

Approved by the Rector's order
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Ltd "Avrasya Batumi International University"

The instruction for the development of Bachelor's and Master's programmes and the procedure for approval

Chapter I.

The instruction for the development of Bachelor's, Master's educational programmes

Article 1. Content of the educational programme

1 The Bachelor's, Master's educational program (hereinafter - the program) must meet the minimum requirements set out in the present document and should include:

- a) Program title;
 - b) Faculty, on which educational program is implemented;
 - c) Specialty;
 - d) Level of higher academic education:

 - e) Language of Instruction;
 - f) Qualification granted;
 - g) Program volume in credits;
 - h) Program supervisor;
 - i) Program admission precondition.
 - j) The aim of Educational Program oriented on formulating student competencies and determining activities;
 - k) Learning outcomes:
 - l) Opportunities for employment and continuation of learning
 - m) Methods of achieving learning outcomes;
 - n) Student knowledge evaluation system.
 - o) Human resources
 - p) Material resource
 - q) Program Budget, Financial Provision
2. The program must be accompanied by:
- A) curriculum with reference to the features of the organization of teaching;
 - B) Programmes (syllabus) of the academic courses;
 - C) Matrix of preconditions for training courses;
 - D) Map of learning outcomes of the program:

E) Information on human and material resources necessary for the implementation of the educational program.

In case of approval of the program, it should be attached with the program approval act.

Article 2. Qualification to be granted

1. It is permissible that the title of the program does not coincide with the qualifications awarded.
2. The wording of a short-cycle qualification of the I level educational program shall include a term - "interim qualification", indicating a direction or/and a field/specialty.
3. The name of the first cycle educational program qualification should include the term "bachelor" with reference to the relevant direction and / or field / specialty.
4. The name of the awarded qualification for the second level shall include the term "Master" and indicate the relevant direction or/and field/specialty.

Article 3. Program volume in credits

1. The Bachelor's degree teaching program includes 240 credits.
2. The main (profile) specialty, in which the student is awarded a Bachelor's degree, must be given minimum 120 credits.
3. At the Bachelor's degree is permissible, to give to the student opportunity to be able to master the additional specialty together with the principal. Additional specialty can be chosen at both as at the major specialty implementer faculty, at other faculties as well. Special restrictions can be established for educational programs of regulated profession.
4. In additional specialty the student is not awarded an academic degree. Additional specialty is desirable to include 60 credits. General and field competences achieved are reflected in the Appendix of diploma.
5. The Bachelor's program may also offer additional concentrations of study components to the student, which will be reflected in the Appendix diploma.
6. The volume of a Master's program is determined by the amount of 120 credits. Among them the share of the Master's Thesis should be 30 credits.
7. Distribution of the credits of curriculum of the regulatory educational program is determined by the Academic Council resolution.

Article 4. Teaching language

1. A program shall be implemented in Georgian or in foreign languages.
2. The teaching language shall be noted in a program.
3. Teaching an educational program in a foreign language is allowed if it is envisaged by the international agreement, or is agreed with the Ministry of education and Science of Georgia.
5. In case of offering an educational program in foreign language the program should be

formed in two languages - in Georgian and in the relevant foreign language. In the relevant point of the program compiled in the Georgian language should be indicated in which foreign language will be teaching conducted.

Article 5. Programme Admission Precondition

1. The purpose of determining the preconditions for admission to the program is to identify the prior competencies of the person in order to achieve the learning outcomes provided by the program in compliance with the rules established by the legislation of Georgia.
2. By the decision of the teaching University, it may be possible to have additional preconditions for a program (for example, knowledge of a foreign language at a certain level at master's degree, in which field/sphere it is necessary to own a bachelor's degree, etc.).
3. In case of existence of additional preconditions, student selection procedure should be open, transparent and fair, which should be defined by special (additional) University regulations.
4. The precondition for admission to the master's program, except the general master's exam, is the exam / exams defined by the Faculty and the rules established by the legislation of Georgia.

Article 6. Learning outcome

1. Learning outcomes should reflect information on what he/she should know (knowledge and understanding), what he/she should be able to do (applying knowledge, making judgement, communication skills, learning skills) and what values should the person have after the completion of the program.
2. Learning outcomes should reflect general (transferable) and field competences, in accordance with the relevant cycle registry and specific field specifications of higher education qualifications framework.

Article 7. opportunities for employment and continuation of learning

It should be indicated where a graduate of this program can be employed or continue learning.

Article 8. Learning outcomes achievement methods

It should be indicated in the program learning/teaching methods, ensuring achievement of learning outcomes.

Article 9. Educational plan and syllabuses of the teaching courses of the academic program:

1. The program curriculum should cover all the components, that are awarded by credits;
2. In reference to the component, it should be noted: The title, volume in credits, student load types (in astronomical hours).
3. The sum of credits' number of optional educational courses, indicated in the curriculum, shall exceed the total number of credits for optional educational courses

4. In the syllabus of the course will be indicated: The name of the course, lecturer / lecturers, training course objectives, number of credits and distribution of hours in accordance to student load types, course preconditions , learning outcomes, content of training course, teaching / learning methods, evaluation system criteria, Basic Literature, supported literature and other learning material.
5. The syllabus must include only those competences that are aimed at producing the appropriate component.

Article 10. Matrix of preconditions of the academic program and the map of learning outcomes:

The curriculum should be accompanied by the matrix of the preconditions of the training courses and a map of learning outcomes, which includes all components of the program and their interaction with the competencies envisaged by the program.

Article 11. Students knowledge evaluation system

1. The level of achievement of learning outcomes in each component of the program should include, midterm and final assessment.
2. Each form and component of the evaluation shall have its share from the total score (100 points) (it may be indicated in percentages) in the final evaluation and the respective information shall be referred in the syllabuses of the academic program component.
3. It is impermissible to assign a credit by using only one form of evaluation (midterm or final evaluation).
4. Each form of evaluation includes evaluation component/components, which include evaluation method(s) and evaluation method(s) are measured by evaluation criteria.
5. Evaluation components, methods and criteria shall be adequate for learning outcomes determined by the academic program component.
6. Each form of evaluation shall indicate minimal margin if competence, this shall be indicated in the syllabus of the academic program component. Sum of minimal margin of competence of midterm evaluation and maximum point of the final evaluation shall not be less than 51 points, while minimal margin of competence for the final evaluation shall not exceed 60% of final evaluation.

Article 12. Human resources

1. The educational program is implemented by human resources, including academic staff, teacher, researcher or invited staff with relevant qualifications.
2. The program should be attached with the list of the academic and invited staff with the relevant qualifications for the purpose of implementing the program;
3. A person, who has the necessary competence for achieving the learning outcomes envisaged by the program, is considered to possess the relevant qualification, which may be determined by the academic degree, special education received, publications or professional experience.

Article 13. Material resources

1. The educational program is implemented with material resources, including auditoriums, laboratories, library, relevant inventory and etc.
2. The program should be attached by the list of the necessary material resources for the implementation of the program;
3. If the University does not have the equipment which is necessary for the proper implementation of the program, it should be indicated where this research part (in which institution) is to be completed within the Master's program. The Program supervisor shall submit a letter of consent from this institution. The letter of consent should also be presented from the partner organizations, where the program is intended to carry out the practice.

Article 14. Foreign language courses.

In case of implementation of foreign language program the consent of the Ministry of Education and Science of Georgia shall be attached to the program.

Article 15. Financial support of the Program

The program should include information on financial support of the relevant program.

Article 16. Making changes in a Program

Any change in the program is made in accordance with the rules established for the approval the educational program.

Chapter II.

Procedure for Approval of Bachelor's, Master's Educational Programs

Article 18. Program Development

1. The elaboration / composing of the educational program is conducted with the participation of specialists, students, representatives of field scientific-research institutes, employers and other stakeholders of the respective direction / field invited by the academic staff.
2. The decision on submission of the program to the next stage is formalized as a protocol. A compatible version of the program developed will be submitted to the Quality Assurance Service of the Teaching University.

Article 19. Review of the program

1. The quality assurance service checks the compliance of the program with the established requirements and, in case defects are identified, returns the program to the initiative group in

order eliminate them. In case of a positive decision the Quality Assurance Service submits the program to the Academic Council for approval.

Article 20. Approving a program

1. The Academic Council of the Teaching University approves the educational program by considering the conclusion of the Quality Assurance Service of the Teaching University.
2. The amendment to the approved educational program is carried out in accordance with the provisions of this Regulation.