Elaborating, implementation, and evaluation system of Bachelor's, Master's and one-step educational program

Chapter 1. Planning the bachelor's, master's and one step educational programs

Educational program (curriculum) - consequence of study course/modules necessary to achieve higher education qualification, which indicates aims of the program, teaching outcomes, study course/modules with sufficient credits, student assessment system and organizational characteristics, that are designed to achieve general and specialty competencies in graduates. The program is designed according to the national qualification frame of educational step and specialty's characteristics (if such is present), which therefore is allowing one to continue studies at the next educational level, or work at the relevant position.

 Study program aims and outcomes should be in compliance with the University's aims and mission.

 Study programs are planned according to the analysis of the labor market and employer requirements by the quality assurance Office. The mentioned department reports the research results to the academic council with the recommendation to execute the study program.

Chapter 2. Elaborating Bachelors Masters and one-Step programs

1. Study programs must be elaborated according to the national "Higher Education Law", accreditation standards, and international standards;
2. The study program is elaborated by the Head of educational program with the active participation of employers, the academic and invited staff, based on the instruction of the educational program development;
3. The Head of educational program has to be a Ph.D. or equivalent degree level holder, current academic or invited employee, which has sufficient knowledge and experience;
4. study courses' syllabi for study program have to be elaborated by the university's academic or invited personnel, according to syllabi elaborating guidelines;
5. For the execution of the study program, the material-technical base has to be prepared and consequently renovated, due to depreciation;
6. To be created a library, an electronic and hardcopy catalog, which will be available on the university's website. Continuous update of the resources with the newest editions and literature.
7. Bachelors, masters and one-step educational programs must meet accreditation standards and specialty characteristics (if such exists) set by the Georgian law. It must indicate:

a.   Name of the university;
b.   Name of the study program;
c.   Program approval date;
d.   Head of the study program;
e.   Program level;
f.   Granted qualification (academic qualification);
g.   Program value in crédits ;
h.   Program duration ;
i.   Language of instruction;
j.   Prerequisite for program entry;
k.   Aim of the study course: the aim must match the University's mission and description of the higher education study level qualification frame. The aim must be declared clearly and has to be achievable. Showing students employability possibilities.
l.   Outcomes of the study program: must correlate with aims, include basic knowledge, skills, and competencies gained within the study process. Learning outcomes must meet the higher education qualification frame description standards, achieved a qualification and specialty characteristics (if such exists)
m.   Teaching format;
n.   Methods of achieving study outcomes: the combination of teaching methods in various components of the program, designed according to University's authorization/accreditation standards, guarantee accomplished outcomes;
o.   Student knowledge assessment system;
p.   Curriculum;
q.   Program has attached all mandatory and elective course/module syllabi, which are developed according to University's instructions (see instructions of elaborating syllabi);
r.   Map of learning outcomes;
s.   Matrix of study course prerequisites;
t.   Field of employment;
u.   Description of study program structure: number of semesters, credits, assessment system, duration of semesters; Each study course has the appropriate number of credits, which is determined by the study program director in cooperation with lecturers; study course structure gives students the flexibility to choose noncompulsory components upon request;
v.   The material-technical base needed for program execution – resources that assure execution on a high level and meets authorization standards;
w.   Human resources for executing the program – competent academic/scientific and invited personnel, which meet authorization/accreditation standards;
x.   Opportunity to continue studies: Possibility to continue studies on the higher educational level;
y.   The first step (baccalaureate) – educational program, which comprises no less than 240 credits; The second step (masters) – educational program, which comprises no less than 120 credits;

Medical/Stomatology educational program is a one-step higher educational program, which grants a Medical Doctor/Doctor of Dental Medicine academic degree. Achieved academic degree after completing a 360-credit MD program or 300-credit Stomatology educational program is equivalent to the master's degree.

8) Bachelor's, masters and one step educational program should be enclosed with mechanisms of monitoring and evaluation for learning outcomes that are used to improve the program.

Chapter 3.   The rule for approving, changing and annulling the bachelor's masters and one step educational programs.

1. The elaborated educational program is discussed at the faculty council session. Decisions are made by a majority of council members;

2. The approved version of the educational program is handed to the quality assurance office;
3. quality assurance office checks program's compliance with legal accreditation standards and specialty characteristics (if such exists);
4. If the study program meets all criteria indicated in chapter 3, the department of quality assurance presents the program to the academic council for approval;
5. If study program does not meet accreditation standards' requirements, specialty characteristics (if such exist) and criteria, indicated in chapter 3, the department of quality assurance returns submitted program to faculty's council for Processing/perfection;
6. The educational programs at the university are approved by the academic council;
7. Modifications and changes in the educational program are made upon the report of the quality assurance office. The report is based on the conclusion of the educational program assessment. Process of modifying educational program actively involves the head of program, academic and invited personnel and students.
8. Annulling the educational program is possible, if:
   a) No students are registered on the study program;
   b) The educational program does not meet the legal requirement;
   c) Other cases envisaged by legislation exist;
   d) The decision about the annulling educational program is made by the academic council of the University. Rector of the university issues the order about the decision;
9. In case of changes or termination of educational program University attains importance to future education possibilities of its students;
10. In case of modification or termination of the educational program by the academic council, in the purpose of ensuring further education for registered students, University must:

   a) Offer students relevant educational programs, which will give the opportunity to ensure recognition of the maximum number of credits;
   b) If necessary, quality assurance office will develop an individual curriculum;
   c) Provide students with information on compatible educational programs available at other higher education institutions;
   d) Introduce to students mobility rules, deadlines, and terms/conditions according to legislation;

Chapter 4. Mechanisms of evaluating and monitoring bachelor's, masters and one step educational programs learning outcome implementation.

To monitor and assess the implementation of the educational program, the university operates a monitoring and assessment system, feedback from which is considered to improve the overall quality of the educational process.
To ensure quality control, reveal inconsistencies and improve overall quality, the university assesses compliance of achieved results with expected learning outcomes at every stage of the educational program. The assessment of the learning outcomes is implemented in two stages:
a. During the educational process
b. After the completion of the program

The assessment of the learning outcomes during the educational process

Evaluation of the learning outcomes of the educational program during the educational process is carried out by the following methodology:

1) Lecturer and course evaluation by the student
2) Evaluation of the program and services by academic and invited staff
3) Assessment of students' mid-term exams results

4) Assessment of student final exams results

5) Analysis of The Assessment of Administrative Services by The Students.

6) Evaluation of students' scientific activity (number of conferences, number of theses, articles, participation in research); (See Appendix # 1)

The assessment of the learning outcomes after the completion of the program

1. Evaluation of the program and services by academic and invited staff
2. Assessment of student's performance of sectoral (general) competencies;
3. Evaluation of the practical application of the the program and competencies acquired to the employed student and graduate;
4. Analysis and evaluation of the employer questionnaire;
5. Statistics for graduates, who pursue further degrees
6. (For the programs of Medicine/ and stomatology faculties, also includes residency programs)
7. Graduate statistics for employment – classified according to specialization.
8. GPA statistics for graduates

Also, in order to check the quality of the teaching process, the Quality Service regularly attends lecture-practical sessions. The results are analyzed for further response.

Instructions for evaluating the results of student sectoral competences

One-step Educational Program for Medical Doctor's Degree (Georgian / English)

1) During the phase-out monitoring, each sectoral competence is evaluated at the end of each academic year, as well as all sectoral competences together, both vertically and horizontally, each competence being both horizontal and vertical is assessed individually (see Sectoral Competency Assessment Table).

A) 3 points - Over the course of one academic year, 70-100% of students enrolled in one of the competency courses scored A grade (91-100 points)

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

C) 1 point - During one academic year, 10-29% of students enrolled in one of the competency courses scored A grade (91-100 points)

2) For the final evaluation, all the competencies result scores for 6 years are calculated. Each competence at the end of the years is assessed by 1-3 points.

a) 3 points - 70-100% of students registered on the study course for one competence result during one academic year has been graded A (91-100 points);

b) 2 points - 30-69% of students registered on the study course for one competence result during one academic year has been graded A (91-100 points);

c) 1 point – 10-29% of students registered on the study course for one competence result during one academic year has been graded A (91-100 points);

The program can be evaluated at the end of the 6th academic year with the following range of scores:

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

2) 130-179 points – good (2 points is awarded for this segment of the program)

3) 78-129 points – satisfactory (1 point is awarded for this segment of the program)

4) Less than 78 points will be counted as negative (0 point is awarded for this segment of the program)

Assessment of learning outcomes of bachelor's, master's and one step Stomatology educational programs (According to their competences)

In order to monitor and measure the achievement of study outcomes of undergraduate (baccalaureate), graduate(masters) and one-step Stomatology educational programs, Step by step monitoring of the output of the program must be carried out, (Annual) and final evaluation (after completion of the program).

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 Sectoral Competency Assessment Table).

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

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

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

2) For the final assessment, the scores 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 a one-competency training course, scored A grade (91-100 points);

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

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

I. The undergraduate (baccalaureate) educational program can be assessed by the following ranking of the points at the end of the academic year:

1. 57-72 points - Very good (The program in this segment is assessed with 3 points)
2. 41-56 points – Good (The program in this segment is assessed with 2 points)
3. 25-40 points – Satisfactory (The program in this segment 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 can be assessed by the following ranking of the points at the end of the academic year:

1. 31-42 points – Very good (The program in this segment is assessed with 3 points)
2. 21-30 points – Good (The program in this segment is assessed with 2 points)
3. 8-20 points – Satisfactory (The program in this segment is assessed with 1 point)
4. 0-7 points will be considered negative results and will be assessed with 0 point.

III. One-step stomatology educational program can be assessed by the following ranking of the points at the end of the academic year:

1. 107-135 points – Very good (The program in this segment is assessed with 3 points)
2. 76-106 points – Good (The program in this segment is assessed with 2 points)
3. 45-75 points – Satisfactory (The program in this segment is assessed with 1 point)
4. 0-45 points will be considered negative results and will be assessed with 0 point.

<p style="text-align:center">**Assessment of student learning outcomes**</p>

The Student learning outcomes are assessed according to the learning outcomes of each learning course.
   A) 3 points -The student scored A grade in 70-100% of the courses in one competency-(91-100 points);
   B) 2 points- The student scored A grade in 30-69% of the courses in one competency-(91-100 points);
   C) 1 point- The student scored A grade in 10-29% of the courses in one competency-(91-100 points);
   D) 1 point- The student scored A grade in 10-29% of the courses in one competency-(91-100 points);
   E) 0 point- The student scored A grade in 0-9% of the courses in one competency-(91-100 points);

Faculty of Medicine

Student learning outcomes are graded according to 13 sectoral competences (assessing the subjects within each competence), for six years, each year is graded at a maximum of 3 points, respectively $13 * 3 = 39$
A) 35-39 points - very good result
B) 25-34 points - good result
C) 0-24 points - Average result

Faculty of Stomatology

Student learning outcomes are graded according to the 9 learning outcomes (assessing the subjects within each competence), for six years, each year is graded at a maximum of 3 points, respectively $9 * 3 = 27$
A) 22-27 points - very good result
B) 15 - 21 points - good result
C) 0-14 points - average result

Undergraduate (baccalaureate)

Student learning outcomes are graded according to 6 learning outcomes (assessing the subjects within each competence), for a maximum of four years, each year is graded at a maximum of 3 points, respectively $6 * 3 = 18$
A) 13-18 points - very good result
B) 7- 12 points - good result
C) 0-7 points - average result

Master's degree

Student learning outcomes are graded according to 7 learning outcomes (assessing the subjects within each learning outcomes), with a maximum of 3 points per year, respectively $7 * 3 = 21$
A) 16-21 points - very good result
B) 10-15 points - good result
C) 0-10 points - average result

Chapter 5. Evaluation criteria of bachelor's, master's and one step educational programs

1. Learning outcomes are declared clearly and are in compliance with higher education level and awarded qualification;
2. In the process of elaboration of the study program, legislation and ECTS-credit transfer system guidelines are used;
3. The structure and content of the program ensures logical compatibility of its components and ensures learning outcomes in average academic achievers in a reasonable timeframe;
4. Program's learning outcome is based on specialty characteristics, determined by qualification frame;
5. Determining the value of program components is made upon its content, learning outcome and specifics of the specialty;

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

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

8. The study program has study outcomes' adequate, transparent and fair assessment system, which ensures better academic achievement in students;

9. There are effective mechanisms for appealing the assessment by the student.

Instructions for Assessment of learning outcomes of educational program

During the course of the program

I. Assessment of learning outcomes of educational program

During the course of the program

Assessment of the learning outcomes of the educational program is carried out through the following methodology:

1) Analysis of the lecturer and training course assessment questionnaire by the student:

A) Students' assessment is 100% positive - 3 points

B) Students' assessment is 75-99% positive - 2 points

C) Students' assessment is 51-74% positive - 1 point

(For the accuracy of the study 95% and more registered students with active status should be involved. 2. The survey will be considered positive when receiving 26-51 points)

2) Questionnaire Analysis: program and service evaluation by academic and invited personnel

A) Positive assessment of professors/teachers implementing program 100% - 3 points

B) Positive assessment of professors/teachers implementing program 75-99% - 2 points

C) Positive assessment of professors/teachers implementing program 51-74% -1 point

D)For the study's accuracy, 95% and more involvement of the program-implementing professors/teachers are required

E)The survey will be considered positive when receiving 25-48 points

3) Ranking midterm assessment scores for students' academic performance:

A) 70-100% of students registered for the program received the maximum number of midterm scores (50-70 points) - 3 points, which is considered as very good result

B) 30-69% of students registered for the program received the maximum number of midterm scores (50-70 points) - 2 points, which is considered as good result

C) 10-29% of students registered for the program received the maximum number of midterm score points (50-70 points) - 1 point, considered as average result

4) Assessment of students' final scores:

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 ABC assessment of all subjects of enrolled students in the respective academic year is calculated and the corresponding score is assigned.

5) **Assessment of Administrative Services by the Student:**
      A) Students' assessment of administrative services is 100% positive - 3 points
      B) Students' assessment of administrative services is 75-99% positive - 2 points
      C) Students' assessment of administrative services is 51-74% positive - 1 point
      D) For the accuracy of the study 95% and more participants should be involved.
      E) The survey will be considered positive when receiving 23-45 points

5) Evaluation of student scientific activity:

A) Over 40% of students registered for the program are involved in scientific activities (published an article, thesis, participated in the conference, got involved in the grant project, scientific research) -4 points, which is considered as very good result

B) 30-39% of students registered for the program are involved in scientific activities (published an article, thesis, participated in the conference, got involved in the grant project, scientific research) -3 points, which is considered as good result

C) 10-29% of students registered for the program are involved in scientific activities (published an article, thesis, participated in the conference, got involved in the grant project, scientific research) - 2 points, which is considered as average result

D) 1-9% of students registered for the program are involved in scientific activities (published an article, thesis, participated in the conference, got involved in the grant project, scientific studies) -1 point, which is considered as poor outcome.

Evaluation points will be accumulated in the following order:

1) 18-23 points -The program gets very good results

2) 13-17 points- The program gets good results

3) 8-12 points -The result of the program is satisfactory

4) 0-7 points- Program's outcome is poor

Instructions for evaluating the learning outcomes of the educational program

After completion of the program:

1) **Analysis of program and service evaluation questionnaire by academic and invited personnel:**

  A) Positive assessment of program implementing professors/teachers 100% - 3 points

B) Positive assessment of program implementing professors/teachers 75-99% - 2 points
C) Positive assessment of program implementing professors/teachers 51-74% -1 point
D)For the study's credibility, 95% and more involvement of the program-implementing professors/teachers are required 4
E)The survey will be considered positive when receiving 25-48 points)

2) **Evaluation of student's general (sectorial) competencies**
  A) Over the course of one academic year, 70-100% of students enrolled in a program have scored A grade (91-100 points) in one of the competence courses receives 3 points;
  B) Over the course of one academic year, 30-69% of students enrolled in a program have scored A grade (91-100 points) in one of the competence courses receives 2 points;
  C) Over the course of one academic year, 10-29% of students enrolled in a program have scored A grade (91-100 points) in one of the competence courses receives 1 point;

3) **Analysis of the Evaluation Questionnaire for practical use of program and competence by employed students and graduates**
 A) Positive Assessment of Employed Students and Graduates 100% - 3 points
 B) Positive assessment of employed students and graduates is 75-99% - 2 points
 C) Positive assessment of employed students and alumni 51-74% -1 point
 D) For the study's accuracy, 95% and more involvement of the employed students and graduates are required
 E) The form will be considered positive when receiving 11-21 points.

4) Analysis of Employer Questionnaire:
A) Positive assessment from employer 100% - 3 points
B) Positive assessment from employer 75-99% - 2 points
C) Positive assessment from employer 51-74% -1 point
D)For the study's credibility, 95% and more involvement of the employers are required
E) The survey will be considered positive when receiving 3-6 points

5) Analysis of Graduates' Statistics who continued to study further;
A) 30% and more of the graduates continue to study at the next level - 3 points, which is considered as very good result
B) 10-29% of graduates continue to study at the next level - 2 points, which is considered as good result
C) 1-9% of Graduates continue to study at the next level - 1 point, which is considered as average result

For stomatology and medical faculty educational programs (including residency programs)

A) 50% and more of the graduates continue to study at the next level - 3 points, which is considered as very good result
B) 20-49% of graduates continue to study at the next level - 2 points, which is considered as good result
C) 1-19% of Graduates continued their studies at the next level - 1 point, which is considered as average result

6) Analysis of Graduates statistics who are employed according to their specialty:
A) Number of graduates employed within 6 months after completing the program, exceeding 70% and more - 5 points, which is considered as very good result
B) The number of graduates who are employed within 1-2 years after completing the program exceeds 50-70% and more- 4 points, which is considered as good result
C) Number of graduates who are employed according to their specialty does not exceed 50% will be assessed with 3 points, which is considered as average result

7) Statistical analysis of the graduate's GPA:
A) GPA of 91-100% of graduates is 2.5-4- is assessed with 5 points, which is considered as very good result
B) GPA of 71-90% of graduates is 2.5-4- is assessed with 4 points, which is considered as good result
C) GPA of 61-70% of graduates is 2.5-4- is assessed with 3 points, which is considered as average result
D) GPA of less than 60 % of graduates is 2.5-4-is considered negative and is assessed with 0 point.

Points of evaluation components will be summarized:
1) 20-25 points the program gets very good results
2) 15-19 points the program gets good results
3) 0-14 points the program does not pass the result