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Annex 1

The rule for realizing higher education programs at a teaching University “BAU International University, Batumi”

Article 1. General provisions

1. The present rule for realizing higher education program (hereinafter the rule) is worked out in compliance with the Georgian law regarding “Higher Education” and the statute of “BAU International University, Batumi” (hereinafter the university) and determines the rule and conditions for realizing higher education programs at the university.
2. Education program (curriculum) unifies learning courses/modules compulsory for gaining the qualification and gives the information about the program aims, learning outcomes, learning courses/modules with corresponding credits, students’ assessment system and peculiarities of learning process organization.
3. The first cycle-bachelor’s degree program-education program teaches the basics of a respective specialty that is compulsory for working according to the gained qualification and also for pursuing master’s studies. Bachelor’s degree program consists of 240 credits.
4. The second cycle-master’s degree program -education program that includes research elements and aims at preparing post bachelor specialist or researcher. Also is prepares a person for working according to the gained qualification. Master’s program consists of 120 credits.
5. Medical/Dentistry program is one-cycle higher education program that leads to the qualification of Medical doctor/ Medical Doctor of dentistry that corresponds to Master’s degree. Medical Doctor Program consists of 360 credits and Medical Doctor of Dentistry-300 credits.

Article 2. Working out and approving education program

1. Education program is worked out by academic and/or invited personnel of the faculty. The program should be in line with the university mission and should take into consideration stakeholders’ (state, applicant, labor market and potential employer) demands.

2. After the quality assurance service positively assesses the education program, the dean presents the program to the faculty council for evaluation. The program is approved by the university academic council.

3. The program manager-professor/associated professor or in an invited person with a doctor's degree (or its equivalent) coordinates the process of working out and effective implementation of the education program.

4. The title page of the education program should contain the following: the logo of BAU International University, Batumi, the full name of the university, name of the corresponding faculty, cycle of the higher education, the name of the education program, qualification/academic degree, program volume with credits, program manager/s, details of the decisions of faculty council and academic council about program evaluation and approval.

5. The education program should give the information about:

A) Language of instruction;

B) The goal of the program-aiming at developing competences for students and determining the areas of employment. The program actuality and demands of the labor market should be justified.

C) The prerequisites for admission on the program- admission procedures and admission prerequisites should be indicated.

D) Learning outcomes-what are the learning outcomes (knowledge and understanding), what are the acquired competences (applying knowledge, making judgments, communication skills, learning skills), what values should be acquired after graduation. The learning outcomes are described with general (transferable) and specialty competences that meet Georgian National Qualifications Framework.

E) Methods for reaching the learning outcomes- teaching methods should be described that will be employed while realizing the education program.

F) Students' knowledge assessment system- general assessment system as well as assessment methods for specific programs should be described (different assessment methods can be employed for some learning courses/modules that should be described in details in syllabuses of a respective learning course/module);

G) Structure of education program (curriculum) –curriculum includes all components in which credits are granted. Component description should contain: a) name b) volume with credits, c) types of students workload (contact-lecture, group work, midterm and final exams and independent) counted in hours.

The curriculum should be attached by **Comp** that includes all components and their interrelation with the competences regarded by the program (Annex 1);

H) The curriculum should be annexed by the syllabuses of learning courses/modules that should include (annex 2)

- Name of the learning course/module;
- The code of the learning course;
- Semester;
- The type of the learning course/module (compulsory or elective);
- Amount of credits and distribution of hours according to students' workload;
- The name of the faculty and program;
- Details about the professors realizing the learning course (name, surname, telephone, email);
- Format of the learning course;
- Admission prerequisites;
- Aim of the learning course/module;
- Methods of teaching;
- Students' knowledge assessment system;
- Main literature;
- Supplementary literature;
- Content of the learning course;
- Learning outcomes;

(The syllabus is recommended to be realized in accordance with the format given in the annex 2)

I) Information about human and material resources necessary for realizing the education program;

J) The information about the education program managers. (CVs);

K) The act of education program approval;

6. The education program is subject to updates. Any amendments in the education program should be done only with the decision of the academic council through mediation of the faculty council.

Article 3. Enrolment on the program/ acquiring student status

1. Citizens of Georgia with secondary school diploma are enrolled at BAU International University, Batumi through Unified National Exams if not otherwise stated by the legislation.

2. After all mandatory documents are presented the university rector issues the order on a student's enrollment to an appropriate education program. The list of mandatory documents is as follows:

- Original high-school graduation diploma;
- Certificate of passing the unified national exams;
- Copy of identity card / passport;
- 4 biometric 3×4 photos (electronic versions);
- Military duty certificate or proof of registration for military service (for males only);
- Tuition fee payment bank receipt;

If an applicant does not refer to the university within due term, he/she loses the enrollment right.

3. Student status is granted without Unified National Exams to:

- Citizens of foreign countries and stateless person who received secondary education or its equivalent abroad;
- Citizen of Georgia who received secondary education or its equivalent abroad and completed last 2 years of his/her secondary education in foreign country;

There are the following prerequisites for enrolling at the university:

- Existence of vacant positions within the scope of the general number of students and the rector's written consent about an applicant's enrollment on an appropriate education program;
- The recognition of secondary school diploma/or its equivalent gained abroad by LEPL National Center for Educational Quality Enhancement;

- Order of the Ministry of Education and Science of Georgia granting enrollment rights to an applicant for an education program;
 - Certificate proving the English Language Knowledge, minimum required level B2, (Internationally accepted English language certificate or English language exam passed at partner universities)
4. After necessary documents are provided, the rector issues the order on a student's enrollment to an appropriate education program.
 5. Admitted students sign a contract with the university (annex 3,4, 5)

Article 4. Enrolment with mobility

1. Students are enrolled at the university with mobility according to Order N 10/N of the Minister of Education and Science of Georgia of February 4, 2010, "On the Approval of the Procedure of Movement between Higher Education Institutions" within the scope of the general number of students.

The university academic council determines the number of vacant positions for mobility according to the education programs, for each higher education cycle that should be registered according to the rule regarded by the legislation on an electronic portal of National Centre for Education Quality Enhancement and published on the university web page.

2. Those students who are enrolled at higher education establishments according to the law and are current students in the moment of making the application about the mobility on the electronic portal have the right to enrol with mobility. Enrolment with mobility is also possible for:

- A Person who has suspended student status for the the moment of making the application about the mobility on the electronic portal;
- A person who has successfully passed Unified National Exams and who can not refer for the enrollment to the higher education institution enlisted on the ranking document approved by the Georgian ministry of education and science for the following reasons: the higher education institution has been liquidated without determining its replacement, higher education institution has lost the authorization or education program is not realized anymore.

- A student with terminated student status within 12 months after his/her student status has been terminated;
- Citizens of foreign country or a student of higher education establishment from an occupied territory who have recognition of their already learnt/covered education program in accordance with the rule set by the Georgian Ministry of Education and Science have right to enroll with mobility.

3. The student gains mobility right after one year of studying on a corresponding cycle of a higher education. The period of “suspended student status” cannot be included here. When the higher education institution is liquidated without determining its replacement, or a higher education institution has lost the authorization or education program is not realized anymore the student is granted with the right of mobility regardless the duration of his/her study period.

4. The mobility is announced on an electronic portal of the LEPL National Center for Education Quality Enhancement on the vacant positions registered by the university within one cycle of higher education twice a year within the period determined by the LEPL National Center for Education Quality Enhancement.

5. An applicant makes an application about mobility on an electronic portal of the LEPL National Center for Education Quality Enhancement.

6. After the mobility applicant gains the right of enrollment on education program he/she should address the university with the enrollment application within determined terms and should submit the following documents:

- Application on the rector’s name;
- Copy of his/her ID;
- Full transcript from his/her student card;
- Certificate of Unified National Exams (for students enrolled with Unified National Exams since 2005);
- Copy of high-school graduation diploma
- Military duty certificate or proof of registration for military service (for males only);
- 4 biometric 3×4 photos; (electronic version)

7. The student is enrolled with mobility at the university if the commission created with the rector's order confirms the compatibility of the learning outcomes within the education program. The credits will be recognized according to the rule for "Recognizing the education obtained during study period". As a result of content examination, the content compatibility between learning courses covered by a student and learning courses regarded by the university education program can be determined regardless the differences in names of learning courses. At the same time, those credits/courses that are not included in the university curriculum can be recognized. If by the moment of mobility difference between credit numbers does not exceed 15, mobility applicant can continue his/her studies from a corresponding semester.

8. On the basis of the commission's decision and an applicant's consent the university works out the order draft regarding student's enrolment with mobility and presents it to LEPL National Centre for Education Quality Enhancement.

9. The rector issues the order about a student's enrolment with mobility in case LEPL National Centre for Education Quality Enhancement approves the order draft after a mobility applicant provides required documentation.

10. The rector issues the order about students' enrolment with mobility no later than October 1 (Fall mobility) and March 1 (Spring Mobility). Within 2 days after the order is issued, it is registered in the registry. Within 3 days, the order is sent to LEPL National Centre for Education Quality Enhancement.

11. If a person acquires the mobility right but does not refer to the university with enrolment application within due term, he/she loses the enrolment right on an education program, if otherwise stated by the law.

12. The student's mobility from one education program to another within the university faculty is also possible (inner mobility). The number of vacant positions for inner mobility is determined by the university academic council. The inner mobility can be realized from the second semester of the first year of studies within the term determined by the rector's order.

Article 5. Student status suspension/termination.

1. The basis for a student status suspension can be the following:

- Academic leave;

- Pregnancy;
- Illness;
- Patronizing diseased family member;
- Absence from the University for a period necessary for accumulating credits;
- Studying at higher education institution abroad;
- Financial debt-failure to pay tuition fee on time;
- Military Service;
- Criminal proceedings for high crimes before the verdict comes into force;

1.1. After 5 years of student status suspension a person's student status becomes terminated if otherwise stated by the law;

1.2. The student status is subject to renewal in case of financial debt in accordance with law and the "rule for tuition fee payment" determined by the university.

1.3. After student status suspension bases are eradicated a student continues his/her studies from where his/her status was suspended.

1.4. The student status is subject to renewal even if it exceeds the general number of students. In this case the number of students enrolled above the general number will be deducted from the general number of students determined for the next year.

2. The student status is terminated:

- If the education program is finished;
- If a student moves to another higher education institution with mobility;
- If a student status is suspended for more than 5 years;
- On basis of a personal notification;
- If a verdict for high crimes comes into force;
- If a student attends the same course three times in sequence and still cannot gain a credit;
- Rude or unaesthetic attitude, violence towards university personnel, administrative or support staff or other students;
- Death;

2.1. Legal consequences following the legal act about a student status termination commence after 12 months when the rector's order is issued. During this period a student status is

considered to be suspended and a student is authorized to move into another higher education institution with mobility.

Article 6. Tuition fee

A tuition fee for education program is determined on basis of a partners' meeting resolution with the rector's order and the payment rule is regulated in accordance with "the rule of student tuition fee payment".

Article 7. Credit calculation for the education program

1. Student academic performance is assessed with credit- a unit that reflects the volume of the work performed by a student for learning a particular subject. The credit is expressed in "hours".
2. A student's workload at the university is 60 credits per academic year (40 weeks) on average that corresponds to 1800 hours. 1 credit equals to 30 hours. A student workload includes contact activities on lectures, group lectures (practical, laboratory, seminar, curation), attendance, practice, midterm and final exams and independent work. Duration of the one lecture is 50 minutes. A student can take less or more than 60 credits per year but the number of credits should not exceed 75 credits per academic year.
3. The credit reflects the volume of the workload that is necessary for completing a particular component of education program and reaching the learning outcomes. Credits cannot be calculated just according to contact hours spent by a student with professors in a learning environment.
4. The credit is distributed on each component of education program (learning course, practice, etc.) and is calculated based on real assessment of a student's workload that is necessary for reaching learning outcomes set for each component.
5. Each learning course in education program consists of one semester.
6. The university students can choose elective learning courses within education program. A student undergoes administrative and academic registration a week before the studies begin. During registration processes a student chooses learning courses/modules included in education program and undertakes the responsibility for taking corresponding credits (sign learning

contract according to annex 3/annex4/annex5). A student cannot change his/her decision (compulsory, additional, elective learning courses/modules) after 2 weeks the semester starts.

Article 8. Education Recognition

The education recognition is regulated in accordance with the rule for “Recognizing the education obtained during study period”.

Article 9. Student achievement assessment/assessment system

In each learning component of educational program a student is granted a credit after the learning outcomes regarded by a syllabus are achieved that is proved by his/her positive rate. The university uses 100-point grading scale.

9.1. Students Knowledge Assessment System

In case of an integrated teaching form, block principle of teaching/learning is applied where one block unifies 2 (two) or/and more teaching/learning courses.

Assessment forms and their correlation

The following evaluation forms (list 1) are applied in order to assess the student knowledge:

1. Final evaluation of a block comprises of current block assessment and the final exam, out of which 40% comes to the first, whereas 60% comes to the second part.
2. **Current block assessment, the share of which counts 40% in the final assessment of the block;**
3. **Current assessment of the block is comprised of two components particularly the assessment of the current block activity and the block exam** where the share of the first equals to 40% whereas the second one counts 60%;
4. **Assessment of the current activity of the block may include**, based on the course specifics, assessment of lab work and/or a practical work with 60% of share of the lab work and 40% of share for the practical work;
5. **Evaluation of the current block activity**, based on the teaching/learning course specifics, may include only one component which can be either laboratory work or application. In this case the distribution of the assessment will not be the case.
6. Max. final block assessment equals to **100%, while the minimum is 50%**

Table 1

Assessment forms and their correlation

Final block assessment 100 % (51 – 100 scores)			
Current block assessment - 40%			Final exam - 60%
Current lock activity assessment		Block exam	
40%		60%	
Lab. Work assessment	Application assessment		
60%	40%		

For better understanding of the assessment system a concrete example is presented below:

Block MED 1003 presents 4 teaching/learning courses.

Total number of hours is 73 out of which the share of the teaching/learning course in percents is calculated based on the distribution of hours (table 2) that is the basis for distribution of the amount of tests or topics for the block and final exams in the following way:

Table 2

Teaching/learning course	Hrs	% share
Cytology	10	13,7
Medical Microbiology	2	2,5
Biochemistry	15	20,5
Biophysics	8	11
Anatomy	24	32,9
EBM	6	8,2
Medical Biology	8	11

Total	73	100
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Professor has to prepare the number of topics for the block and final exams in accordance with the share in percents.

Final assessment of the separate block teaching/learning course equals to 100 scores separately in each component (lab.work/application in case the course is comprised on these components). The professor of each teaching/learning course can breakdown the components of laboratory work and application in sub-components in the frame of 100 scores. For example table 3 and table 4 present the concrete breakdown in case of five laboratory and four group work.

The professor can independently define the breakdown of scores for the lab. Work and the application in the frame of 100 scores.

Table 3

Laboratory work	1	2	3	4	5	Final assessment of lab. work
Max assessment of the student	20	20	20	20	20	100

Table 4

Application	1	2	3	4	Final assessment of application
Max assessment of the student	25	25	25	25	100

Next the given score for the lab. work (given in the frame of 100 scores) must be calculated to 60, while the score for the application (evaluated also in the frame of 100 scores) must be calculated to 40% since the correlation between them is 60/40. Arithmetic sum for the obtained percentage makes the final assessment of **the concrete teaching/learning course** in the block.

The professor is obliged to provide the dean with the data on the final assessment for all students in the following form: the final assessment of the teaching/learning course of **Medical Biology** (which is the part of the block MED 1001) is presented on the example of assessment of two students in the table N 5. The score for the lab. Work components for student 1 equals to 80, while the score for application is 62; the distribution of percents (60/40) considers the following: 60% of 80 scores of the lab. Work component. i.e. $80 \times 60 / 100 = 48\%$; the same calculation is performed in case of the application within 40%: $62 \times 40 / 100 = 24,8\%$, so that the final assessment of the teaching/learning course of **Medical Biology in the block is $48 + 24,8 = 72,8$** ;

Table 5

LTD "BAU International University, Batumi"
Assessment calculating in Percentage Distribution

N/N	Full name of the student	MED1001				
		Medical Biology . Lab. Work	Medical Biology Application	Current lab. Work 60%	Current application 40%	Final assessment of the course
1	Student 1	80	62	48	24,8	72,8
2	Student 2	75	54	45	21,6	66,6
3	Student 3	80	64	48	25,6	73,6

As a rule different teaching/learning courses are conducted by different professors who are obliged to evaluate the knowledge of each student and calculate the final score of the given teaching/learning course;

After completion of the block the **assessment of the current block activity** for each student is expressed with one concrete score that is obtained through the average $(70+72,8+92+95)/4=82,45$ (table 6) of the final scores of courses included in the block, which next is calculated within 40%, i.e. $82,45 \times 40/100=32,98$

The score obtained for the block exam (65) is calculated in 60%, i.e. $65 \times 60/100=39$ (table 6).

The **current Block assessment** is the sum resulted after the percentage distribution of the **current block activity assessment** (current block activity assessment equals to 40% and the assessments of the block exam -60%) and **the assessment of the block exam**, i.e. through $32,98+39=71,98$

The **final block assessment** is the sum resulted after the percentage distribution of **the current block assessment** and **the assessment of the final block exam** (current block assessment equals to 40% while the final exam-60%). In other words 40% of the current block assessment means $71,98 \times 40/100=28,79$ while 60% of the final exam $57 \times 60/100=34,2$ (table 6).

Final assessment of the block will be $28,79+34,2=62,99$ (table 6).

Table 6

N/N	Students N/S	MED1001																		
		Anatomy	Cytology	Embriology	Histology	Med. Biol./Med. Gen	Med. Microbiology	Biochemistry	Biophisics	EBM	Bioinformatics	Average	BL Exam Score	Current (Lab+PR) 40%	BL Exam Score Cal 60%	TOTAL CURRENT (Lab+PR+BE) 40%+60%	FINAL Ex Score	TOTAL CURRE Score cal 40%	FINAL Exam Score Cal 60%	TOTAL Final assessment 40%=60%
1	student 1	70				72,8		92		95		82,45	65	32,98	39	71,98	57	28,792	34,2	62,992
2	student 2	55,0				66,6		92		95		77,15	35	30,86	21	51,86	86	20,744	51,6	72,344

Explanation of 6 terms used in the table:

Average-assessment of the current block activity in scores

Current (Lab+PR) 40%-assessment of the current block activity calculated in percents

BL Exam Score-**assessment of block exam in scores**

BL exam Score Cal 60%- **assessment of block exam calculated in percents**

TOTAL CURRENT (Lab+PR+BL E) 40%+60%- current block assessment (**current block activity % +block exam %**)

FINAL Ex Score –**assessment of the final block exam in scores**

FINAL Ex Score Cal 60%- **assessment of the final block exam calculated in percents**

TOTAL CURRENT Score cal 40%-current block assessment calculated in percents

TOTAL Final assessment 60%+40%- **final block assessment (current block assessment % +exam assessment)**

9.2. Final exam

The prerequisite to attend of **final exam** is, to attend 70% of lectures and 80 % of laboratory works. In other case student will not be allowed to take Final exam and it means he/she fails Final exam.

The **Final exam is considered to be passed if the student covers 50% barrier of the courses, with the biggest share, included in the block. Besides, the final exam is considered to be passed if the student covers 50% of the final assessment of the exam in consideration of the above mentioned aspects.**

If the **final block assessment is less than 51%** , the block is not considered to be taken and the student has to retake it again.

A student fails a final exam if he/she:

- Miss more than 30% of lectures and more than 20 % of laboratory works;
- Gets less than 50% points of final exam;
- Leaves the classroom in the process of an exam without permission;
- Threatens, exerts physical or psychological influence on an examiner, cheats or employs any other impermissible methods to get points/assessment;
- In case a student has a conversation, makes noise, bothers other students or cheats on an exam he/she will be removed from an exam and will be assessed with 0 (zero) point.

The final exam can be postponed for a reasonable excuse on basis of a student's written notification (indicating and clarifying a reasonable excuse) or doctor's certificate for sick leave. The dean makes decision about each individual case.

In case a student fails a final exam he/she is given **one** opportunity to retake the failed exam with an additional exam.

Student is allowed to take an additional exam if he/she has accumulated 41-50 points from the interim assessment and the final exam.

The time interval between a final exam and a relevant additional exam should be **no less than 10** days.

The university allocates 2 contact hours for an additional exam.

The points earned by students are registered on an examination register (annex 7).

Exam results can be appealed at the appeal commission within no later than 3 (three) days after the results are announced.

Exams schedule worked out by the dean and confirmed by the rector's individual-legal act will be published at the university 2 (two) weeks before exam sessions start.

A student will be granted a credit in case he/she accumulates 51-100 points. There are 5 types of positive and 2 types of negative rates.

Student assessment with ECTS system is realized according to the following scheme:

Point	Assessment
91-100 (A)	Excellent
81-90 (B)	Very Good
71-80 (C)	Good
61-70 (D)	Satisfactory
51-60 (E)	Sufficient
41-50 (FX)	Fail- student needs to work more for passing an exam and he/she is given a right to work individually and take one additional exam.
0-40 (F)	Fail- the student's diligence is not sufficient and a student has to learn

	the subject all over again.
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In integrated learning courses, where the assessment methods are unified (all disciplines included in a course are taught using mentioned learning formats), the final assessment is calculated with summing up an arithmetic average of interim assessment of each unit in module (in a range of 40 points), midterm assessment (20 points) and final exam score (40 points).

In integrated learning courses, where the assessment methods are not unified, the final assessment is calculated in the following way: interim assessments of each learning course in module are summed up considering their volume within a block (in a range of 40 points) and midterm exam (20 points) and final exam assessment (40 points) are then added.

Students will take each course considering the prerequisites regarded by the educational program.

100-point grading system is employed for each component of the educational program including practices, bachelor, master and/or other thesis.

The university also uses GPA assessment method. For calculating Grade Point Average the amount of corresponding course/module credits and the points earned by students in a respective course are multiplied, then added and divided on a total number of credits. $GPA = \frac{\sum(GP \times CR)}{\sum CR}$ where GP stands for assessment (point) gained in a specific learning course and CR stands for a credit of the mentioned learning course.

Assessment criteria

On daily basis the student is assessed with test or verbal/written format that is determined by the course manager and is indicated in a corresponding syllabus.

Verbal/written answers are assessed with 5 or 10 points.

5 -point assessment system:

5 points- the answer is comprehensive. A student's thinking ability is clearly visible. The topic is precisely and fully presented. The terminology is duly used. The student masters the material regarded by the program on a proper level. He/she has fully and profoundly learnt main as well as supplementary literature.

4 points- a student has answered on all questions, but independent thinking ability is not clearly visible. The terminology is correctly used. No major errors can be found. A student masters the material regarded by the program on a proper level. He/she has learnt the main literature.

3 points-the answer is incomplete. The topic is presented on satisfactory level but it lacks the thinking ability and is rather based on memorizing. The terminology is scarcely used. The student masters the material regarded by the program but few errors can be detected.

2 points- the answer is incomplete. The terminology is incompletely used. The material is partially presented. The student masters the main literature on insufficient level. Few major errors can be detected.

1 point- a student's answer is not complete. The terminology is not used or it is wrong. The answer is mainly erroneous. The topic is presented just in fragments.

0 point-the answer does not correspond to the question or it is not presented at all.

10-point system:

10 points- a student masters the topic deeply and profoundly and presents it in a systematic and laconic way. The student is smart and expresses his/her position around the question. The answer is expressed in exact terminology. The knowledge and ability of employing the main and supplementary literature is obvious;

9 points- a student profoundly masters the topic and presents it in a systematic and laconic way. The student expresses his/her thinking abilities. However, his/her judgement around the topic lacks confidence. The terminology is correctly used. The knowledge and ability of employing the main literature is obvious;

8 points-a student profoundly masters the topic and presents it in a systematic way. The student expresses his/her thinking abilities. However, he/she is not laconic enough while giving his/her judgement around the topic. The terminology is correctly used. The knowledge and ability of employing the main literature is obvious;

7 points-a student's knowledge of the topic is not profound enough. The answer is complete but rather inconsistent. He/she finds it difficult to make judgement around the topic. The used

terminology is partially correct. He/she exhibits average knowledge of the topic and the main literature. Making conclusions is hard for him/her.

6 points- the answer is complete but rather inconsistent. The used terminology is partially correct. He/she exhibits average knowledge of the topic. He/she finds it difficult to make judgement.

5 points-the answer is inconsistent and does not respond to the question. The used terminology is partially correct. He/she exhibits average knowledge of the topic. He/she finds it difficult to make judgement.

4 points-the answer is general and lacks consistency. He/she does not master terminology. He/she does not exhibit proper knowledge of the literature.

3 points- the answer is general and lacks consistency. He/she finds it difficult to make judgement around the topic. He/she does not exhibit proper knowledge of the literature.

2 points- the answer is general and lacks consistency. He/she does not exhibit the judgment ability and the knowledge of terminology.

1 point- the answer is unsatisfactory. He/she does not master the terminology. The material is presented in chaotic and in cases incorrect way. He/she does not exhibit the knowledge of the corresponding literature.

0 point- the student does not exhibit any knowledge around the topic.

Presentation/project/seminar/discussion-maximum assessment 10 points

1. Problem actuality-1 point;
2. Academic aspect-1 point;
3. Review of the literature (materials) around the topic-1 point;
4. The relevance between the research method and the research goal-1 point;
5. Consistency of the argumentation- 1point;
6. Accuracy of the conclusion and its connection with the main text-1 point;
7. The visual and technical part- 1 point;
8. Discussion and listening ability/culture-1 point;
9. Accuracy of indication of Cited literature, reliable sources-1 point;

10. Correct grammar and style-1 point;

Clinical skills-assessment with maximum 10 points

- Exact order of performing manipulation - 2 points;
- Keeping patient's and private safety- 2 points;
- Communication with patient-2 points;
- Ability of fast orientation in limited time-2 points;
- The ability to receive consent from a patient and undergoing all procedures-2 points

Creating a sample of a patient's medical history- maximum assessment 10 points

9-10 points- a medical history is created in a consistent way and all components are described in details using correct terminology. The plan of medical examinations is complete, diagnose is correctly formulated, treatment scheme is adequate and includes the correct names and doses of medicaments.

7-8 points- all components in a medical history are presented in a consistent way using correct terminology. The plan of medical examinations is complete, diagnose is correctly formulated, treatment scheme is adequate, medicaments are correctly prescribed.

5-6 points- a medical history includes all components which are presented in inconsistent way using wrong terminology. The plan of medical examinations is not complete. The diagnose corresponds to clinical symptoms but is not correctly formulated. Treatment scheme is adequate and includes full list of medicaments.

3-4 points- components of a medical history are not complete and consistent, the diagnose corresponds to the complex of symptoms but lacks evidence. Treatment scheme is adequate. Prescribed medicaments are not complete.

1-2 points - A medical history is crated in a schematic way.

0 point- task is not fulfilled.

Laboratory work is assessed with the following criteria:

5 points- work/experiment/task is correctly planned. A student accurately uses laboratory equipment and tools, makes correct notes, easily finds errors and plans the ways for eradicating them. He/she analyses the employed method and delivers the correct interpretation of results. Laboratory work is accurately and entirely fulfilled.

4 points- work/experiment/task is correctly planned. A student accurately uses laboratory equipment and tools, makes correct notes, easily finds errors and plans the ways for eradicating them. However, he/she finds it difficult to analyse the results. Laboratory work is performed with minor errors.

3 points- work/experiment/task is correctly planned. A student accurately uses laboratory tools; however, he/she makes minor errors while using the laboratory equipment. He/she makes correct notes, but he/she is not able to find mistakes and consequently ways for eradicating them. Laboratory work is performed with minor errors.

2 points- work/experiment/task is correctly planned. A student accurately uses laboratory tools; however, he/she makes major errors while using the laboratory equipment. His/her notes are not correct. He/she is not able to find mistakes and consequently ways for eradicating them. Laboratory work is performed with major errors.

1 point- work/experiment/task is planned in an inappropriate way. A student improperly uses laboratory tools; He/she makes major errors while using the laboratory equipment. He/she is not able to make notes, to find mistakes and consequently ways for correcting them. Laboratory work is performed with major errors.

0 point- A student does not exhibit any knowledge in laboratory methods, tools and equipment. The work is not performed.

Essay is assessed with the following criteria: (maximum assessment 10 points)

1. Problem actuality -2 points;
2. Review of existing research around the topic- 2 points;
3. Correct conclusion and connection with the main part of the text-2 points;
4. Writing manner-2 points;
5. Visual and technical aspects- 1 point;

6. Accurate indication of cited literature, reliable sources- 1point;

Project preparation and presentation is assessed with the following criteria:

1. Problem actuality -1 point ;
2. Correct planning-1 point;
3. Review of literature (sources) around the topic-1 point;
4. Writing manner-1 point;
5. Correct language and style- 1 point;
6. Visual and technical aspects of the material-1 point;
7. Ability to debate and listen- 1 point.

Role play is assessed with the following criteria:

1. Verbal communication skills- 4 points;
2. Nonverbal communication skills- 4 points;
3. Ability to employ theoretical knowledge while solving medical problem- 2 points;

NB: Assessment criteria for each module/course, their components and share are determined according to corresponding syllabus.

Article 10. Regulations for an academic year

1. An academic year at the university consists of 2 semesters and lasts for 40 weeks. The first semester contains 19 weeks and the second one-21 weeks. During the first semester 15 weeks are allocated for the classroom work, in the second semester -17 weeks. A 4-week exam session period is allocated for each semester out of which 3 weeks are “main session period” and 1 week is designated for retaking exams.
2. Terms for beginning and finalizing an academic year, as well as dates for final and additional exams are regulated by the rector’s individual-legal act before a semester starts.
3. In case of necessity the academic council is authorized to allocate different amount of weeks for classroom work.

Article 11. Additional Semester

A student who did not manage to accumulate necessary credits within the term determined by the education program and therefore did not manage to gain academic degree is granted a right to finalize education program during an additional semester.

Article 12. Awarding academic degree and diploma

1. A student who has earned all credits regarded by the education program/curriculum is awarded a corresponding academic degree upon the dean's presentation with the decision of the faculty council. Afterwards, a student status is terminated.
2. The diploma proves the awarded academic degree and it is signed by the university rector and the faculty dean and sealed with the university seal. The diploma form is agreed with ministry of Education and Science of Georgia, as well as with Ministry of Finance. The diploma is issued with corresponding diploma supplement.
3. If the assessment is "Excellent" in 75 % of the learning courses regarded by the curriculum and "Very Good" and "Good" in the rest part a graduate is awarded with the diploma "With Honors".

Article 13. Cancelling/Amending education program

1. In case education program is cancelled the university takes responsibility to provide existing students with full education regarded by the education program. In addition, a student should be awarded a corresponding qualification.
2. In case education program is cancelled the university offers a student an alternative education program (if available). In this case already earned credits will be recognized in accordance with the "Rule for Recognizing Education obtained during study period";
3. If education program is cancelled or altered and in case a compatible education program is realized in other education institutions the university takes responsibility to make agreement/negotiate with other education institutions regarding recognition of credits earned by its students. The decision must be sent to LEPL National Center for Education Quality Enhancement.

Article 14. Presenting and designing Bachelor/Master Thesis

1. Bachelor program might include writing a Bachelor thesis aiming at developing research skills.
2. Research component on Master program considers independent research carried out by a student in a corresponding direction. The results of independent research activities will be reflected in Master thesis. Master thesis is a complete innovative research.
3. In the process of working on Bachelor's/Master's thesis a supervisor is assigned to a student for providing necessary consultations. The faculty council approves the topic of the Bachelor's/Master's thesis and the supervisor upon the department's presentation.

Full or associated professor, as well as a person with doctor's degree (its equivalent) holding a scientific position can be assigned as a supervisor for Master's thesis. The topic for Bachelor's thesis as well as a supervisor should be approved no later than 6 months before Bachelor's thesis defense. While the Master's thesis topic and supervisor is approved during the first academic year of Master's studies. A specific topic is chosen after consultation between a student and a supervisor.

4. A student should present Bachelor's/Master's thesis filed and he/she should stick to the following norms while designing it:
 - a. Text must be typed on A4 size standard page;
 - b. The font "Times New Roman" should be used;
 - c. The font size should be-12;
 - d. Interval between lines should be -1,5;
 - e. The left margin of the paper should be 3 cm, right-1,5 cm, upper-2 cm, lower-2 cm.
 - f. The master's thesis should contain at least 50 pages, while the Bachelor's thesis should be 25 pages;

Taking into consideration the specificity of a field, the academic council can establish different norms for fulfilling Bachelor's/Master's thesis upon presentation of the corresponding faculty council.

5. The work must be typed and filed in accordance with the established structure that involves:
 - a) Title Page is the first page of the thesis. The full name of the university: BAU international University, Batumi should be indicated on the top of the title page. The interval between the

name of the university and the rest part of the text should be 2-3 cm. The name of the faculty should be written on the next line with interval 1.5. Student's name and surname should be indicated next. The title of the thesis should be written in the middle (font size 16). After the title of the thesis, the name of the specialty and the academic degree claimed with the thesis should be indicated. On the right side of the title page the academic position or academic degree, initials and surname of the thesis supervisor should be written. In the end of the title page the place and the date of the thesis presentation should be indicated. (for example: Batumi, 2016);

- b) Annotation-the thesis actuality, its goals and objectives, basic outcomes (also innovativeness of the master thesis). Annotation should contain maximum 150 words.
- c) Content- the content should include exact names of each chapter and paragraph in order indicating number of first pages.
- d) Introduction- it should justify the actuality of the research thesis, its goals and objectives, methods employed for research and material-technical base.
- e) Main text-it should reflect the content of the thesis. It should be divided into chapters and paragraphs.
- f) Conclusion of the master thesis-summarizes the main outcomes of the research and depicts the theoretical importance of new scientific findings, their practical values and perspective utilization. The concluding part in Bachelor thesis should reflect the main outcomes of the thesis responding to the main goals and objectives of the thesis.
- g) Used literature-the list of used literature should be indicated in alphabetical order.
- h) Visual aids (if any);

Article 15. Bachelor thesis Defense

1. Bachelor thesis defense should be conducted in presence of the commission made up of specialists in the corresponding field. The commission is formed with the dean's legal act. Thesis defense is public. A student is given 10-15 minutes for presenting the thesis.
2. The head of the commission introduces a student to the attendees, the topic of the thesis, specialty and a supervisor. Afterwards, a student proceeds with his/her speech. The student's speech should briefly and clearly state thesis goals, objectives and main outcomes.

3. After Bachelor thesis defense procedures are over the commission holds a closed meeting to assess each work.
4. Bachelor thesis is assessed by the commission in accordance with criteria approved beforehand with 100-point ECTS assessment system. A student, as well as commission members should be notified about thesis assessment criteria in advance.
5. In the process of thesis assessment each member of the commission individually assesses a student's Bachelor thesis. The final assessment is defined by calculating an arithmetic average of points given by each member of the commission.
6. A student is authorized to make an appeal upon announcing Bachelor thesis assessment results. The commission is obliged to consider a student's appeal in presence of the student and make final decision.

Article 16. Master Thesis Defense

1. A Master's student is obliged to present a Master thesis and make public defense of his/her Master thesis within the terms determined by the faculty council.
2. Presented Master thesis is discussed/approved beforehand at the department where the thesis was prepared. The department evaluates the relevance between the master thesis and the requirements set for the master thesis. In case of necessity the department gives students recommendations for improvement. Without prior discussion/approval the Master thesis cannot be publicly defended.
3. The department allocates a reviewer for already discussed/approved master thesis. The reviewer should have doctor's degree or its equivalent and should have conducted scientific research in the area of master thesis. The reviewer should present a written conclusion about relevance/irrelevance of the master thesis with the qualification requirements within 2 weeks after the thesis is submitted. The reviewer cannot be the master thesis supervisor at the same time.
4. The master thesis is defended in presence of master thesis defense commission (hereinafter the commission). Composition of the commission, the chairman and the secretary is approved by the rector's act upon faculty council decision with the dean's presentation.

5. The commission is made up of people holding the doctor's academic degree in corresponding field. The commission should consist of minimum 5 people.
6. The date for master thesis defense is set by the faculty dean at least one month before the thesis defense is held. The relevant department refers to the dean for organizing the defense procedures. Master thesis defense is appointed during the corresponding session period. A student is obliged to give one copy of his/her master thesis to the university library 2 weeks before the thesis is defended.
7. A Master's student is allowed on the master thesis defense with the faculty dean's act in case all learning components are completely performed and the procedures for master thesis preliminary defense are undertaken.
8. Master thesis defense is public. Corresponding minutes should be prepared for the defense procedures and its result.
9. Master thesis public defense procedure involves the following:
 - Presentation of the master thesis (15-25 minutes);
 - Question and answer;
 - Discussion;
 - Assessment
10. During Master Thesis public defense master's student presents the thesis in the form of electronic presentation and highlights the actuality of the thesis topic, its goals, objectives and innovativeness. During the thesis defense a student should comment on existing state of the research topic, research objects and methodology, personal outcomes and conclusions.
11. The chairman of the commission presents the reviewer's conclusion to the commission members.
12. Public defense procedure also involves master thesis assessment on a closed commission meeting.
13. The commission members assess the master thesis with maximum 100 points and take into consideration the criteria set by the corresponding program for assessing the master thesis.
14. The Master thesis is assessed by calculating an arithmetic average of points given by each member of the commission.
15. The chairman of the commission notifies a master's student about the commission's decision regarding master thesis assessment immediately when the meeting is over.

16. The commission secretary is responsible for writing the minutes about the thesis defense procedure. Each member of the commission indicates the point awarded by him/her to the master thesis in the assessment paper (annex 6) and confirms it by his/her signature. The commission secretary is responsible for transferring points from the assessment paper onto special minutes (annex 7). The final assessment is also recorded on the special minutes. Qualification commission members confirm the assessment with their signatures. Assessment papers and qualification commission meeting minutes are handed to the dean's office and are kept in a master's student personal file.
17. Research component of the master thesis will be considered fulfilled if the master thesis is assessed with 51-100 points. If master thesis is assessed with 41-50 points or in case a master's student did not appear on defense procedure, he/she is authorized to present his/her master thesis to the commission in an additional session period during the same semester.
18. If a master's student does not show up on a master's thesis defense during additional session period or in case his/her master thesis is assessed with 41-50 points, a master's student is obliged to undergo an academic registration in the beginning of the next semester and register the credits allocated for the master thesis. A master's student has also to register a master's thesis anew. In case a master's thesis is assessed with 0-40 points, or if a master's student has not received a preliminary approval for the master thesis and therefore he/she is not allowed on master thesis defense, a master's student is given one single chance to register his/her master thesis anew.
19. A master's student shall refer to the faculty dean with request of appointing master thesis defense anew.

Article 17 Rules for conducting exams

1. During one academic year a student takes one midterm and one final exam in each learning course.
 - 1.1 Exams are conducted by a commission approved by the dean. The course managing professors does not attend the exam.
2. A midterm exam is conducted in a process of a learning course, while a final exam is conducted during exam session period after a semester is finished.

3. A midterm exam can be conducted in a written, verbal or combined format considering the goals of a learning course and a professor's preferences. The maximum point gained during a midterm exam is 20.

3.1 Written midterm exam can be conducted in one of the following formats:

3.1.1. Blindly choosing one topic out of several ones (question card). 20 points are awarded in case a topic is written in a proper way.

3.1.2. Several questions from various topics given on a question card. In this case each student individually chooses his/her question card. Question card should consist of 4 topics. Each topic should be assessed with maximum 5 points.

3.2. Test format

3.2.1. It can be multiple choice tests with just one correct answer. Each correct answer is assessed with maximum 0,5 points.

3.2.2. It can be multiple choice tests with 2, 3 or 4 correct answers. Assessment will vary from 1 to 2 points according to the number of correct answers as each correct answer is assessed with maximum 0,5 points.

3.2.3. It also can be an open test where a student should write a correct answer by him/herself. In this case correct answers are assessed with 1 point.

3.3 Case study or clinical case. A student is given 4 case studies or clinical cases each evaluated with 5 points.

4. The final exam is conducted in the same way. The difference is that it includes the whole learning course material.

4.1. Question card includes 4 topics. Each topic is assessed with maximum 10 points.

4.2. In case of a multiple choice test with one correct answer a student is given 80 tests where each test is assessed with maximum 0,5 points. In case of a multiple choice test with several correct answers the number of tests is at a professor's discretion.

4.3. The maximum point earned at a final exam is 40.

5. Examination tests should cover the whole learnt material and should be presented in different versions. Each test question should be of appropriate level and difficulty, but with different interpretation.

6. Exam pass rates are given in article 9.

7. If the exam results raises any doubts (in case of 100% assessment, cheating, getting exam tests in advance with dishonest ways) the dean's office is authorized to double check the exam results with quality assurance service and a course managing professor using verbal interview in presence of preliminary established commission or cancel the exam results and conduct the exam anew with participation of the commission.

8. A student is authorized: to make an appeal against exam results within 24 hours after exam results are published, to request his/her examination work, to retake the exam with the same professor in presence of preliminary established commission or require retaking an exam with another professor in presence of the commission.

8.1. If a student proves his/her knowledge the exam result might change.

9. It is strictly forbidden to cheat, use mobile telephones or have a conversation during a final exam. In case a student violates this rule he/she is given one warning and afterwards is removed from an exam and his/her exam scores are cancelled.

10. The student is allowed in an examination room just with a pen. Question cards and additional papers are handed to a student in an examination room.

11. It is strictly forbidden to arrive late or use food on an exam.

12. It is strictly forbidden to leave the classroom during an exam without permission.

Article 18. Transitional provisions

The university rector approves education programs upon the dean's presentation before the authority of the University Academic Council is recognized.