduates, the statistics of employment indicators of graduates, as well as the comparison with similar programs abroad and in Georgia;

p) Other documents defined by the legislation of Georgia.

8. Educational program/s' portfolios, both hard copies and electronic, are stored in the Quality Assurance Service of the relevant faculty (electronic files must also be submitted to the BSU Quality Assurance Service).

Article 8. Procedure for making and canceling changes in the educational program

1. Making changes to the educational program is carried out in accordance with the methodology/procedure defined for approving the program.

2. The project of changes in the educational program is approved by the Academic Council of the University upon the submission of the Faculty Council.

3. The decision to cancel the implementation of the educational program is made by the Academic Council of BSU, based on the submission of the Faculty Council and/or the University Quality Assurance Service and/or the Head of the Administration.

4 The educational program may be cancelled/a decision to terminate its implementation may be made, in the case provided for by the legislation of Georgia. The decision to cancel the implementation of the educational program should be based on the results of the monitoring of the educational process and/or the research of labor market requirements and/or the study of the rate of graduates and/or the assessment of material resources and/or the assessment of academic and scientific resources and/or the analysis of the financial sustainability of the program.

5 In case of program change/cancellation/accreditation expiration, students' legitimate interests should be taken into account and they should be given the opportunity to continue their studies (students should be informed about the program's accreditation deadlines in a reasonable period of time so that they can enjoy the right to mobility, extraordinary mobility or others should be announced).

Article 9. Transitional Provisions

1. The composition of the Working Group and the Curriculum Committee created before the implementation of this rule (July 15, 2022) for the purpose of developing the BSU program will remain unchanged.

2. In order to develop the BSU program, the Working Groups and Curriculum Committees created before the implementation of this rule shall conduct the procedures of planning, elaboration and development of the program in accordance with this rule.

Annex N. 1

Curriculum

№ Study Components		The code of the Study				Including distribution of credits according to the semesters													
									Practical										
1 2	3 4 5 6 7 8 9 10	11	12	13	14 15	16	17 18	19	20 21	22									
	I Compulsory Study Courses of the main field Specialization																		
1																			
2.																			
3.																			
4																			
5																			
	II Elective Study Courses of the Main field of Study Course Code:																		
6																			
7.																			
8.																			
9.																			
10.																			
	Free Components or III Additional Educational Program																		
11.																			
12.																			
13.																			
14.																			
15.																			

In total

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Annex №2

Syllabus of the Study Course

Title of the Study Course	*The title of the Study Course should correspond to the content of the course.*
Study Course Code: **Course code:**	*Code is assigned to the Study Course according to the following principle:* *The first is the symbol of the level 2 and* *the code of the university, the second is the code of the faculty, 3the third* *his the code of the field department of the faculty, the fourth is the code of the Study Course;* *Course code:* *For example:* **B114 04 01 0001**
Study Course Code: **building** **Status**	*Faculty:* *Education level:* *Program:* *Status (compulsory/elective):*
Author(s)	*Name, surname, scientific/academic degree, status,* *name of the faculty and field department,* *phone number, corporate email address*
Implementer (s) Responsible person (s)	*Name, surname, scientific/academic degree, status,* *phone number, corporate email address*
Study Course Code: **Goal of the course**	*Study Course objectives reflect the main purpose of the course.* *Objectives can indicate what knowledge and skills* *and/or values students will develop within the given Study* *for the additional semesters*

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1 (Order 01-08/107, 31.08.2018 (On making changes to the Order N01-08/41 of the Rector of BSU as of September 21, 2011, on Approving the Rule of the Use of the Diploma Forms and Accounting-Reporting of the LEPL- Batumi Shota Rustaveli State University)

2 B - Bachelor's degree, C - additional specialty, M - Master's degree, D - Doctoral degree, T - Teacher Training Program,

OC - Regulated of Medicine

3 Faculty of Exact Sciences and Education - 01, Faculty of Economics and Business - 02, Faculty of Law and Social Sciences - 03, Faculty of Natural Sciences and Health Care- 04, Faculty of Tourism - 05, Technological Faculty - 06, Faculty of Humanities - 07

Number of Credits number and distribution of Study Course Code: academic Programme Practical implemented	*ECTS credits: 5* *contact hours-45* *A) Lecture - 15 hrs. (I-XVI Weeks);* *B) Group work - 27 hrs (II-XV Weeks);* *C) Midterm exam - 1 hr (IX week);* *D) Final exam - 2 hours (XVII-XX weeks).* *Independent work - 80 hours;*
Study Course Code:	*Admission prerequisite for the course is* *any course determined by the program that is taught primarily;* *In case the course is conducted in a foreign language or/and foreign language literature is used as compulsory literature,* *knowledge of a foreign language at the appropriate level must be required as a prerequisite.*
Content	*See. below*
Teaching-Learning Methods and relevant activities Specialization Method and Relevant activities	*Lecture;* *Group Work* *Practical work, discussion;* *Induction, Deduction, Analysis and Synthesis.*

The final evaluation of the student is the sum of the midterm assessment and the
 end of semester assessment;
The midterm assessment - 60 points;
Current assessments - 40 points;
1.. Written enquires
2.. Oral Enquires
The midterm examination - 20 points;
Final examination - 40 points

Assessment Components and Methods	Amount	Assessment	Sum of points	Assessment period (week)	Assessment Components and Methods
Knowledge Assessment	*Midterm assessment - 60 points*				

forms, components, methods and Criteria	. *Current assessments- 40 points;*					
	Written enquires					
	Written enquires					

	. Mid-term Exam					
	Final Exam					
	A prerequisite for admission to the Midterm and Final exams: *The threshold for the minimal competency of the midterm assessment is 21 points; the threshold for minimal competency for the final assessment is 20 points;* *Student's final assessment:* *The student is considered to have mastered the course if he/she receives one from the following positive assessments: a) (A) Excellent - 91 points or more; b) (B) Very good - 81-90 points; c) (C) Good - 71-80 points; d) (D) Satisfactory - 61-70 points; e) (E) Sufficient - 51-60 points. Negative assessments: (FX) Did not pass - In the case of getting 41-50 points, the student is allowed to take the additional exam once again. (F) Failed - in case of receiving 40 points or* *less, the student should retake the course.*					
Learning Outcomes	*The Learning Outcomes of a Study Course describe what knowledge, skills and/or responsibilities and autonomy the student will have after completing the mentioned course. The Learning Outcomes of the Study Course must be in line with the objectives of the same Study Course and the Learning Outcomes of the educational program. Results must be appropriate for the level of the educational program. Practical* *the Study Course to have no more than 3 (three) Learning Outcomes.*					
Main literature	*It should be possible to find the mentioned literature in BSU libraries.*					
Study Course Code: Literature	*If necessary, additional/supplementary literature should be indicated.*					

Syllabus content of the Study Course

Week	Topic	Academic Hours	
		Lecture	Prac.
IX	*Midterm Exam*		*1*
XVI. XIX	*Final Exam*	*2.*	

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Annex N 3

Map of

compliance of Program Goals with the Learning Outcomes;

	Program Learning Outcome 1	Program Learning Outcome 2	Program Learning Outcome 3	Program Learning Outcome 4	Program Learning Outcome 5
Study Course - 1					
Study Course - 2					
Study Course - 3					
Study Course - 4					
Study Course - 5					

	Program Goal 1	Program Goal 2	Program Goal 3	Program Goal 4	Program Learning Outcome 5
Study Course 1		2.		3.	
Study Course 2					
Study Course		1			
Study Course 4			2.		
Study Course -5	1		2.		3.

1- Introduction, 2 - deepening, 3 - strengthening

Direct Evaluation of Program Learning Outcomes

(see the explanations below)

Assessment Responsible person	Study Course Code: Changes implemented	Assessment	Study Course based on which the assessment is done Assessment	Assessment Method	Benchmarks	Data collection period

Explanations:

Program Learning Outcome The program Learning Outcomes describe knowledge, skills, and/or the sense of responsibility and autonomy, which students gain upon completion of the program.

Evaluation Method: Means/tools to be used to assess the achievement of each Learning Outcome of the program (test, essay, demonstration, presentation, discussion, presentation of an audiovisual work, participation in a play/staging, concert performance, performance of a practical/theoretical task, work in a working group, participation in a discussion, solution of a case study, participation in the simulated process, objectively structured clinical examination, etc.);

Target Benchmark: The benchmark determined for each Learning Outcome of the program is the expectation of the level at which students will reach each Learning Outcome. Benchmarks are determined based on data analysis of previous experience and/or desired/expected results.

Data collection time: The semester when the Study Course or activity, or internship, or qualifying exam, or qualifying paper/exam, etc. is offered, which evaluates the given Learning Outcome.

Responsible person: Person/persons responsible for data collection.

Changes made: Changes made to eliminate deficiencies identified as a result of evaluation

Indirect evaluation of Program Learning Outcomes

In addition to direct evaluation methods, indirect evaluation methods can also be used to evaluate program Learning Outcomes. For example, a questionnaire can be prepared, where the Learning Outcomes of the program will be listed, and at the end of the educational program, the students can evaluate themselves and note which Learning Outcome they passed at which level. The mentioned questionnaire can also be sent to the employers, so that they can express their opinion about which Learning Outcome the graduates of the mentioned program pass at which level.

After processing the results of the questionnaires, it is possible to conduct focus group interviews to get more in-depth information.

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Annex N 3

**Legal Entity of Public Law -
Batumi Shota Rustaveli State University Information about the
Material and Technical Base**

Faculty
Field Department
Reporting period

	Location (building/room number) (in case of digital library the website address is indicated)	Description of existing material-technical base Knowledge Assessment	The list of the programs served by the BachelorLink
Space for lectures and practical			
Computer Classes;			
Implementer (s) Knowledge Assessment			
Name of the laboratory (in case it exists)			
Educational, research and practice bases outside the university			
Research Center			
Clinics			
Facilities of practice			

name working space:			
Professors`room			
academic year			
library Week (including digital library)			
indicate others Resource Name			

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Annual Report on the implementation of the educational program

1. General information on pogramm

for the additional semesters	
Program code	
Higher Education Level	
Qualification to be awarded	
Language of Instruction	
Program Status (accredited/non-accredited)	
Number/numbers and dates of approval/accreditation decision	
Date of accreditation/reaccreditation	
Joint program (yes, no)	

2. Program implementer

Faculty	
Faculty Field Department	
Head of the Program	
Name of the institution co-implementing the joint program Practical	
Co-Head of the joint program	
The joint program	
implementing faculty	

3. The Structure and Content of the Educational Program

Volume of ECTS credits of the program	
Number of contact hours of the program	
Compulsory components	Credit Volume
Mandatory components/Study Courses (ECTS)	
ECTS of Elective Study Courses	
Free Study Courses	
Additional Educational Program/ Minor	
Volume of practice	
Volume of research component	

4 Statistical indicator of program implementation

4..1 Number of students in the program (use one of the tables according to the program/level)

A) for Bachelor programs:

Years of enrollment	Indicator of competition	Number of students enrolled through the Common National Exams.	Average point got at the Common National Exams	Total Number of students	Students with special educational needs	Number of foreign citizens graduates of the Preparation Program in Georgian Language	Citizens of foreign country (enrolled without passing Common National Exams)	Assessment		Students with active student status	With the student's status suspended	Returned to the study process	Students' employment indicator	Was awarded qualification	The ratio of enrolled students to those who graduated
								added	reduced						
By the data (----------------------) of the current year															
in the I academic year														–	
in the II academic year														–	
in the III academic year														–	
in the IV academic year														–	
for the additional semesters															

b) for Master's program

Years of enrollment	Indicator of competition	Total Number of students	Students with special educational needs	Foreign citizens (without passing Common National Exams)	Mobility		Number of students with an active status	With the student's status suspended	Returned to the study process	Students' employment indicator	Was awarded qualification	The ratio of enrolled students to those who graduated
					added	deducted						
in the I academic year											-	
in the II academic year											-	
for the additional semesters												

c) for Doctoral programs

Years of enrollment	for the additional semesters	Total Number of students	Students with special educational needs	Foreign citizens	Mobility		Number of students with an active status	With the student's status suspended	Returned to the study process	Students' employment indicator	Computer Classes;	The ratio of enrolled students to those who graduated
					Responsible person	deducted						
in the I academic year											–	
in the II academic year											–	
in the II academic year												
for the additional semesters												

4.2 Academic and invited staff involved in the program (according to annual data) (use one of the tables according to the level of the program)

A) Bachelor's programs:

Academic year	Assessment	Associate Professor	Assistant Professor	Assessment	Field Department	BSU Doctoral student	BSU Emeritus	including those affiliated with BSU	The ratio of full-time academic staff to invited staff implementing the program	The ratio of academic and scientific staff implementing the program	Indicator of the staff flow

b) for Master's program

Academic year	Assessment	Associate Professor	Assistant Professor	Assisstant	Invited through the hourly payment based rule	BSU Doctoral student	BSU Emeritus	including those affiliated with BSU	The ratio of full-time academic staff to invited staff implementing the program The ratio of academic and	scientific staff implementing the program	indicator of the staff flow

c) for Doctoral programs

Academic year	Assessment	Associate Professor	Assistant Professor	Assessment	Invited through the hourly payment based rule	BSU Emeritus	including those affiliated with BSU	Program The ratio of full-time academic staff to invited staff implementing the program Data collection period	Assessment The ratio of academic and scientific staff implementing the program	indicator of the staff flow

4.3 Scientific/research indicator of the staff implementing the program

Publications in local journals	
Publications in international journals	
Speeches made at local conferences	
Speeches made at international conferences	
Other scientific/research indicators (please, specify)	

4.4 Graduate Employment Rate

Year	Education Level	Number of Graduates	Employment		Self-employed	Unemployed		Continues to study at the next level	No information available
			According to their qualifications	For the evaluation of the library resources		Have not tried According to their specialty	Tried but failed to get a job		

5 Activities carried out for the purpose of program development and quality assurance

5.1 Results of external evaluation of the program (accreditation, monitoring or invited external experts) and implemented changes/relevant actions

Description
Proved (proofs)

5.2 Results of student surveys and implemented changes/relevant measures

Description
Proved (proofs)

5.3 The results of the analysis of the students' academic performance and the implemented changes/relevant measures

Description
Proved (proofs)

5.4 Mutual attendance (in case this exists) results and implemented changes/relevant measures

Description
Practical

5.5. Results of survey of interested parties of the program (graduates, academic staff, employers) Implemented changes/relevant measures

Description
Proved (proofs)

5.6 Professional development activities of the staff implementing the program

Description
Proved (proofs)

5.7 Internationalization

Description
Proved (proofs)

5.8 Activities carried out within the framework of BSU's social/community responsibility/ BSU strategic plan

Description
Proved (proofs)

5.9 Practice and research/creative/performance projects

The works published by the co-authoring of the students.	Description and quantitative indicators
Student conferences, exhibitions, etc.	Description and quantitative indicators
Relevant agreements/memorandums with economic agents and facilities of practice/partner institutions	Description and quantitative indicators
Other additional information.	
Proved (proofs)	Specify a document, report, protocol, and more...

5.10 Material resources of the program

Improvement of the library fund corresponding to the program	Description and quantitative indicators
Improvement of learning/teaching resources/technical equipment relevant to the program	Description and quantitative indicators
Development of appropriate infrastructure relevant to the place of implementation of the program	Description and quantitative indicators
Other additional information.	
Proved (proofs)	Specify a document, report, protocol, and more...

6. SWOT Analysis

(Comment: Strengths and weaknesses of the program, development opportunities and threats should be described/presented in terms of compliance with requirements defined by legislation/authorization/accreditation standards).

Strengths
Weaknesses
Development opportunities
Threats

7. The Action Plan

(Comment: In case during the self-evaluation process of the program, issues that require additional efforts to complete the program, are identified, an Action Plan for the implementation of the relevant activity should be presented in the form of the table below)

№	Objective	Activity to be implemented	Period of implementation	Resources needed for the implementation of the activity	The person responsible for the implementation of the activity (executor)

List of the attached documents:

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Date of filling out the form:

The Head of the Program

Agreed with:
The Faculty Quality Assurance Service