Rector _____   Marina Pirtskhalava

The rules for the development, implementation and assessment of Bachelor's, Master's and single-cycle educational program

Chapter 1. Planning the bachelor's, master's and single cycle educational programs

1. Educational program (curriculum) - A set of study courses/modules and research components required to obtain a higher education qualification; it outlines the program objectives, learning outcomes, study courses/modules with relevant credits, research components, assessment system, and specifics of the learning process. It is aimed at developing sectoral and general competencies in graduates in accordance with relevant Level of National Qualifications Framework, which therefore is allowing one to continue studies at the next educational level, or work at the relevant position.
2. Goals and learning outcomes of the study program should be in compliance with the University's goals and mission.
3. Educational programs are planned according to the analysis of the labor market and employer requirements by the quality assurance Office. Based on the obtained result, the Quality Assurance Office addresses (proposes) of the relevant faculty board with a recommendation for the implementation of the education program.

Chapter 2. Developing Bachelor's Master's and single cycle programs

1. Educational programs must be developed in accordance with the Law of Georgia "on Higher Education", National Qualifications Framework, accreditation standards and international standards.
2. The decision to implement the educational program is made by the relevant faculty board on the recommendation of the Dean (based on the recommendation of the Quality Assurance Service) and the head of the program is appointed.
3. The head of the educational program can be a person with a doctorate or an equivalent academic degree in the relevant field of the program, who is an academic/invited staff of the University and who has the necessary knowledge and experience to develop the program.
4. The head of the educational program will develop the educational program with the active participation of academic and invited staff, students, graduates, and employers on the basis of the rules for developing the educational program;
5. The syllabi of the educational program curriculum should be developed by the academic and invited staff of the University in accordance with the syllabus development instructions.
6. The necessary infrastructure, material and technical bases should be prepared for the implementation of educational programs, which will be constantly updated as needed;

7. For the implementation of educational program, an electronic catalog of the library database, both printed and electronic, should be created, which will be posted on the official website of the University. It must be constantly updated with new editions and literature.
8. The educational program must meet the accreditation standards established by the legislation of Georgia and indicate the following:

a. Name of the university;
b. Name of the program;
c. Program approval date;
d. Head(s) of the program;
e. Program level;
f. Granted qualification (academic qualification);
g. Program volume in crédits;
h. Program duration;
i. Language of instruction;
j. Prerequisite for admission on the program;
k. The goal of the educational program: The goal should be in line with the mission of the University, the relevant level of the Higher Education Qualifications Framework. The goal should be achievable, clearly stated, and should include the prospect of hiring a student.
l. Outcomes of the educational program: must be in line with objectives of the program; Include basic knowledge, skills and competencies provided by the program content. The learning outcomes should correspond to the description of the relevant level of the higher education qualifications framework, the qualifications to be awarded (if such exists).
m. Teaching format;
n. Methods of achieving learning outcomes: Based on the requirements of the University Educational Programs Authorization/Accreditation Standards, a combination of teaching methods used in different components of the program ensures the achievement of the outcomes provided by the program;
o. Student's knowledge assessment system;
p. Study plan;
q. The syllabi of all compulsory and elective courses/modules, which have been developed and completed in accordance with the University Syllabus Development Instruction (see the Syllabus Development Instruction), is attached to the educational program;
r. Map of learning outcomes;
s. Matrix of preconditions for the study of educational disciplines;
t. Field of employment;
u. Description of program structure: includes the number of study semesters, the number of credits, the assessment system, the duration of the semesters. Each course has a relevant credit, which is determined by the head of the program in collaboration with the course instructor(s);
    The structure of the educational program allows the student to choose non-compulsory (optional) components at will;
v. Material and technical base required for the implementation of the educational program - the resource that ensures the implementation of the program at a high level and meets the requirements of accreditation / authorization standards;
w. Human resources for the implementation of the educational program - academic/scientific and invited staff with appropriate competences, in accordance with the authorization/accreditation standards;
x. Opportunity to continue studies: the right to continue study on the next level.
y. Level 1 of higher education (baccalaureate)-Educational program includes at least 240 credits.
    Level 2 of higher education (master's studies) – Educational program includes at least 120 credits.

    The Medical / Dental Education Program is a single cycle higher education program, which is awarded an academic degree in medicine/dentistry after graduation as a result of passing a 360-credit

educational program in medicine or a 300-credit educational program in dentistry. The awarded degree is equal to the master's degree.

9. The education program should be accompanied by mechanisms for monitoring and evaluating learning outcomes, the results of which are used to improve the program.

Chapter 3. Rules for Approval, Modification and Termination of the bachelor's master's and single cycle educational programs.

1. The developed educational program is discussed at the relevant faculty board meeting. The decision will be made by a majority vote of the participants;
2. The draft version of the developed educational program is submitted to the University Quality Assurance Office of the for verification;
3. The Quality Assurance Office of the University verifies the compliance of the program with the accreditation standards, Sector Benchmarks(if any) and the rules for the development of educational programs;
4. If the educational program meets the requirements of Chapter 3 paragraph 3, the Quality Assurance Office shall recommend to the relevant Faculty Board to submit the program to the Academic Board for approval;
5. If the educational program does not meet the requirements Chapter 3 paragraph 3, the Quality Assurance Office shall return the program to the Faculty Board for further development/improvement;
6. Educational programs are approved by the Academic Board of the University;
7. Modification, update (changes) of the educational programs is carried out on the basis of a report prepared by the relevant Faculty Board and/or the Quality Assurance Office, which is based on the conclusions made after the evaluation of the educational program. Active participants of the education program development/improvement process are: the head of the program, co-supervisors (if any), implementing staff, graduates and employers.
8. The cancellation of the educational program is possible:
9. A) if no student is enrolled in the educational program;
   B) by the decision of the Academic Board of the University;
   C) in cases provided by law;
9. The decision to cancel the educational program is made by the Academic Board of the University and approved by the order of the Rector;
10. In case of change or cancellation of the educational program, it is important to provide the students of the relevant program with further study options;
12. In case of a modification or cancellation of the educational program by the Academic Board of the University, in order to provide further study options for students, the University is obliged to:
   A) to offer students education programs that are compatible (relevant) and the maximum number of credits shall be recognized;
   B) If necessary, the head of the program, in agreement with the Quality Assurance Office, will develop an individual curriculum;
   C) provide the compatible (relevant) programs in other higher education institutions and inform students.
   D) inform the students about the rules, terms and conditions of mobility under the current legislation.

Chapter 4. Mechanisms for Monitoring and Evaluating the Implementation of the bachelor's master's and single cycle educational programs.

1. The University has a system for monitoring the implementation of the educational program and evaluating the results. the results are used to improve the quality of the educational process.
2. To ensure the quality of the learning process, reveal inconsistencies and improve the quality, at each stage of the program, at each stage of the program, the consistency of the results achieved with the expected learning outcome at a particular stage of the program is determined.
3. The evaluation of the learning outcomes of the educational program is carried out in two stages:
    a. In the course of the program;
    b. After the completion of the program

The evaluation of the learning outcomes of the educational program in the course of the program

The evaluation of the learning outcomes of the educational program in the course of the program is carried out according to the following criteria:

1. Lecturer and the study course evaluation by the student
2. Program and service evaluation by academic and visiting personnel
3. Evaluation of the students' mid-term academic performance
4. Evaluation of the students final results
5. Evaluation of administrative services by the student
6. Evaluation of students' scientific activity (number of conferences, number of published theses, articles, participation in research) (see Annex # 1)

The evaluation of the learning outcomes of the educational program after the completion of the program is carried out according to the following criteria:

1) Evaluation of the program and services by academic and invited staff
2) Assessment of the student's general (sectoral) competencies
3) Evaluation of the practical application of the program and the acquired competencies by employed students and graduates
4) Analysis and evaluation of the employer questionnaire
5) Statistical analysis of the graduates who continued their studies at the next level of education
6) For educational programs of the Faculty of Dentistry and Medicine (Residency programs are also included)
7) Statistical analysis of graduates employed according to their specialty
8) Statistics of the graduates (see Appendix # 2)

Also, in order to check the quality of the teaching process, the Quality Service regularly attends lecture-practical sessions. The results are analyzed and recommendations are developed to improve the learning process and the quality of teaching.

Single cycle educational program in medicine (Georgian and English language programs)

Step-by-step monitoring assesses each sectorial competence at the end of each academic year, as well as all sectorial competences together, both vertically and horizontally. Each competence, both horizontal and vertical, is assessed individually (see Sector Competency Assessment Table).

A) 3 points - During one academic year, 70-100% of students enrolled in a one-competency training course, accumulated A grade (91-100 points);

B) 2 points - During one academic year, 30-69% of students enrolled in a one-competency training course, accumulated A grade (91-100 points);

C) 1 point - During one academic year, 10-29% of students enrolled in a one-competency training course, accumulated A grade (91-100 points);

2) For the final assessment, totals points accumulated during 6 academic years will be added. Each competency is awarded 1-3 points at the end of each academic year:

A) 3 points - During one academic year, 70-100% of students enrolled in one-competency training course accumulated A grade (91-100 points);

B) 2 points - During one academic year, 30-69% of students enrolled in one-competency training course accumulated A grade (91-100 points);

C) 1 point - During one academic year, 10-29% of students enrolled in one-competency training course accumulated A grade (91-100 points);

The program at the end of the 6th academic year can be assessed by the following ranking of points:

1) 180-234 points -very good (this segment of the program is assessed with 3 points)

2) 130-179 points – Good (this segment of the program is assessed with 2 points)

3) 78-129 points – Satisfactory (this segment of the program is assessed with 1 point)

4) Less than 78 points will be considered negative results and will be assessed with 0 points.

Assessment of learning outcomes of bachelor's, master's and single cycle dentistry educational program (according to competencies)

To monitor and measure the achievement of study outcomes of undergraduate (bachelor's), graduate (master's) and single cycle dentistry educational programs, Step by step monitoring of the output of the program (Annual) and final evaluation (after completion of the program) must be carried out.

1. Step-by-step monitoring assesses each sectorial competence at the end of each academic year, as well as all sectorial competences together, both vertically and horizontally. Each competence, both horizontal and vertical, is assessed individually (see Competency Assessment Table).

A) 3 points - During one academic year, 70-100% of students enrolled in one-competency training course accumulated A grade (91-100 points);

B) 2 points - During one academic year, 30-69% of students enrolled in one-competency training course accumulated A grade (91-100 points);

C) 1 point - During one academic year, 10-29% of students enrolled in one-competency training course accumulated A grade (91-100 points);

2) For the final assessment, the points assigned to all competencies of each academic year are summed up. Each competency is awarded 1-3 points at the end of each academic year:

A) 3 points - During one academic year, 70-100% of students enrolled in one-competency training course accumulated A grade (91-100 points);

B) 2 points - During one academic year, 30-69% of students enrolled in one-competency training course accumulated A grade (91-100points);

C) 1 point - During one academic year, 10-29% of students enrolled in one-competency training course accumulated A grade (91-100 points);

I. Undergraduate (Bachelor's) educational program (according to competencies) can be assessed by the following ranking of the points at the end of the academic year:

1. 57-72 points - very good (this segment of the program is assessed with 3 points)

2. 41-56 points – Good (this segment of the program is assessed with 2 points)

3. 25-40 points – Satisfactory (this segment of the program is assessed with 1 point)

4. 0-24 points will be considered negative results and will be assessed with 0 point.

II. Master's Degree educational program (according to competencies) can be assessed by the following ranking of the points at the end of the academic year:

1. 31-42 points – very good (this segment of the program is assessed with 3 points)

2. 21-30 points – Good (this segment of the program is assessed with 2 points)

3. 8-20 points – Satisfactory (this segment of the program is assessed with 1 point)

4. 0-7 points will be considered negative results and will be assessed with 0 point.

III. **single-cycle dentistry educational program (according to competencies) can be assessed by the following ranking of the points at the end of the academic year:**

1. 107-135 points – very good (this segment of the program is assessed with 3 points)

2. 76-106 points – Good (this segment of the program is assessed with 2 points)

3. 45-75 points – Satisfactory (this segment of the program is assessed with 1 point)

4. 0-45 points will be considered negative results and will be assessed with 0 point.

I.   **Assessment of student's learning achievements**

Student's learning achievements are assessed according to the courses included in the learning outcomes.

A)   Student accumulates A grade (91-100 points) in 70-100% of courses included in one learning outcome-3 points

B)   Student accumulates A grade (91-100 points) in 30-69% of courses included in one learning outcome-2 points

C)   Student accumulates A grade (91-100 points) in 10-29% of courses included in one learning outcome-1 point

D)   Student accumulates A grade (91-100 points) in 0-9% of courses included in one learning outcome-0 point

Faculty of Medicine

The student is assessed according to 13 sectoral competences (By assessing the subjects within each competency) during six year study period, with a maximum of 3 points per year, respectively $13 * 3 = 39$

A) 35-39 points - a very good result

B) 25-34 points - good result

C) 0-24 points – a satisfactory result

Faculty of Dentistry

The student is assessed according to the 9 learning outcomes (by assessing the subjects included in each learning outcome), for a six-year period, a maximum of 3 points per year, respectively 9 * 3 = 27

A) 22-27 points - a very good result

B) 15 - 21 points - good result

C) 0-14 points – a satisfactory result

Undergraduate (Bachelor's degree)

The student is assessed according to the 6 learning outcomes (by assessing the subjects included in each learning outcome), for a four-year period, a maximum of 3 points per year, respectively 6 * 3 = 18

A) 13-18 points - a very good result

B) 7- 12 points - good result

C) 0-7 points – a satisfactory result

Master's studies

The student is assessed according to the 7 learning outcomes (by assessing the subjects included in each learning outcome), for a two-year period, a maximum of 3 points per year, respectively 7 * 3 = 21

A) 16-21 points - a very good result

B) 10-15 points - good result

C) 0-10 points – a satisfactory result

Chapter 5. Evaluation criteria of bachelor's, master's and single cycle educational programs

The learning outcomes of the educational program are clearly defined and are in line with the level of higher education and the qualifications to be awarded;

Guidelines of current legislation and ECTS-credit transfer system are used in the development of the program;

The structure and content of the program ensures the logical compatibility of all its components and ensures learning outcomes in average academic achievers in a reasonable timeframe;

 The learning outcome of the program is based on the sector benchmark, developed on the basis of the education qualification framework;

The volume of the program component is determined taking into account its content, learning outcomes and field specifics;

 Teaching-learning methods used in educational program are designed to fit specifics of the study program and ensures achievement of the learning outcomes;

Individual curriculum is offered to students with different needs, requirements and academic achievements and ensures their full engagement in the learning process;

The educational program has a transparent and fair system of assessment adequate to legislation and learning outcomes and it improves students' academic achievement

There are effective mechanisms for appealing assessment by the student

Instructions for evaluating the learning outcomes of the educational program in the course of the program

I.   Evaluation of educational program learning outcomes during the course of the program

Assessment of the learning outcomes of the educational program during the course of the program is carried out by the following criteria and methodology:

1. lecturer and study course evaluation by the student
A) Positive assessment from students is 100% - 3 points
B) Positive assessment from students is 75-99% - 2 points
C) Positive assessment from students is 51-74% - 1 point

The involvement of the 95% or more of students with active status enrolled in the program are required for the credibility of the Semester Analysis Survey of Professor / Teacher Evaluation Questionnaire. The questionnaire will be considered positive if 26-51 points are received.

2.   Evaluation of programs and services by Academic and Invited Personnel
A) Positive assessment from the professors / teachers implementing the program is 100% - 3 points
B) The positive assessment from the professors / teachers implementing the program is 75-99% - 2 points
C) The positive assessment from the professors / teachers implementing the program is 51-74% - 1 point
 For the credibility of the survey, the involvement of 95% or more of the professors/teachers implementing the program is required. The questionnaire will be considered positive if 25-48 points are received.

1)   Ranking of midterm assessments of students' Academic Performance:

A) If 70-100% of the students registered for the program receive the maximum number of midterm evaluation points (up to 50-70 points) - it will be assessed with 3 points, which means **very good results.**
B) If 30-69% of the students enrolled in the program receive the maximum number of midterm evaluation points (up to 50-70 points) - it will be assessed with 2 points, which is a **good result**
C) If 10-29% of the students enrolled in the program receive the maximum number of midterm evaluation points (up to 50-70 points) – it will be assessed with 1 point, indicating a **satisfactory result.**

4. Evaluation of students' final assessment:
A) 91-100% of students received A, B, C grades - 7 points
B) 81-90% of students received A, B, C grades - 6 points
C) 71-80% of students received A, B, C grades - 5 points
D) 61-70% of students received A, B, C grades - 4 points
E) 51-60% of students received A, B, C grades - 3 points
F) 41-50% of students received A, B, C grades - 2 points
G) 0-40% of students received A, B, C grades - 1 point

At the end of the semester, the average percentage of A, B, C grades of students enrolled in the program is calculated in every subject and the relevant score is assigned.

5) Evaluation of the Administrative Services by the student
A) Administrative services were positively assessed by 100% - 3 points
B) Administrative services were positively assessed by 75-99% - 2 points
C) Administrative services were positively assessed by 51-74% - 1 point
For the credibility of the survey, 95% or more involvement of students with active status is required. The questionnaire will be considered positive if it receives 23-45 points

6.   Assessment of students' scientific activity:

A) 40% or more of the total number of students enrolled in the program are involved in scientific activities (published an article, a thesis, participated in a conference, grant project, scientific research) – will be assessed with 4 points, which is **a very good result**
B) 30-39% of students enrolled in the program are involved in scientific activities (published an article, thesis, participated in a conference, grant project, scientific research) –will be assessed with 3 points, which indicates **a good result**
C) 10-29% of students enrolled in the program are involved in scientific activities (published an article, thesis, participated in a conference, grant project, scientific research) – will be assessed with 2 points, indicating **a satisfactory result**
 D) 1-9% of students enrolled in the program are involved in scientific activities (published an article, thesis, participated in a conference, grant project, research project) – will be assessed with 1 point, which is **a poor result.**

Summary of evaluation component points
1) 18-23 points: The program has **Excellent** results
2) 13-17 points: The program has **good** results
3) 8-12 points: The result of the program is **satisfactory**
4) 0-7 points: The Outcome of the program is **poor**

Instructions for evaluating the learning outcomes of the educational program

After completion of the program

1.   Evaluation of programs and services by Academic and Invited Personnel
A) Positive assessment from the professors / teachers implementing the program is 100% - 3 points
B) The positive assessment from the professors / teachers implementing the program is 75-99% - 2 points
C) The positive assessment from the professors / teachers implementing the program is 51-74% - 1 point
For the credibility of the survey, the involvement of 95% or more of the professors/teachers implementing the program is required. The questionnaire will be considered positive if 25-48 points are received.

2.   **Evaluation of student's general (sectorial) competencies**
 A) Over one academic year, 70-100% of students enrolled in a program accumulated A grade (91-100 points), in one of the competence courses, receives 3 points, which is a very good result.
  B) Over one academic year, 30-69% of students enrolled in a program accumulated A grade (91-100 points) in one of the competence courses receives 2 points, which is a good result.
  C) Over one academic year, 10-29% of students enrolled in a program accumulated A grade (91-100 points)

in one of the competence courses receives 1 point, which is a satisfactory result.

3) **Evaluation of Practical Use of Program and Competence by Employed Students and Graduates**

A) Positive assessment from the employed students/graduates is 100% - 3 points
B) The positive assessment from the employed students/graduates is 75-99% - 2 points
C) The positive assessment from the employed students/graduates is 51-74% - 1 point
For the credibility of the survey, the involvement of 95% or more of the employed students/graduates is required. The questionnaire will be considered positive if 11-21 points are received.

 4) Employer questionnaire analysis and evaluation
A) Positive assessment from employers is 100% - 3 points
B) The positive assessment from employers is 75-99% - 2 points
C) The positive assessment from employers is 51-74% - 1 point
For the credibility of the survey, the involvement of 95% or more of the employers is required. The questionnaire will be considered positive if 4-10points are received.

5) Statistical analysis of the graduates who continued their studies at the next level of education;
A) 30% or more of graduates continue their studies at the next educational level- 3 points, an excellent result
B) 10-29% of graduates continue their studies to the next educational level - 2 points, a good result
C) 1-9% of graduates continue their studies at the next educational level - 1 point, indicates satisfactory results.

For educational programs of the Faculty of Dentistry and Medicine (Residency programs are also included)
A) 50% or more of graduates continue their studies at the next level of education- 3 points, which is an excellent results
B) 20-49% of graduates continue their studies to the next level of education - 2 points, which is a good result
C) 1-19% of graduates continue their studies at the next level of education - 1 point, which implies a satisfactory result.

6) Statistical analysis of graduates employed according to their specialty:

 A) The number of graduates employed in the field of their specialty within 6 months upon completion of the program and the number exceeds 70% are assessed with 5 points, which is a very good result

 B) The number of graduates employed in the field of their specialty in 1-2 years after completing the program and number is 50-70 % are assessed with 4 points, which is a good result

 C) The number of graduates employed in the field of their specialty and number does not exceed 50% will be assessed with 3 points, which is a satisfactory result.

7) Statistics of the graduates

A) The number of graduates is 100% - 3 points

B) The number of graduates is 75-99% - 2 points

C) The number of graduates is 51-74% - 1 point

Summary of assessment component points
1) 20-26 points: The program has **an excellent** result
2) 15-19 points: The program has **good result**
3) 0-14 points: The program cannot outcome is **poor** and **cannot pass the results.**