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**BAU International University, Batumi, LLC**

**Regulation for Implementation of Masters’ Educational Programs**

# Article 1. General Provisions

1. The present Regulation for the Implementation of Master's Educational Programs (hereinafter referred to as the "Regulation") have been developed on the basis of the Law of Georgia "On Higher Education" and the Charter of "BAU International University, Batumi" (hereinafter referred to as the "University") and determine the rules and conditions for the implementation of educational programs at the University.

Master's Program, Procedure for its Approval, Change and Cancellation

Article 2. Master's Program

1. A master's degree program is a set of courses required to obtain a higher education qualification, which provides program objectives, learning outcomes, courses/modules (blocks) with corresponding credits, a student assessment system, and features of the organization of the educational process.

2. A master's degree program is an educational program corresponding to the second cycle of higher education/level VII of the European Qualifications Framework, which provides for the study of a narrow or interdisciplinary field and ends with the award of a master's degree in the corresponding broad or detailed field.

3. A master's degree program includes at least 120 ECTS credits.

Article 3. Development and Approval of the Educational Program

1. The academic and/or invited personnel of the university participate in the development of the educational program. The program must be in accordance with the mission of the university and take into account the requirements of stakeholders (country, region, entrant, labor market and prospective employer), and in the case of a regulated program, the requirements of the sectoral characteristics.

2. In the case of the development of a new educational program, the initiative to develop the program is approved by the school council, and in the case if the program is to be implemented within the framework of a new educational unit - by the academic council.

3. After supporting the program initiative, a working group is created based on the order of the rector;

4. The developed program is submitted to the Dean and the Quality Assurance Service;

5. The Quality Assurance Service may issue the following conclusions on the program: complies, does not comply, or partially complies and is subject to correction.

6. Based on the positive conclusion of the Quality Assurance Service and the school's submission (as a result of the positive conclusion of the School Council), the Academic Council approves the program.

7. The educational program begins to operate from the moment of granting accreditation, in accordance with the procedure established by law.

# Article 4. Modification of the Program

1. Minor changes made to the educational program, in case of a positive assessment by the Quality Assurance Service, shall be approved only by the School Council upon the proposal of the Dean. A minor change shall be considered a change that does not substantially change the learning outcomes of the program.

2. Substantial modification of the program shall be carried out in accordance with the procedure specified in Article 3 of these Regulation.

# Article 5. Cancellation/Change of Educational Program

1. In case of cancellation of an educational program, the University undertakes to ensure that existing students receive full education and appropriate qualifications as stipulated in the educational program.

2. In case of cancellation of an educational program, the University offers the student an alternative program (if any) subject to recognition of credits acquired within the framework of the completed program, in accordance with the “Rules for Recognition of Education Obtained during the Period of Study” in force at the University;

3. In the absence of a program compatible with the changed/cancelled educational program, the University undertakes to conclude an agreement with another institution regarding the recognition of the program completed by the student and to inform the LEPL National Center for Education Quality Development about the decision made.

Article 6. Program Administration Subjects

1. Program Head - is the person(s) responsible for the development of the educational program and coordination of its effective implementation - from the academic or invited staff of the University.

2. Curriculum Group - is a working group of academic and invited staff of the University, as well as administrative staff of the University, which carries out work on individual aspects of the program development

3. School Dean - is the subject responsible for the administration of the effective implementation of the program's educational process within the framework of the main educational unit of the University

4. Quality Assurance Service is the subject responsible for ensuring the internal evaluation of the program and coordinating the external evaluation processes.

5. The program may have an Advisory Board, consisting of persons not legally affiliated with the University, who contribute to the development of the program by sharing their academic, scientific or professional experience.

# Structure of the Program

# Article 7. Program Structure

1. The description of the educational program should reflect:

a. Name and logo of the university,

b). Relevant educational unit

c) Level of higher education, in accordance with the National Qualifications Framework and the European Qualifications Framework

d). Title of the educational program, in Georgian and English

e). Academic degree/qualification to be awarded, in Georgian and English

f). Field of study of the program in accordance with the National Qualifications Framework (NQF) and the UNESCO Fields of Education Descriptor ((ISCED-F))

g). Volume of the program in credits,

h). Language of instruction of the program

i). Program supervisor(s),

j). Details of relevant decisions regarding the review and approval of the program.

2. The structure of the educational program text should include:

a. **Field description** - a descriptive description of the challenges and current context of the field.

b. **Program** objective - which should develop sectoral competencies in the student adapted to the employment market. The relevance of the program and the requirements of the labor market for the graduate should be described and substantiated;

c. **Prerequisites for admission to the program** - it should be indicated how enrollment in the program is carried out, what prerequisites exist for admission to the program; prerequisites should be indicated for both Georgian and Ukrainian citizens.

d. **Learning outcomes** - a statement of what a person should know (knowledge and understanding), what they should be able to do (skills), and what kind of responsibility and autonomy a person should have after completing the program. Learning outcomes are described in accordance with the qualification descriptor of the relevant level of the National Framework for Higher Education Qualifications and specific sectoral characteristics;

e. **Methods of achieving learning outcomes** - the teaching-learning methods that will be used in the implementation of the educational program should be described;

f. **Student knowledge assessment system** - the general assessment system should be described, as well as the specific assessment methods adequate for the program (different study courses/modules (blocks) may include different assessment methods, which, together with the assessment criteria, should be described in detail in the syllabus of a specific study course/module (block);

g. Information on the possibility of **continuing education**

h. **Information on the employment fields** of program graduates

3. Along with the educational program, a curriculum for the educational program will be developed and approved, which includes all components for which credit is awarded.

4. The curriculum must include the following information:

a. Course code;

b. Title;

c. Amount in credits;

d. Distribution of the student's academic workload (contact - lecture, seminar, practical, midterm and/or final exams and independent work) calculated in academic hours;

e. Distribution of credits by semester.

f. Prerequisites for entering the course.

g. Information about the personnel implementing the courses

5. The program should be accompanied by a learning outcomes map that includes the relationship between all core curriculum courses included in the program and the learning outcomes outlined in the program. The map should indicate the level at which each curriculum course/module meets a particular learning outcome.

Article 8. Program Documents

1. In the process of developing and implementing the educational program, the following program documents are developed:

A. List of professional partners of the program

B. List of academic partners of the program

C. Academic calendar of the program

D. Regulations related to the implementation of the program

E. University exam assessment rules

F. Program targets

G. Program budget

H. Program development plan

Article 9. Syllabus Structure

1. The syllabus of a course shall include the following information:

• Course/module title;

• Course code;

• Semester;

• Course status

• Prerequisites for studying the course

• Course format

• Language of instruction of the course

• Information about the instructor(s) of the course

• Number of credits of the course

• Academic workload of the course (distribution of academic hours)

• Course description

• Course objective;

• Course learning outcomes, indicating the link to the program learning outcomes

• Information about the methods of achieving learning outcomes and forms of assessment

• Course curriculum, logically grouped by weekly or thematic meetings during the academic semester.

• Teaching-learning methods;

• Student knowledge assessment system and assessment criteria;

• Main, auxiliary literature and other sources of information;

2. The recommended form of the syllabus is presented in the appendix to this rule.

Article 10. Coding System for Program Courses

# 1. The coding system for courses includes:

# a. Textual designation of the program area with an English abbreviation

# a.a. ED - Education

# a.b. MPH - Public Health

# b. Coded designation of the place and status of the course in the program, with 4 Arabic numerals, where:

# B.A. The first digit describes the place of the course in the program:

# 1000 - First year compulsory

# 2000 - Second year compulsory

# 3000 - Elective

# B.B. The last two digits describe the sequence of the course

# 0001, 0003, 0005 courses correspond to the odd (fall) semester

# 0002 0004, 0006 courses correspond to the even (spring) semester

# Academic Regulations

Article 11. Academic Calendar of the University

1. An academic year is a set of semesters and a break period between them, which does not exceed 12 continuous calendar months.

2. An academic year consists of autumn, spring and, if necessary, summer semesters.

3. A semester is a period of time that includes a set of study weeks, the period of conducting exams and assessing student achievement on exams.

4. An academic week is a 6-day period of time, from Monday to Saturday, during which a student’s study load is distributed over a calendar week.

5. In the autumn and spring semesters, 17-17 weeks are devoted to classroom work. In addition, 4-4 weeks are allocated for the session period in each semester - 3 weeks for the main, and 1 week for repeated exams

6. The dates for the beginning, end of the academic year, as well as for final and additional exams, are regulated by the academic calendar approved by the School Council on the basis of an individual legal act issued by the Rector before the beginning of each year.

5. The total number of contact (with the involvement of the staff implementing the educational program component in the student's educational activities) and independent (without the involvement of the staff implementing the educational program component in the student's educational activities) hours in an academic week is no more than 50 academic hours.

Article 12. Academic Workload Scheme

1. The required academic workload for a student during the study process is calculated in ECTS credits. 1 ECTS credit is equal to 30 astronomical hours of student study activity (both contact and independent work).

2. The university academic year includes an average of 60 (ECTS) credits, which are distributed over the spring and fall semesters.

3. Credits are distributed between each component defined by the educational program and include contact and independent hours required for the learning outcomes achieved by a specific component.

4. Information on the volume of credits and the distribution of contact and independent hours between different components is reflected in the program curriculum and the syllabus of the relevant course.

5. The academic workload of the educational component must be mastered within one semester of study.

6. Taking into account the specifics of the higher education program and/or the student's individual study program, it is permissible for a student's annual study load to exceed 60 credits or be less than 60 credits. However, no more than 75 credits.

Article 13. Assessment of Learning Outcomes

1. In each learning component of the educational program, a student is awarded a credit after achieving the learning outcomes specified in the syllabus, which is confirmed by a positive assessment received by him/her. At the university, a student's knowledge is assessed using a 100-point system.

2. The assessment system includes:

2.1. **Current Activity**, which will be organized in the following format: seminar (the seminar may include group work, discussion, project preparation-presentation, poster preparation-presentation, problem-based and case-based learning, role-playing, discussion of written assignments, any other activity determined by the head of the course/module, based on the specifics of the subject, which is described in detail in the syllabus of the course/module).

2.2. **Midterm Exam**. It is permissible to replace the midterm exam with a specific component of the current activity.

3. **The Final Exam**, in the form of a presentation, project submission, or other format specified in the syllabus.

4. The assessment of the ongoing activity and the midterm exam should be carried out in the range of 50% - 70% of the course assessment.

5. The inclusion of the midterm exam in the course of study is voluntary

6. The inclusion of the final assessment in the course and its successful completion are mandatory.

7. The above rules do not apply to the assessment of the master's thesis.

Article 14. Assessment of a Component of a Course

1. The assessment of individual components takes into account the minimum competency threshold, which is the minimum amount of the corresponding assessment that corresponds to the demonstration of the achievement of the learning outcomes envisaged by the assessment.

2. In case of failure to meet the minimum competency threshold, the corresponding assessment is not considered for the student, regardless of the amount of the assessment received below the threshold.

3. The minimum competency threshold should not exceed 60% of the maximum amount of the assessment.

Article 15. Positive Assessment and Award of Credit

1. A student is considered to have passed the assessment component if he/she overcomes the competency threshold in the final assessment component, and also if his/her total assessment exceeds 51% of the total assessment amount

2. A student will be awarded a credit for the learning component if he/she overcomes the exam barriers and accumulates points from 51 to 100.

3. Depending on the percentage of the assessment, the student will be assessed in the relevant learning component according to the following system:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment | Score | Evaluation |
| Positive | A | 91-100 | Excellent |
| B | 81-90 | Very Good |
| C | 71-80 | Good |
| D | 61-70 | Average |
| E | 51-60 | Fair |
| Negative | Fx | 41-50 | Unsatisfactory – Student can make-up final assessment |
| F | 0-40 | Failed – Course must be retaken |

# 4. A student has the right to take an make-up exam in the same semester, during the week of additional exams.

# 5. The interval between the final and the corresponding make-up exam must be at least 5 days from the announcement of the final exam results.

# 6. The number of points received in the final assessment is not added to the grade received by the student in the make-up exam.

# 7. The grade received in the make-up exam is the final grade and is reflected in the final assessment of the educational program component.

# 8. In case of receiving 0-50 points in the final assessment of the educational component, taking into account the grade received in the make-up exam, the student is given an F-0 score.

Article 16. Features of the Master's Thesis Assessment

1. The Master's Thesis is assessed as a whole, with a single final assessment, which includes the assessments of the thesis supervisor, reviewers and the thesis defense committee

2. As a result of the single assessment, the assessment for the Master's Thesis is determined according to the following scheme:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment | Score | Evaluation |
| Positive | A | 91-100 | Excellent |
| B | 81-90 | Very Good |
| C | 71-80 | Good |
| D | 61-70 | Average |
| E | 51-60 | Fair |
| Negative | Fx | 41-50 | Unsatisfactory – Student can rework thesis |
| F | 0-40 | Failed – Student shall complete different thesis |

3. In case of receiving an Fx grade, the master's student is entitled to revise the thesis - modify the research question, change the research methods, change the research population, bring the literature analysis into line with academic writing standards and/or perform other work in accordance with the evaluator's recommendation, and re-defend the thesis assessment component in the following academic semester.

4. The grade received at the re-defense of the thesis is the final grade and is reflected in the final grade of the educational program component.

5. In case of receiving 0-50 points in the final grade based on the grade received at the re-defense of the thesis, the student is given an F-0 grade and loses the right to present a paper with the same title.

6. In case of receiving an F grade, the master's student loses the right to submit a thesis with the same title and is obliged to complete a new master's thesis.

Article 17. Forms and Methods of Assessment

Given the specifics of the course of study, it is important to demonstrate theoretical knowledge, the ability to analyze and synthesize, and to demonstrate practical or scientific skills, which should be assessed using appropriate forms of assessment.

When selecting an assessment form, it is necessary to logically connect them with the learning outcomes of the course and program, which are described in the relevant section of the syllabus:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N | Learning Outcome | Method(s) of Teaching and Learning | Evaluation | Program Learning Outcome N |
|  | Outcome of the course | Method(s) | Evaluation form(s) and method(s) |  |

The description of the assessment components, the corresponding percentage in the overall assessment of the learning component, as well as the competency threshold are described in the relevant section of the syllabus:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation Type | Evaluation Form | Percentage in total score | Threshold | Description |
| Current Evaluation |  |  |  |  |
| Midterm |  |  |  |  |
| Final Evaluation |  |  |  |  |

The grades received by the student (current, midterm and final exams) are recorded electronically and reflected in the electronic system.

# Article 18. GPA

The University also uses the student/graduate grade point average (GPA) in both the 100% and 4-point systems.

To calculate the grade point average, the sum of the products of the number of credits corresponding to the course of study in the 100% range and the grade (point) received by the student in the same course is divided by the total number of credits. Namely: GPA = ΣGP X CR/ Σ CR, where GP- represents the grade (point) received in a specific course of study, and CR - the corresponding credit for the said course of study.

To convert the grade point average to the 4-point system, the number calculated in the 100% system is divided by 20 - 1.

Article 19. Catalog of Assessment Methods

**Test**

1. The test consists of closed multiple-choice questions, where the number of answers must be at least four, of which one or more are correct (the maximum mark for one question should not be more than 0.5% of the total mark.

2. The number of questions is determined by the specifics of the course, while the time allocated for completing the test component should not exceed 45 seconds \* the number of tests.

The competency threshold in the test part of the assessment should not be less than 20%

**Open question**

3. An open question is a task that requires a short written or oral argument. The maximum mark for one open question is 1% of the total mark for the course.

4. The number of questions is determined by the specifics of the course, while the time allocated for completing the test component should not exceed 120 seconds \* the number of tests.

Competency threshold The test part of the assessment should not be less than 20%.

**Written Assignment**

5 Written assignments may include a situational task or a case analysis, which requires a written argument.

**Presentation**

6. A presentation may include the presentation of independently developed material and/or work completed by the student in the format of communication with the student's audience.

7. The presentation is completed individually or in groups. In the case of group work, all participants receive the same grade.

8. Presentation Evaluation Criteria

Relevance of the problem - 20% of the evaluation

Review of the data surrounding the issue - 20% of the evaluation

Visual and technical aspects of the material - 20% of the evaluation

Answers to questions - 20% of the evaluation

Fluent language and style - 20% of the evaluation

**Discussion**

9. A discussion is a seminar activity in which students present their views on a problem

10. Discussion Evaluation Criteria

Ability to present well-structured arguments - 20% of the evaluation

Ability to use relevant concepts, theories, and materials - 20% of the evaluation

Ability to comment on arguments - 20% of the evaluation

Ability to use professional, personal, and other experiences - 20% of the evaluation

Ability to respond to both criticism and positive feedback - 10% of the evaluation

Respect for the opinions of others Ability - 20% of the assessment

Written work

11. Criteria for evaluating written work

Relevance of the problem - 20% of the assessmen

Review of the data surrounding the issue - 20% of the assessment

Correspondence of the research method to the research goal - 10% of the assessment

Logicality of the argumentation - 20% of the assessment

Correctness of the conclusion and its connection with the main text - 10% of the assessment

Correctness of the cited literature, reliable sources - 10% of the assessment

Academic language and style - 10% of the assessment

**Project**

12. Criteria for evaluating the project

# Identification of trends, theories/concepts related to modern practice in the issue - 20% of the assessment

# Identification of the impact of individual, group and social processes on the issue - 20% of the assessment

# Problem definition Identification of issues and external factors - 20% of the assessment

# Description of the best course of action, its factors and parameters - 3 points

# Argumentation and coherence - 20% of the assessment

# Relevance, validity and reliability of sources used in completing the task - 20% of the assessment

# Problem-based learning

# 13. Assessment criteria for problem-based learning

# Participation and communication skills - 20% of the assessment

# Collaboration and teamwork skills - 20% of the assessment

# Independent learning skills - 20% of the assessment

# Ability to use knowledge and gather information - 20% of the assessment

# Decision-making skills - 20% of the assessment

Article 20. Completion of the Program

1. The program shall be deemed completed under both of the following conditions:

a). The student has acquired all the credits of the compulsory subjects

b) The students have acquired the credits of the elective subjects, not less than the amount stipulated by the program.

2. The credits recognized in the educational program shall be taken into account for the purposes specified in paragraph 1 of this article, to the extent of their recognition.

3. Upon completion of the program, the student shall be awarded a Master's degree in accordance with the field stipulated by the program and shall be awarded a diploma with an supplement.

# Article 21. Extra Semester

1. A student who has not accumulated the appropriate credits and has not obtained an academic degree within the time limits specified in the educational program is allowed to complete the educational program in additional semesters.

2. In order to determine the student's academic workload in an additional semester, the load limit of 75 credits in any 12-month period is taken into account.

3. The dates for the start and end of the summer semester, as well as the dates for final and additional exams, are regulated by the academic calendar approved by the Rector before the start of each semester on the basis of an individual legal act.

Article 22. Awarding of Academic Degree and Diploma

1. A student who has mastered the credits provided for in the educational program, upon the recommendation of the Dean, shall be awarded the corresponding academic degree and the student status shall be terminated based on the decision of the School Council;

2. The academic degree shall be confirmed by a diploma signed by the Rector of the University and the Dean of the School and certified with the seal of the University, the form of which shall be agreed upon with the Ministries of Education, Science, Culture and Sports of Georgia, as well as the Ministry of Finance. The corresponding diploma supplement shall be issued together with the diploma;

3. A graduate who has a GPA of 3.5 and above in the main courses provided for in the curriculum shall be awarded a diploma “with honors”.

Article 23. Master's Thesis Defense

1. The master's thesis defense shall be held before a commission composed of specialists in the relevant field, which shall be established by a legal act of the Dean of the School. The thesis defense procedure shall be public. The candidate shall be given 30 minutes to present the thesis.

2. The chairman of the commission shall introduce the student's identity, thesis topic, specialty, and supervisor to the audience. After that, the floor shall be given to the student to make a report. The student's report shall briefly and clearly outline the goals, objectives, and main results of the thesis.

3. After the presentation of the thesis, the student shall answer the reviewer's questions, then the questions of the commission members, and, if any, the questions of the audience.

3. After the completion of the thesis defense procedure, the commission convenes a closed session, at which each thesis is evaluated.

5. Each member of the commission evaluates the student's thesis, the final assessment is determined by the arithmetic average of the scores assigned by each member.

6. A student who has a claim regarding the evaluation of the bachelor's thesis has the right to protest the result immediately after it is announced. The commission is obliged to consider the claim in the presence of the student and make a final decision.

7. The criteria for evaluating the master's thesis are:

**Research proposal - 15% of the evaluation**

Clarity of the research question 5%

Understanding the problem of the thesis 5%

Quality of work on the proposal 5%

**Research design - 15% of the evaluation**

Appropriateness of methods 5%

Justification of selection 5%

Ethical design of the research 5%

**Progress report 10% of the evaluation**

Continuity of work performance 5%

Feedback consideration 5%

**Data analysis - 20% of the evaluation**

Analysis of theoretical material 10%

Analysis of research findings 10%

**Thesis paper - 25% of the evaluation**

Text structuring - 5%

Argumentation- coherence 5%

Depth of analysis - 5%

Quality of writing and citation - 5%

Innovation / recommendations - 5%

**Presentation - 15% of the assessment**

Quality of presentation 5%

Argumentation/Confidence 5%

Answers to questions 5%

Article 24. Individual Educational Program and the Rules for Its Development

1. An individual educational program is considered to be a change in the form of offering a separate component of the program or the resources necessary for the implementation of the program, taking into account the special needs of the student, in order to include him in the educational process, in such a way as to ensure the possibility of leading the student to the same learning outcomes, in addition to the optionality of the standard course/language/study time presented in the program.

2. An individual educational program may be offered to

a) students with motor, visual or auditory limitations, for whom it is impossible to participate in lecture/practical/examination processes in the manner established by the program.

b) students with health problems, who cannot engage in contact activities provided for by the program.

c) For convicted students who cannot participate in the contact activities provided for by the program,

d) For students who, due to their stay in a foreign country or other social situation, are unable to participate in the activities provided for by the study program within the terms provided for by the academic calendar.

3. A student, during the enrollment or study period, is entitled, personally or through an authorized representative, to apply to the university with a request to develop an individual program.

4. Based on the student's request, the university creates a commission with the participation of the professor implementing the program, representatives of the quality assurance service and the relevant dean's office. The commission is authorized to involve representatives of relevant healthcare, social or other services in its work, whose special knowledge is important for fully considering the student's needs, as well as to study and request documentation important for decision-making.

5. An individual educational program, taking into account specific cases, may include, but not be limited to, the following modifications of the educational process:

a) for students with motor disorders - transferring seminar and examination assignments into an oral format, with the participation of a lecturer;

b) for students with visual disorders - assistance in listening to visual material, with the participation of a lecturer or library employee, as well as the modifications provided for in subparagraph “a” of this paragraph;

c) for students with auditory disorders - ensuring the transmission of lecture material in a visual format and the transmission of seminar and examination material in an audio format, using readers, lecturer’s summaries and other visual aids.

d) For students who are unable to participate in the contact process - by ensuring that lectures are conducted via electronic video link, and that the examination process is conducted remotely, with appropriate supervision.

6. Students who are unable to carry out the activities provided for in the program within the deadlines specified in the academic calendar are allowed to pass the exam and seminar process later than the deadline set by the university's academic calendar - only for those students who, due to force majeure, were unable to participate in this process within the period specified in the academic calendar.

7. The commission's conclusion on the development of an individual educational program must specify the resources/actions necessary for its implementation.

**Annex 1**

**Curicullum**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **ECTS** | **Prerequisite** | **I** | **II** | **III** | **IV** |
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|  |  | **ECTS** | |  |  |  |  |

**Appendix 2**

**Academic Plan**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CODE | PROGRAM COMPONENTS | ACADEMIC LOADING | | | | | | | | |
| ECTS | Lecture | Seminar | Prac. | Exam | Contact | Indep. | Total |
|  |  |  |  |  |  |  |  |  |  |
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**Appendix 3**

**Learning Outcome Map**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CODE | COURSE | PROGRAM LEARNING OUTCOME | | | | | | | | |
| **1.1.** | **1.2.** | **1.3.** | **2.1.** | **2.2.** | **2.3.** | **2.4.** | **3.1.** | **3.2.** |
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**1 – Familiarization, 2 – Advanced Understanding, 3 – Consolidation**

**Annex 4**

Syllabus Template

A close-up of a logo

Description automatically generatedCOURSE NAME  
CODE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ects** | **lecture** | **Groupwork** | | **Practical** | **Exam** | **independent** | **Total hrs** |  |
|  |  | 23 | 21 | |  | 5 | 71 | 120 |  |
|  |  |  |  | |  |  |  |  |  |
|  | **Course Status** Mandatory  Elective **Block**  **Prerequisite**  **Semester**  **Language of Instruction** Georgian  English  Georgian-English **Course Leader**  **Contact Info** | | | Course Description  Course Objectives | | | | |  |

# **Course Outcomes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N | Outcome | Method(s) of Instruction | Method(s) of Evaluation | Program Outcome N |
| Knowledge and Understanding | | | | |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| Skills | | | | |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| Responsibility and Autonomy | | | | |
|  |  |  |  |  |

# **Course Content**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic N | Academic Loading, hrs. | | Content | Learning Outcome N |
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# **Course Materials**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N | Sources |  |  |  |
| Compulsory Materials | | | | |
| 1 |  | | | |
| 2 |  | | | |
| Additional Materials | | | | |
| 1 |  | | | |
| Other Sources | | | | |
| 1 |  | | | |

# **Teaching and Learning Methods**

|  |  |
| --- | --- |
| Methods | Description |
|  |  |
|  |  |
|  |  |
|  | |

# **Methods of Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation Type | Evaluation Form | Percentage in total score | Threshold | Description |
| Current Evaluation |  |  |  |  |
| Midterm |  |  |  |  |
| Final Evaluation |  |  |  |  |
|  |  | | | |

# **Grading System**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment | Score | Evaluation |
| Positive | A | 91-100 | Excellent |
| B | 81-90 | Very Good |
| C | 71-80 | Good |
| D | 61-70 | Average |
| E | 51-60 | Fair |
| Negative | Fx | 41-50 | Unsatisfactory – Student can make-up final project |
| F | 0-40 | Failed – Course must be retaken |

# **Academic Integrity Policy**

* **Academic Integrity**: Plagiarism, the use of someone else's work as one's own, is not allowed and, if detected, responsibility will be determined by academic and disciplinary [forms](https://bauinternational.edu.ge/storage/pdf/plagiarism.pdf).
* **Use of Artificial Intelligence** - The use of generative text is equivalent to the use of another author's work, including the obligation to use the established citation rules.
* **Citation Standard**: Sources must be cited in required assignments in [APA style.](https://apastyle.apa.org/style-grammar-guidelines/references/examples)
* **Source Standard**: The scientific validity of the sources used in the student's work must be confirmed in an accessible form, unless the educational assignment directly requires otherwise.
* **Research Standard**: It is not allowed to collect, store and transfer information containing personal information to others in research, and to conduct research without the consent of the respondent.
* **Research Methodology Standard**: It is not allowed to change research data to achieve the desired result. The student demonstrates a willingness to present primary research material and explain the conclusion upon request.
* **Verification of the Authenticity of the Work**: The author’s personal contribution to the work is verified by asking additional questions about the cited sources, to which it is necessary to give a correct answer.
* **Management of Deadlines**: Late assignments are not accepted without prior agreement with the instructor or confirmation of a significant disruptive factor independent of the student.
* **Communication**: During the educational process, communication with the lecturer, colleagues and members of the university community should be carried out in compliance with academic forms, in the format determined by the lecturer.
* **Consultation**: Communication with the lecturer should be carried out via official (bauinternational.edu.ge) e-mail, or the learning process management system, in compliance with the academic communication form.
* **Ethics**: During the learning, practice, and research process, students are required to adhere to the norms of [student ethics.](https://bauinternational.edu.ge/storage/pdf/student-ethic-codex-2024-en.pdf)