

BAU INTERNTIONAL UNIVERSITY BATUMI

ACTION PLAN 2018 - 2020

GOALS	2018	2019	2020	PERFORMANCE INDICATORS		RESOURCES				
						MATERIAL		HUMAN		FINANCIAL
				Quantative	Qualitative	inner	outer	inner	outer	Budget
Optimizing existing programs bringing higher education in full compliance with new industry wide characteristics				Program is corresponding to new field characteristics	program is fully complied with all program related accreditation standarts		OSCE equipment, Cadavers, PBL equipment	Faculty of Medicine, QA service	External peers	100,000
Obtaining international accreditation for the existing program				WFME accreditation received			Accreditation fee	Faculty of Medicine, QA service	External peers	12,000
Setting up summer and winter schools				Summer and winter schools' programs on physiotherapy stem cell therapy developed	2 schools conducted annually	Teaching rooms and laboratories' equipment	Handout materials for participants	Faculty, Administration	Trainers	24,000
Implementing distance learning courses					Distant learning courses implemented for all theoretical subjects	Teaching rooms and laboratories' equipment	Video conferencing software	Faculty	IT Trainers	
Working out scientific-research strategy;				Scientific research strategy aproved		lab and library resources		Rector, Dean(s) QA service	members of peer board	60,000
Implementing ongoing system for funding research projects				Research funding policy implemented	Number of financed research projects rises annually	lab and library resources	grant financed research equipment	Academic council	Expert board	10,000

Stimulating research activities;				Research load for faculty defined	No decrease in the research load of the faculty			Human resource service, QA Service		
Broadening scientific-research collaboration with affiliated clinics, partner universities and research centers;					Number of research collaborations rises annually	lab and library resources	Partners' research resources	Dean(s); Faculty	external researchers	
Co-organizing joint scientific conferences;				Conference is peer reviewed by BAU and foreign institutions' faculty	1 annual joint scientific conference	Conference space	Conference space and participant handouts	Rector, Dean(s) Int. relations service, faculty	Coordinators from partner institutions	150,000
Implementing anti plagiarism system.				Antiplagiarism policy implemented	100% of students and faculty papers subject to authenticity check		Antiplagiarism software	Dean(s); Faculty	Antiplagiarism policy implemented	32,000
Identifying gaps in quality assurance system;				Needs assesment complete	Quality assurance analysis conducted annually			QA service, faculty	External peers	
Creating a comprehensive quality management guidebook;				Guidebook prepared	100% of faculty acknolwedged to the guidebook			QA service,	External reviewers	
Working out tools for monitoring students' academic progress;				Toolkits for monitoring students academic progress developed	academic progress monitored for all student population semestrally			QA service, Dean(s)		
Designing tools for evaluating educational programs				Toolkit for evaluation of educational programs developed	All programs evaluated duly		Software	QA service		

Implementing regular actions strengthening a quality assurance function				Toolkit for evaluation of students' and faculty satisfaction developed	Study courses and faculty evaluated semestrally, Institutional resources evaluated annually,		Software	QA service		
Encouraging establishment of quality culture				Training modules	20 % of existing staff and 100 % of new staff trained annually	Traning space		QA service	Trainers	
Encouraging staff participation in international mobility programs;				Policy for encouraging international mobility developed	1 academic staff participates in international mobility program anually			Dean(s) of faculty, International marketing and support service	Exchange programs' coordinators	
Encouraging student participation in international mobility programs;				Policy for encouraging international mobility developed	1 students participates in international mobility program anually			Dean(s) of faculty, International marketing and support service	Exchange programs' coordinators	
Encouraging involvement in international research;				Policy for encouraging international research developed	1 ongoing research project in academic year			Dean(s) of faculty,	Research coordinators	10,000
Ensuring attraction, retention, assessment and development of foreign academic and science staff				Tools for attraction and assesment of foregn staff developed	retention rate for foregn staff stays above 100%			Dean(s) of faculty, International marketing and support service, HR service		

Encouraging improvement of competences necessary for academic staff internationalization.				Needs assessment conducted	10% of staff participate in training and skill development programs annually	Traning space		Deans of faculty, QA service	Trainers	
Further development and streamlining student services;				Student service package developed				Student service dept		
Development of a diverse range of academic, social, cultural and sport activites for students;					25% of students engaged in the activities anually		Goods and equipment for activities	Marketing and student support service	Student volounteers	20,000
Financial support for students' union;				Financial support policy for students union established	Financial support is not growing in 10% every subsequent year			Administration		30,000
Encouraging students' participation in foreign exchange programs;					At least 2 students participate in foreign exchange programs every year			Marketing and student support service; Faculty		
Enhancement of the cooperation with stakeholders				Stakeholder activity covers educational, science and QA sectors	At least 10 active stakeholders in cooperation		Meeting, conferencing and networking services	Dean(s), QA department,		
Supporting improvement of qualification and skills for academic and administrative staff;				Professional development plan implemented	10 % of administration and 5 % of academic staff participate in qualification and skills development annually	Training space	Training space	Dean(s) of faculty, Head of Administration , QA service	Trainers	70,000

Encouraging participation of the university staff in exchange programs for receiving and sharing experience;				Financial support plan for experience-sharing programs implemented	1 administrative staff and 2 academics participate in exchange programs annually			Dean(s) of faculty, Head of Administration , International relations	Exchange programs' coordinators	
Working out and implementing staff assessment and satisfaction research tools;				Staff assessment toolkit developed	75% of staff assessed annually		Software	QA service, Administration		
Revision of the structural units of the institution				New organizational structure developed				Rector, Head of administraton, Dean(s) of faculty, Head of legal department		
Development of departments' acitivities, updating regulating documents;				Departmental activities reflect new structure	100% of departmental documents revized			Rector, Head of administraton, Head of legal department		
Updating/working out job descriptions,					job descriptions developed for 100% of administrative and academic staff			Administraton, Legal department		
Establishing system for monitoring effectiveness of staff				Monitoring system developed				Head of administration , QA service		
Updating other legal documents regulating								legal department		

administrative activities at the university.										
Developing partnerships on local and international level				Marketing plan developed	Number of partnership increases annually					
Getting the recognition for the university in foreign target countries;				recognition in countries of India, Jordan, Saudi Arabia, Bahrain, UAE			Recognition fees	Rector, International relations dept		20,000
Implementation of CSR policy				CSR Policy Developed	one social project is held semi-annually		Goods for social projects' necessities	Rector, Head of administration	Sponsors, stakeholders	10,000
Organizing conferences, trainings and workshops.					3 conferences, training or workshop organized in a semester	Conference and training spaces	Handout materials	Rector, Dean(s)	Invited speakers and trainers	45,000
Working out financial policy				Document of financial policy is developed				Rector, Head of Administration, Financial Department	External Peers	
Continual assessment of financial stability					financial reporting and audit is performed annually	Financial Software		Rector, Head of Administration, Financial Department	External Peers	2,000
Working out short and long term financial forecasts;					Financial projections document is	Financial Software		Financial Department, Head of Administration		

					developed and updated annually					
Developing skills and exam center;					Capacity of skills and exam centers equal to methodological percentega from number of students	Exam centre areas	Computers	exam center personnel		
Enriching the library resources with digital as well as print publications on regular basis;				New edition of books purchased anually, digital publications updated		Library area	Textbooks and publications	Librarians		160,000
Introducing new international standards (RDA and MARC21) for cataloging books				Library management system using barcode scanner developed		Library area	Equipment for library management system	Librarians, Material-technical department	Trainers	40,000
Joining local and international network of libraries				subscribed to the international library network IFLA and American Library asosiation				Librarians		11,000
Gaining access to online scientific database					subscided to the 6 international onlne scientific database	Library computer system	Subscriptions	Librarians		10,000
Making the university infrastructure more accessible for people with disabilities					100% of study facilities are accessible	university building	accessibility equipment	Administration	Development company	50,000