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*HEAD OF ADMINISTRATION, CHAMCELLOR*

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## **Higher Education Program Implementation Regulations**

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#### Preamble

1. These Regulations shall be the statutory document for all structural units involved in development and implementation of vocational education programs;
2. These Regulations is:
  1. Developed by BNTU Quality Assurance Service;
  2. Approved by BNTU Representative Board;
  3. Become effective upon its approval.
3. Modifications to these Regulations shall be developed and made as required, taking into consideration of modifications to the statutory documents based on which it was prepared;
4. These Regulations shall be applied to the following BNTU documents:
  1. Job descriptions of staff involved in development and implementation of higher education programs;
  2. Provisions of structural units involved in carrying out/provision of teaching process.
5. Registered copies of these Regulations shall be kept:
  1. to the BNTU Head of Administration-Chancellor (original);
  2. in BNTU Quality Assurance Service (soft copy);
  3. at BNTU faculties (soft copy).
6. Legal framework of these Regulations are the following:
  1. Law of Georgia on Improvement of Education Quality;
  2. Law of Georgia on Vocational Education;
  3. Subordinate acts effective in the field of education in Georgia;
  4. Law of Georgia on Training and Certification of Mariners;
  5. International Standard ISO 9001:2015 Quality Management Systems-Requirements;
  6. International Standard ISO 9000:2015 Quality Management System and Glossary;
  7. sd №2-010101 – BNTU Articles of Association;
  8. sd №2-010102 – BNTU Internal Regulations (Provisions, regulating BNTU activity);
  9. sd №2-020101-01 – „Procedures for Handling of Internal Statutory Documents and Provision of Activity of Teaching University“;
  10. sd №2-020101-02 – „Procedures for Classification and Identification of Effective Documents and Forms used in Teaching University Activity“;
  11. sd №2-020101-03 – „Procedures for Management of Documents and Data in Teaching University“.

#### Abbreviation and definitions applied in BNTU

ISO	-	International Organization for Standardization;
QS	-	Quality System;
ECTS	-	European Credit Transfer and Accumulation System;
ID	-	Information Document;
MAG	-	Maritime Administration of Georgia;
Statutory Document	-	Document, establishing general principles and features of different activities and related to the types of different activities and their results;
Job Description	-	Internal statutory document, determining qualification requirements, duties, rights and liability of an employee, appointed to the position;
Regulations of a structural unit	-	Internal statutory document, determining the status, field or area of activity, tasks and functions of a structural unit, rules of appointment of a structural unit head, his/her official duties;
Registered copy	-	Document with registration number according to the list of registered documents;
Student	-	Person, who was enrolled and is studying at Bachelor's/Master's degree educational program in accordance with the law;
Master's degree student	-	Person, who was enrolled and is studying at Master's degree educational program in accordance with the law;
Education program	-	Bachelor's, Master's, vocational educational program(s);
HEI	-	Higher educational institution;
BNTU or teaching university	-	Batumi Navigation Teaching University Ltd.

#### Article 1. Legal basis of Regulations. Regulatory scope

1. This Higher Education Program Implementation Regulations (hereinafter referred to as the **Regulations**) is developed on the basis of the Law of Georgia on Improvement of Education Quality, Law of Georgia on Vocational Education, Subordinate acts, and the Internal Regulations of Batumi Navigation Teaching University (hereinafter referred to as **BNTU**);
2. These Regulations shall govern issues related to the development and implementation of higher education Bachelor's and Master's degree education programs (hereinafter referred to as the **Bachelor's/Master's degree program** or **Program**) in BNTU;
3. Issues, not considered in these Regulations shall be regulated in accordance with the BNTU Internal Regulations and intra-university acts. All the issues, not considered in BNTU regulating provisions/regulations, shall be settled in accordance with the effective Law of Georgia;
4. BNTU shall provide publicity of information, including via web-site. Students and Master's degree students (hereinafter referred to as the Students), persons, involved in education programs shall be obliged to be acquainted with this information and fulfill requirements, specified under these Regulations. Ignorance of these requirements shall not release them from the obligation of their fulfillment and from the responsibility caused from their non-fulfillment.

#### Article 2. Higher Education Programs (Bachelor's degree, Master's degree program)

##### 1. Program development, approval, modification, amendment, cancellation

1. Higher Education Programs shall be developed and implemented by faculty, which makes modifications (changes) to the current programs as well. For the purpose of program development/modification, task group shall be formed, activity of which shall be supervised by the program manager or a person, appointed by the Academic/Faculty Council. BNTU potential employers shall take part in this process and BNTU partner-institutions may be involved as well. Draft program shall be submitted to BNTU Quality Assurance Service by faculty dean for the purpose of establishment of compliance with effective educational standards and BNTU rules. In case of affirmative conclusion, draft program is submitted to the Academic Council. In case of identification of errors by the Quality Assurance Service, Faculty Council examines necessity of consideration of such notes – they are corrected or left as is with relevant written justification, and then draft program is submitted to the Academic Council. In case of discrepancy between Faculty Council and BNTU Quality Assurance Service, the Academic Council examines arguments of both them. Academic Council shall examine draft program and made decision on approval/refusal of approval program. Decision on approval of project shall be made if a program corresponds to the standards effective in Georgia and internationally (in case of programs in marine field), missions and education priorities, complies with the requirements existing in this field, provides competitiveness of alumnus in Georgian and International education and labor markets, there is available relevant financial and human resources etc. Financial provision of programs shall be made from BNTU budget;

2. Faculty Council shall be entitled to develop and submit offer to the Academic Council about development of new program, modification or cancellation of current program. Academic Council shall be entitled to make decision on development, modification, cancellation/refusal of cancellation, approval/refusal of approval of the program. The goal of development of new program is a development of BNTU educational activity in higher-priority areas. The basis of modification of program shall be the changes made to the Georgian legislation, requests from the partner educational institution (in case of joint/exchange programs), recommendations and considerations of Quality Assurance Service, students, implementers, alumni, potential employers, field experts etc. The basis of cancellation of the program may be non-compliance with the mission and/or education priorities (due to the changes made to the mission and/or priorities), unprofitability of the program, lack of student body during several years etc.

##### 2. Program manager and implementers

1. Program management is considered additional academic responsibility, which is carried out by professor, associated or assistant professor. Program manager shall be the relevant field expert, and his/her competence may be certified by the degree of doctor or equal academic degree and/or professional experience. Based on its specificity, the program may have more than one manager (co-manager), who shall fulfill the abovementioned requirements. Program manager shall supervise activity of program implementers (hereinafter referred to as the Program staff), carry out systematic analysis of program and develop recommendations, provide assistance and consultations to students and other interested persons etc. Program manager shall be accountable to the Rector, faculty dean and Faculty Council;

2. The program shall be implemented by academic staff (professor, associated professor, assistant professor) and invited staff (invited specialists), selection of which is carried out in accordance with the legal requirements and rules, established by BNTU. Qualification of academic and invited staff shall be certified by the degree of doctor or equal academic degree, special education/training, professional experience and scientific publications.

##### 3. Program implementation quality assurance

Results of teaching process monitoring, inquiry, interviewing and examination of recommendations shall be used for the purpose of assurance of program implementation quality. Program staff and students shall evaluate teaching process, program etc. Also, students shall evaluate program staff. Potential employers and field experts shall evaluate applicability, content, goals and expected results of the program, opportunity of employment and competitiveness of alumni etc. For the purpose of identification of employment supporting factors, considerations of alumni are examined. On the basis of analysis of monitoring results, expressed considerations, offers and recommendations program improvement mechanisms are developed. Different indicators may be used for program evaluation, and they are designed for the evaluation of program by quantitative indicators. The part of indicators may be used immediately upon starting of implementation of program and other part during implementation process; for example:

- Academic Performance Index of program students;
- Dynamics of enrollment at program (number of students during several years);
- Number and proportion of students moved to the program by mobility and moved out by mobility (during several years);
- Proportion of students enrolled at program and program alumni (during several years);
- Total number of employed program alumni (according to years);
- Arithmetic average of diploma GPA of program alumni;
- Number of program alumnus worked on their speciality (during several years);
- Interviewing of program implementers, students, alumni, and analysis of results;
- Evaluation of the level of competence of employed program alumni by employers etc.;
- Analysis of interviews and evaluations of potential employers field experts;
- Program evaluation by SWOT analysis.

##### 4. Availability of information about program

For the purpose of publicity of information, the list of programs and on-line version of catalogue are uploaded at BNTU website; printed catalogue is kept to the faculties and available for all interested persons. As well as, BNTU contact information, information on the conditions of enrollment at program, tuition fee, program human and material resources, teaching process and schedule is uploaded at BNTU webpage. Faculty dean, program manager and staff shall consult students and persons, willing to study in BNTU.

#### 5. Program description (curriculum). Program component syllabus

1. Program description (curriculum) shall include the following: program name; higher education level; program field, specialty (in case of Master's degree program); qualification to be conferred; program volume by credits; teaching language; preconditions for enrollment at program; program objectives; planned results; learning/teaching methods; student grading system; education plan; fields of employment of alumni; opportunity of alumni to continue study. Curriculum shall be attached with the study results chart (with the indication of all program components), information about human and material resources of program and programs of program components provided for by the education plan (syllabuses);
2. Syllabus shall include the following: program component name; program name; higher education level; Teaching language; syllabus author and contact information; number of credits, contact and independent hours; preconditions for admittance at program; objectives; planned results; content; learning/teaching methods; student grading system; in case of training course – obligatory (basic) and additional (auxiliary) literature and other results (if any);
3. In addition to abovementioned, curriculum and syllabus may include other information;
4. BNTU applies unified forms of curriculum and syllabus, which describe program, as well as all the aspects of implementation of all components.

#### 6. General program requirements

1. Bachelor's/Master's degree program (hereinafter referred to as the Program) is a combination of components required for obtaining of qualification, which shall provide achievement of program objectives and planned results with a level, determined by qualifications framework Bachelor's/Master's degree program grade descriptor and field indicators (if any). Program shall correspond to the mission, be drawn up in accordance with European Credit Transfer and Accumulation System (ECTS) and have logical structure. Order of study of program components shall be logical and provide knowledge transfer in accordance with the principle: "From general to particular, from simple to difficult";
2. Bachelor's degree program includes only educational components. Master's degree program includes educational component (educational courses, internship) and scientific component (Master's Thesis). Educational components are implemented during one semester and evaluated in the same semester. Scientific and research component is evaluated in the same or next semester, when a student completes work on it.

#### 7. Program structure. Program components

1. Bachelor's degree education program structure: The program may have the following structure: a) Basic specialty (obligatory and optional part) and free components (obligatory and optional part); b) Basic specialty (obligatory and optional part), additional specialty (obligatory and optional part) and free components (obligatory and optional part); c) Basic specialty (obligatory and optional part) and two additional specialties (obligatory and optional part). The basic specialty is that (no less than 120 credits; educational courses, internship and/or Bachelor's degree thesis), in which Bachelor's academic degree is assigned to the alumni. Qualification shall not be assigned in additional specialties (names of learnt components, received credits and grades shall be indicated in supplement of diploma). Free component of program implies obligatory and optional educational courses of non-specialty, specified under program educational plan, and so called "free credits" (other components of educational courses/program, chosen from other Bachelor's degree program). Student may form personalized educational profile by means of concentration of educational courses, free credits and/or additional specialty program (if it is provided for by the Bachelor's degree program structure) offered by a program. Bachelor's degree program includes only educational components (educational courses, internship, Bachelor's degree thesis);
2. Master's degree education program structure: The program includes educational (educational course, internship) and scientific-research (Master's Thesis) components. Program educational components may be optional or obligatory. Master's Thesis is obligatory. By means of concentration of optional educational courses, student may form personalized educational profile.
3. Program components:

- Educational course - 1) Arrangement of semester according to syllabus: lectures, work in task group, practical work and/or other, mid-term (so called "current") grades (I-VII, X-XV), mid-term exam and examination of mid-term exam results (week VIII-IX), preparation for final exams by independent work (XVI), final exam (week XVII-XVIII), additional exam (is conducted no later than within 05 calendar days after announcement of final exam results); 2) Student evaluation: Interim form of evaluation (max 60 points) includes so called "current grades" (max 40 points, max 8 evaluations) and mid-term exam (max 20 points), and final evaluation form includes final exam (max 40 points). Mid-term exam includes materials learnt by the moment of conduction of exam, final and additional exams – whole learnt material. Time limits are fixed in BNTU for exam. Exams shall be conducted within Monday-Saturday period; schedule shall be placed at announcement board and/or webpage; 3) Issues, related to the implementation of educational courses and student evaluation are indicated in syllabus;
- Internship - 1) Arrangement of semester according to syllabus: work on internship object, interim evaluations and other. (week I-XVI), public defense of report/final exam (week XVII-XVIII), additional defense/exam (is conducted no later than within 05 calendar days after announcement of cumulative point of public defense/final exam); 2) student evaluation: Interim form of evaluation (max 60 points) includes grades of student by mentor, and final evaluation form (max 40 points) includes exam, which in its turn includes evaluation of the internship report (evaluated by internship mentor, max 20 points) and defense (is carried out in presentation form, evaluated by the defense commission, max 20 points). Defense of internship report is carried out in the form of presentation against public defense commission. Time limits are fixed for public defense (for presentation) in BNTU. Defenses may be conducted within Monday-Saturday period; schedule shall be placed at announcement board and/or webpage; 3) Issues, related to the internship and student evaluation are indicated in syllabus.
- Bachelor's degree thesis - 1) Arrangement of semester according to syllabus: Preparation of Bachelor's degree thesis, work with thesis advisor, interim evaluations etc. (week I-XVII), public defense of thesis (week XVIII), additional defense (conducted no later than within 05 calendar days after announcement of cumulative point of thesis and public defense); 2) Student evaluation: Interim form of evaluation (max 60 points) includes evaluation of student by thesis advisor, and final evaluation form (max 20 points) includes exam, which in its turn includes evaluation of directly Bachelor's thesis (max 20 points) and its public defense (is carried out in presentation form, evaluated by the defense commission, max 20 points). Bachelor's degree thesis defense is carried out in the form of presentation against public defense commission. Time limits are fixed for public defense (for presentation) in BNTU. Defenses may be conducted within Monday-Saturday period; schedule shall be placed at announcement board and/or webpage; 3) Issues related to the Bachelor's degree thesis and student evaluation are indicated in Bachelor's degree thesis syllabus.
- Master's Thesis - 1) Arrangement of semester according to syllabus: Preparation of Master's Thesis, work with Master's thesis advisor etc. (week I-XVII), public defense of thesis (week XVIII); 2) student evaluation: Master's Thesis is a scientific-research component of program, which is evaluated in one form– final evaluation (max 100 points), which includes the following: a) Evaluation of directly Master's Thesis– max 100 points, which amounts to max 98% of final evaluation (thesis is evaluated by public defense commission members - field experts individually; max evaluation of each of them - 100 points; evaluation of Master's Thesis (points) is an arithmetic average of evaluations (points) made by evaluators, and b) evaluation for oral presentation of thesis - max 100 points, which amounts to max 2% of final evaluation (evaluated by all public defense commission members. Defense of Master's thesis is carried out in the form of presentation against public defense commission. Time limits are fixed for public defense (for presentation) in BNTU. Defenses may be conducted within Monday-Saturday period; schedule shall be placed at announcement board and/or webpage; 3) Issues related to Master's Thesis and student evaluation are indicated in Bachelor's degree thesis syllabus.

4. Complete list of program components, study precondition and order, number of credits etc. are indicated in education plan. Name of program components, status, teaching language, preconditions of admission, number of credits, contact and independent hours, goals and results, evaluation system, teaching methods and other information related to the study of program component are indicated in component syllabus.

#### 8. Teaching language

Teaching language in BNTU is Georgian. Offering of separate program component in foreign language is allowed. Implementation of program only in foreign language shall be allowed if it is provided for by the international agreement or is agreed with the Ministry of Education and Science of Georgia.

#### 9. Teaching methods

1. Teaching method is a mean of knowledge transfer such as: lecture, work in task group, practical/laboratory work, workshop, teaching by e-resources etc. (indicated in syllabus). In teaching process, different methods and activities shall be used. For example:

- Explanation – implies interpretation and detailed examination of particular issue;
- Discussions /debates – implies interactive teaching, aimed to the development of skills to communicate own opinion clearly, logically and on a reasonable basis and oppose others opinions;
- Team (collaborative) work – implies grouping of students, distribution of functions among group members and joint execution of task;
- Problem Based Learning (PBL) – usage of specific problem as an initial stage, and it is aimed to its examination and evaluation, seeking of ways of solution and determination and evaluation of expected results;
- Cooperative learning – means mutual assistance of students;
- Heuristic approach – means analysis of problem, division of basic problem into individual aspects, establishment and evaluation of cause-effect relationship between them, formation of problem solving hypothesis and establishment of logical steps of its solution;
- Case study – implies through examination and analysis of specific case, establishment of cause-effect relationship between separate aspects of the case;
- Demonstration – means audio- and/or visual presentation of information;
- Brain storming – means formation, explanation and justification of opinion, idea regarding specific issue/problem and its solution;
- Role and situational games - aimed to the selection and application of behavioral model in both, specific and complex, different situations, taking into consideration of various aspects of such situation;
- Inference – means, reasoning during communication from particular to general;
- Deduction- means, reasoning during communication from general to particular;
- Analysis - means, division of particular information/problem into component aspects and their examination and evaluation;
- Synthesis – means, integration of different factors/aspects of a problem into coherent whole and their joint examination and evaluation;
- Action-oriented learning– means practical interpretation of theoretical material, and aimed to the development of practical skills;
- E-learning – Full-time (learning process is carried out during contact hours; education material are transferred in electronic form); mixed (part of learning is carried out online, and part – during contact hours); online (learning process is carried out online).

2. Methods shall be selected taking into consideration of specificity of program component, and it shall be indicated in syllabuses. Methods, used in program component provide achievement of planned results in this component, and combination of methods used in all program components – achievement of results planned by program wholly.

#### 10. Provision of transparency and possibility of choice considered for by the program

1. Provision of transparency of choice: Name of program component, number of credits, learning preconditions etc. are indicated in program education plan and syllabuses. Soft copies of syllabuses of components provided for by program curriculums and programs are uploaded into BNTU students electronic database and BNTU library computers that provides transparency of choice;

2. Provision of possibility of choice: Sum of credits of optional educational courses and “free credits” (in case of Bachelor’s degree programs) offered by program education plan exceeds number of credits, fixed for optional component of program. Twice a year (during academic registration) a student shall choose desired educational course (shall be registered). Within one week upon starting of semester, a student may change his/her choice – cancel registration and choose other educational course(s).

#### 11. Face-to-face work with students

Program component syllabuses envisage face-to face/additional work with students (e.g. consultations). These hours are not belong to program component credit and are considered supporting mechanism of improvement of achievements of a student and better understanding of issues to be learnt. Consultations shall be conducted during semester, according to the schedule of consultations.

#### 12. Right of study at program

1. A person, having the document, certifying complete general education or equal, shall be entitled to study at Bachelor’s degree education program. Enrollment at Bachelor’s degree program shall be carried out on the basis of the results of Unified National Exams (ranking document), except for the cases provided for by the Law of Georgia On Higher Education (enrollment without Unified National Exams is carried out in special cases, specified under the legislation, in accordance with the established rules). A person, registered in ranking document, whose name is not entered in the unified enrollment act of the Rector due to failing to apply to BNTU within fixed term, is entitled to apply to BNTU with the request of enrollment, up to the June of next year after issuance of the uniform act of the Rector (№19/n Order of the Minister of Education and Science (18.02.2011, Article 39, p.6);

2. A person with at least Bachelor’s or equal academic degree (in case of regulated program, Bachelor’s or equal corresponding degree is required) shall be entitled to study at Master’s degree education program. Enrollment at Master’s degree program shall be carried out on the basis of Master’s degree exam results (ranking document) (without general Master’s degree exams, it is allowed only in accordance with the rule and within the terms, specified by the Ministry of Education and Science of Georgia, in cases, specified under the Law of Georgia On Higher Education). Internal exam in BNTU is conducted in specialty. BNTU shall be entitled to establish and conduct internal exam in foreign language etc. Internal exams in BNTU are conducted in accordance with the rule, provided for by BNTU Internal Regulations and faculty Regulations. Enrollment at Master’s degree program shall be carried out on the basis of Master’s degree exam results (ranking document);

3. Continuation of study with higher education program in accordance with the rule specified under the Law of Georgia and by BNTU shall be allowed by mobility for the students of the same stage education programs of higher education of BNTU and other HEIs;

4. In accordance with the Law of Georgia and statutory documents of the International Maritime Organization (International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978/95, as amended in 2010), study at marine field programs requires relevant state of health, which is necessary to learn specific program components and achieve planned results. State of health shall be indicated in corresponding medical certificate, which is issued by medical institution approved by the Agency (see, list of medical institutions at Agency’s website [www.mta.gov.ge](http://www.mta.gov.ge)).

### 13. Program study outcomes. Alumni competencies

1. Bachelor's degree education program study outcomes. Alumni competencies. Results to be achieved by Bachelor's degree program (alumni competencies) are determined by higher education Bachelor's degree program qualification descriptor and field indicators (if any). Study results are described by field and general competencies and include 6 criteria: knowledge and consciousness, ability to use knowledge in practice, ability to make conclusion, communication ability, learning ability, values;

5. Master's degree education program study outcomes. Alumni competencies. Results to be achieved by Master's degree program (alumni competencies) are determined by higher education Master's degree program qualification descriptor and field indicator (if any). Study results are described by field and general competencies and include 6 criteria: knowledge and consciousness, ability to use knowledge in practice, ability to make conclusion, communication ability, learning ability, values.

### 14. Completion of program. Qualification to be conferred

1. Completion of study by Bachelor's degree education program. Qualification to be conferred. The program shall be considered completed is a student fulfilled program requirements and received number of credits fixed for the program in accordance with these requirements. Program alumni shall be conferred Bachelor's academic degree; name of qualification to be conferred includes the term "Bachelor" with the indication of corresponding degree and/or field/specialty;

2. Completion of study by Master's degree education program. Qualification to be conferred. The program shall be considered completed is a student fulfilled program requirements and received number of credits fixed for the program in accordance with these requirements. Program alumni shall be conferred Master's academic degree. Name of qualification to be conferred includes the term "Master" with the indication of corresponding degree and/or field/specialty and/or subfield/specialization. After assignment of academic degree, certifying diploma shall be issued.

3. A person, who did not or could not complete corresponding stage of education, shall be given relevant certificate of attendance of corresponding educational courses/modules of education program.

## Article 3. Student load. Training agenda

### 1. Education program scope

1. Student load is expressed by credit –unit, which includes independent and contact hours required for the achievement of planned study results. Contact hour is a time, fixed for the activity of a student with the involvement of program staff, and independent hour is a time, fixed for the activity of a student without involvement of program staff. Time determined for additional exam/defense (preparation, submission, evaluation), consultations is not the component part of credit. Credit is received only in case of achievement of planned study results, which is expressed by one of the high grades according to the effective Law (51- 100 points);

2. Education program scope:

- Bachelor's degree education programs: no less than 240 credits
- Master's degree education programs: no less than 120 credits

### 2. Duration of study. Extension of duration of study (additional semester)

1. Duration of study by education program (basic term)

- Bachelor's degree education programs: 8 semesters
- Master's degree education programs: 4 semesters

2. Extension of duration of study by education program (additional semesters)

- Bachelor's degree education programs: +4 semesters
- Master's degree education programs: +2 semesters

Study in additional semesters shall be allowed if receipt of credits required for conferring of qualification with fulfillment of program requirements is possible within this term (no more than 75 credits per academic year).

### 3. Student load. Training agenda

1. In BNTU:

- 1 credit = 26 hours (includes contact and independent hours);
  - 1 academic hour equals to 1 clock hour. One academic hour means: 50 minutes of class-room time + 10 min. break;
  - 1 academic year includes 2 semesters - fall semester (20 weeks) and spring semester (24 weeks) – and holidays between them;
  - Semester includes academic weeks, including period of conduction of additional exams/defenses and period of evaluation of student at additional exams/defenses;
  - Academic week is a time period, which includes activities to be done during contact, as well as independent hours;
  - 1 academic year includes 60 credits. Taking into consideration of peculiarities of education program or student's personalized education program, it is allowed that annual load of a student to be more or less than 60 credits but no more than 75 credits;
2. BNTU shall be entitled to carry out teaching/learning process of education program of Master's degree program with incomplete load: one academic year in average includes 30 (ECTS) credits and academic load of student per week - with total amount of independent and contact hours - no more than 25 hours;
3. Activity, provided for by contact hours shall be carried out on the basis of program education plan and syllabuses of program components, in accordance with schedules, drawn up for one semester, which are placed at BNTU announcement board and/or webpage.

### 4. Personalized training agenda

1. Study process in BNTU is carried out according to the agenda, drawn up for training groups (training, exam, consultation agendas). In special cases, when complying with this agenda is not possible for a valid reason, for the purpose of student support: a) student may attend classes and consultations, go up for exams/defenses and additional exams/defenses on days/within hours fixed for other training group(s); b) it is allowed to draw up personalized schedule;

2. Personalized schedule shall be drawn up only in cases, when it is possible to achieve study results, planned according to program within remaining period. Duration of personalized schedule shall not exceed the duration of a semester for which this schedule have to be drawn up. Terms of personalized schedule shall be determined in compliance with the following rules:

- Educational course: contact trainings, semestral current grades and mid-term exam shall be conducted before starting of final exams. Within the period remaining before ending of semester it should be possible a) to conduct additional exam within no later than 5 days upon announcement of final exam results, b) to announce student evaluation and results at additional exam;
- Internship: Within the period remaining before ending of semester it should be possible a) to conduct additional defense/exam within no later than 5 days after announcement of public defense/exam results, b) to evaluate student at additional defense/exam and announce results;
- Bachelor's degree thesis: Within the period remaining before ending of semester it should be possible a) to conduct additional defense within no later than 5 days after announcement of public defense results, b) to evaluate student at additional defense and announce results;



- Master's Thesis: Within the period remaining before ending of semester it should be possible a) to conduct public defense, b) to evaluate student and announce results.
3. In case of fulfillment of student's application, information on personalized schedule is delivered to a student. Moreover, a student may participate in drawing up of personalized schedule.

#### 5. Cruising internship of maritime engineering faculty students

1. This rule is developed for the purpose of supporting of maritime engineering faculty student to acquire practical skills in real working environment and gain cruising experience. The rule considers possibility of recognition of work done in sea passage for the purpose of program cruising experience, and of achieved competencies;

2. Before commencement of sea passage, a student shall apply with the application to the dean of maritime engineering faculty. Application shall be attached with the document, certifying commencement of sea passage;

3. Faculty dean and field experts shall examine student's application and attached certifying documents and determine, how it would be possible that time in sea passage and work to be done be recognized as a work to be done at the internship object. Student shall be informed about conclusion done. In case of unfavorable conclusion, student has to be informed that the work done by him in sea passage shall not considered for the purposes of program cruising experience and the documents, submitted after returning back from sea passage shall not be examined. In case of favorable conclusion, a student shall be given explanations regarding conditions and rules, referred to in this Article. A student being in sea passage shall have e-mail by means of which he/she shall be able to contact with BNTU, receive information, consultations, and if required – softcopies of textbooks and other training materials etc.;

4. Work done in sea passage shall be considered work done at internship object only provided that:

- a student applied with the application to the dean of maritime engineering faculty before commencement of sea passage and submitted document, certifying commencement of sea passage;
- a student has an active status at the moment of submission of application;
- a student have fulfilled preconditions of cruising experience (indicated in cruising experience syllabus);
- work done by a student in sea passage corresponds to the goals and planned results, indicated in cruising experience syllabus;
- scope of work done by a student in sea passage, expressed in clock hours (considered contact hours) is not less than number of contact hours, referred to in cruising experience syllabus (rule of calculation of contact hours: 40 hours per 01 week x number of weeks in sea passage. If number of hours, obtained as a result of calculation exceeds the number of hours indicated in syllabus, only the number of contact hours indicated (fixed) in syllabus are counted);
- a student kept a diary in accordance with the requirements specified by BNTU, and prepared internship report (if public defense of internship report is considered by syllabus);
- after returning back from sea passage student submitted to the faculty dean the following: a) Document, certifying sea passage duration (with the indication of dates); b) internship diary and internship report (if public defense of internship report is considered by syllabus); c) Conclusion of his/her direct mentor (internship mentor) made in sea passage, indicating work executed by a student, description and evaluation (considered interim evaluation; evaluated in accordance with the evaluation system, indicated in cruising experience syllabus);
- abovementioned documents were submitted within the term, which allows to examine submitted documents, evaluate internship report, conduct public defense/final exam, conduct additional defense/exam within no later than 5 days after announcement of public defense/exam results, evaluate student and announce results within the period remaining before ending of semester;
- Taking into consideration of interim evaluation (point) a student may be admitted to the defense/final exam.

5. Decision on work done in sea passage, taking of submitted internship diary and report into consideration for cruising experience purposes, on admittance of a student at public defense/final exam shall be made by the faculty dean on the basis of justified conclusion of the group of field experts. The group shall examine specificity and scope of work done in sea passage, compliance of submitted internship diary and report with the requirements, indicated in cruising experience syllabus, conclusion, prepared by direct mentor of a student in sea passage, interim evaluation etc. Moreover, the group shall evaluate internship report. A student shall be admitted to public defense/final exam if all abovementioned requirements and preconditions of admittance at defense/exam are fulfilled (minimum competency limit is passed in interim evaluation). Public defense/final exam and additional defense/exam may be conducted on the date, indicated in cruising experience syllabus, as well as on other date (in this case rule of drawing up of personalized training agenda is applied);

6. Grade F (0 point) shall be fixed in program component – "Cruising internship" to a student, who is not admitted at public defense/final exam. Credit in cruising internship shall be considered received if sum of interim and final evaluation points equals to the points corresponding to the one of the high grades;

7. Labor contract/agreement etc. concluded with crewing company/other employer shall be considered the document, certifying set out on sea passage. Certificate/other document issued by crewing company/ other employer or authorized person shall be considered the document certifying presence on sea passage. Document, certifying set out/ presence on sea passage shall include the following: 1) in case of legal person - name, business address, contact phone number of the document issuer institution, registration number of the certificate, certificate issuance date, information on dates of set out on and returning back from the sea passage of a student; certificate shall be signed by authorized person (with the indication of his/her identity and position) and corporate seal; 2) In case of natural person (direct mentor of a student, ship captain, other person, authorized to issue and sign the certificate) – First and last name, position, contact information (phone number, e-mail) of a person, issuing document, date and basis of issuance of the document, information on dates of set out on and returning back from the sea passage of a student; document shall be signed by authorized person. In case of lack of required information in the document, submitted by a student, it is not examined and work executed by a student on sea passage shall not be taken into consideration for program cruising experience purposes (submitted document, internship diary and internship report shall not be examined);

8. BNTU reserves the right to verify authenticity of submitted document.

#### Article 4. Student evaluation

##### 1. Main principles and goals of evaluation

1. Main principles of evaluation of a student:

- Common availability principle – evaluation-related information shall be equally available to all persons;
- Principle of transparency– information on evaluation system, evaluation forms, components, methods and criteria, and evaluation frequency shall be complete and comprehensive;
- Principle of equality – all the students shall be in equal conditions. Each of them shall be given equal possibilities for the demonstration of skills;
- Principle of equity – Evaluation of all students shall be carried out in the same manner.

2. The purpose of the evaluation is to determine the level of achievements of a student and their compliance with results, planned in accordance with the program.



## 2. Rule of evaluation of students

1. Evaluation of students in BNTU is carried out by 100- point grading system in accordance with the effective Law:

Grade	Points	Evaluation	
		Letter	Description
5 Good grade	91 – 100	A	Excellent
	81 – 90	B	Very good
	71 – 80	C	Good
	61 – 70	D	Sufficient
	51 – 60	E	Insufficient
2 Failing grade	41 – 50	Fx	Failed (student needs more work to pass the exam; he/she is given the right to pass additional exam once again by individual work)
	40 – 0	F	Failed (the work done by a student is not sufficient and it is necessary to relearn the subject)

2. Evaluation of program educational component (educational course, internship, Bachelor's degree thesis) includes two forms – interim (multiple) and final, the sum of which is a final grade of program component. Specific share of interim evaluation in 100- point grading system effective in BNTU is max 60 points (minimum competency limit: educational course - min 21 points, internship, Bachelor's degree thesis - min 31 points), and of final form - max 40 points (minimum competency limit - min 20 points). A student, passing the minimum competency limit at interim evaluation shall be admitted to final evaluation. Assignment of credit in educational component using only one form of evaluation (interim or final) shall not be allowed. In case of Fx grade, additional exam is scheduled no later than within 05 calendar days after announcement of final exam results. Number of points already received in final evaluation shall not be added to the points received at additional exam. Grade, received at additional exam is a conclusive evaluation and set forth in final evaluation of program component. In case of 0-50 points in final evaluation of program component, taking into consideration of points of additional exam, F grade (0 points) is assigned to a student. Evaluation results shall be announced: no later than within 05 days after exam date (training course), no later than 02 calendar days after defense date (internship, Bachelor's degree thesis), no later than next calendar day – after conduction of additional exam/defense (educational course, internship, Bachelor's degree thesis);

3. Scientific-research component of education program (Master's Thesis) shall be evaluated one-time – by means of final evaluation (directly for the evaluation of Master's thesis, minimum competency limit amounts to 51 points from maximum possible 100). Master's thesis shall be evaluated in the same or next semester, when a student finishes work on it. In case of Fx grade in Master's thesis evaluation, student is entitled to present rewritten Master's thesis during next semester, and grade received in this case is not final. In case of 0-50 points, F grade (0 points) is assigned to a student. In case of F grade, student loses his/her right to present the same Master's thesis. Evaluation results shall be announced no later than within 02 calendar days after public defense;

4. Credit is received only in case of achievement of planned study results, which is expressed by one of the high grades according to the effective Law;

5. Student grading system, provided for by the program component (evaluation forms, components, methods and criteria) is referred to in program component program (syllabus).

## 3. Academic Performance Index (coefficients). GPA

Purpose of calculation of Academic Performance Indices (coefficients) below is to simplify recognition of grades, received in BNTU by HEI, which applies grading system other than that effective in Georgia, including GPA (Grade Point Average), and to establish compatibility of grades, received in such HEI with the grading system, effective in Georgia. GPA of semester/academic year depends on the number of credits to be received during semester/academic year and already received by a student, and evaluations (points), received in program components. Calculations below shall be made after additional exams/defenses, as in case of Fx grade, a student may collect points corresponding to the one of the high grades (credit may be considered received) by evaluations, received at additional exam/defense. Numbers obtained as a result of calculation shall be rounded as follows: four and less – rounded down, and five and more – rounded up.

1. **Program component/educational course weighted mark (Course Weighted Mark (CWM) and GPA.** Program component weighted mark "CWM" (Course Weighted Mark): points of evaluation in program component "GP" (Grade Point, column "4" of the table below) is multiplied by number of credits of this component "CR" (Credits), i.e.:  $CWM = GP \times CR$ . Program component GPA – points received in program component "GP" (column "3" of the table below) have to be assigned a value, corresponding to GPA (column "5"). For example, if student collected 96 points, then  $GPA=3.75$ ; if student collected less than 51 points (no credit), then  $GPA=0$ .

2. **Sessional Weighted Average (SWA), semestral GPA.** All "CWM" (weighted marks of program components) received during semester are summed up and divided by number of credits to be received during semester  $\Sigma CR=30$  (or other, for which a student was registered), i.e.:

$$SWA = \Sigma CWM / \Sigma CR = \Sigma (GP \times CR) / \Sigma CR$$

Semestral GPA is determined according to received SWA point (columns "6" and "7").

1) For example, credits to be received (registered)/received during semester and received evaluations are:

Program component:	№1	№2	№3	№4	№5	№6	№7	
Received GP (Grade Point)	73	67	68	73	71	69	74	
CR (Credit Units) to be received	5	5	6	4	5	2	3	$\Sigma CR = 30$
CWM (Course Weighted Marks)	365.00	335.00	408.00	292.00	355.00	138.00	222.00	$\Sigma CWM = 2115$

then:  $SWA = \Sigma CWM / \Sigma CR = 2115/30 = 70.50$  (column "6") and semestral GPA = 2.0 (column "7").

2) For example, credits to be received (registered)/received during semester and received evaluations are:

Program component:	№1	№2	№3	№4	№5	№6	№7	
Received GP (Grade Point)	73	67	68	73	0	0	0	
CR (Credit Units) to be received	5	5	6	4	5	2	3	$\Sigma CR = 30$
CWM (Course Weighted Marks)	365.00	335.00	408.00	292.00	0	0	0	$\Sigma CWM = 1400$

then:  $SWA = \Sigma CWM / \Sigma CR = 1400/30 = 46.67$  (column "6") and semestral GPA=0.25 (column "7").

3. **Annual Weighted Average points of academic year (Annual Weighted Average (AWA). Academic year GPA.** All "CWM"s (weighted marks of program components) received during academic year shall be summed up and divided by the number of credits to be received during academic year  $\Sigma CR=60$  (or other, for which a student was registered), i.e.:

$$AWA = \Sigma CWM / \Sigma CR$$

Academic year GPA is determined according to received AWA point (columns "6" and "7" of table below).

4. **Cumulative (collected) Weighted Averages of education program (Cumulative Weighted Averages (CWA). Education program GPA.**

All the "CWM"s (weighted marks of program components) received during learning of whole education program shall be summed up and divided by

the number of credits fixed for the program  $\Sigma CR$ , i.e.:

$$CWA = \Sigma CWM / \Sigma CR$$

Education program GPA is determined according to received CWA point (columns “6” and “7” of table below). If a student fails to receive number of credits fixed for education program, then education program GPA =0.

5. Diploma GPA. Diploma GPA equals to education program GPA. If a student fails to receive number of credits fixed for Bachelor’s degree/ Master’s degree education program, then Bachelor’s degree/Master’s degree education program GPA =0.

effective 100-point evaluation system				Academic Performance Index (coefficients)				
Program component				Program component			semester / academic year/ education program	
evaluation Course Grade		evaluation points Grade Point		Course Grade	evaluation points Grade Point (GP)	GPA	Points of Academic Performance Indices (SWA / AWA / CWA)	GPA
1	2	3		4		5	6	7
Excellent	A	A+	100-98	A	100-98	4.00	100-98	4.00
		A	97-95		97-95	3.75	97-95	3.75
		A-	94-91		94-91	3.50	94-91	3.50
Very good	B	B+	90-88	B	90-88	3.25	90-88	3.25
		B	87-85		87-85	3.00	87-85	3.00
		B-	84-81		84-81	2.75	84-81	2.75
Good	C	C+	80-78	C	80-78	2.50	80-78	2.50
		C	77-75		77-75	2.25	77-75	2.25
		C-	74-71		74-71	2.00	74-71	2.00
Sufficient	D	D+	70-68	D	70-68	1.75	70-68	1.75
		D	67-65		67-65	1.50	67-65	1.50
		D-	64-61		64-61	1.25	64-61	1.25
Insufficient	E	E+	60-58	E	60-58	1.00	60-58	1.00
		E	57-55		57-55	0.75	57-55	0.75
		E-	54-51		54-51	0.50	54-51	0.50
Fail (did not pass)	Fx	41-50	≤50 = 0	F	≤50 = 0	0.00	≤50	0.25
Fail	F	0-40			0	0.00		

“-” and “+” rankings and corresponding points in the evaluation system above are used within 100- point grading system of students, effective in Georgia for the purpose of better displaying of achievements of student and more detailed calculation of Academic Performance Index (evaluation coefficients):

**Article 5. Mobility, internal mobility**

Continuation of study in BNTU with higher (Bachelor’s/Master’s degree program) education program is possible by mobility for BNTU and other higher education institution (hereinafter referred to as - HEI) students. Mobility may be carried out within the one level of higher education in compliance with the requirements, provided for by the Law, preconditions of admission to education program and rules, effective in BNTU. A person, against whom there is an order in HEI on termination of status due to the act incompatible with the student’s status, and the basis of status termination is incompatible with BNTU Internal Regulations and considered gross misconduct, for which disciplinary penalty is applied in BNTU, shall not be enrolled in BNTU by mobility. Mobility may be carried out twice a calendar year within the terms, fixed for all HEIs. Right of mobility shall be assigned to a student, who did not enrolled in HEI in accordance with the rules, provided for by the Law, who at the moment of mobility is a HEI student with suspended student’s status, or other cases, provided for by the Law. A student acquires right of mobility after one year of study at corresponding stage of higher education (status suspension period shall not be counted in study period). A student, exmatriculated/expulsion before February 4, 2010 shall be considered a person with suspended student’s status during 10 years of issuance of order on exmatriculation/expulsion and within this period he/she shall be entitled to enjoy the right of mobility unless the basis of exmatriculation/expulsion is a basis for termination of student’s status in accordance with HEI Provisions/ Internal Regulations. A person, to which learnt program part is considered recognized by the State, shall be considered a person with suspended student’s status during 10 years of termination of study in accordance with the regulations provided for by the Law. In accordance with the Order of the Minister of Education and Science of Georgia, Master’s degree program student shall be entitled to move to other HEI at Master’s degree program education program only in such education program field, which corresponds to the type of general Master’s degree exam test, passed by him/her. Moreover, in case of regulated Master’s degree program, a student shall have corresponding Bachelor’s or equal academic degree. BNTU student shall carry out internal mobility within one stage of higher education in BNTU; internal mobility in BNTU may be announced twice a year within the terms, established by BNTU (usually, such terms coincide with external mobility terms). Compatibility of competencies already achieved by a student with BNTU program shall be determined according to the rules, effective in BNTU (rule of recognition of credits). BNTU shall be entitled to establish preconditions for the enrollment at education program and require submission of syllabuses of educational courses in which student received credit. Lack of compatibility between BNTU programs and programs to be learnt may be the basis for rejection of enrollment by mobility. Conclusion, made after determination of compatibility of education programs shall indicate which educational courses and how much credits are recognized, and from which semester the continuation of study is recommended. A student shall be informed about conclusion. On the basis of the conclusion and student’s consent, the Rector in accordance with the Law of Georgia issues order for admission at BNTU education program, and HEI from which a student moves out by mobility shall issue an order on termination of status of a student enrolled in other HEI, and after application of a student, the abstract from order, education document on the basis of which the enrollment was made and other documentation from student’s personal file shall be issued. If the number of application of students willing of mobility to BNTU Bachelor’s degree/Master’s degree education program exceeds the number of registered places, right of admission to BNTU shall be given to Bachelor’s degree/Master’s degree program students number of which corresponds to the number of registered places, and results of Unified National Exams/ Master’s degree exams of which (ranking points) exceeds the corresponding results of other students willing of mobility. Student may reject continuation of study by mobility in host HEI unless the order on admission is issued in this HEI. In this case a student is entitled to apply to host HEI and refuse to continue study in host HEI. If the order on admission is already issued, a student is considered a student of host HEI and he/she forfeits the right to continue study in previous HEI.

**Article 6. Rule of recognition of education (credits)**

**1. Bachelor’s degree education program**

1. In accordance with this rule, BNTU makes decision on recognition of education (credits and evaluations) acquired by a student for the purpose of Bachelor’s degree education program;
2. In accordance with the effective Law of Georgia: recognition of education received abroad means confirmation of authenticity of



educational document, issued by foreign country education institution and determination of correspondence of qualification, indicated in educational document, or results achieved during study with the qualifications effective in Georgia. Qualification gained in foreign country HEI, or education acquired during study in foreign country HEI shall be recognized by LEPL National Center for Educational Quality Enhancement. Decision on enrollment of a person having foreign country educational document in Georgian HEI shall be made relevant HEI in accordance with the Law of Georgia, on the basis of the recognition document issued by LEPL National Center for Educational Quality Enhancement. Recognition of foreign country HEI program educational courses shall be executed in accordance with the Law, on the basis of conclusion made by Georgian HEI which confirms correspondence of program, completed by a person during study abroad with HEI program, as well as recognized number of credits;

3. In accordance with these rules BNTU recognizes academic grades and qualifications awarded by all authorized higher education institution of Georgia (hereinafter referred to as - HEI); as well as, BNTU recognizes credits and evaluations received within higher education programs implemented by these HEIs;

4. Recognition of study results achieved within one qualification for the purpose of other qualification:

- BNTU shall be entitled to recognize study results achieved by a person within the corresponding level education program of academic higher education for the purpose of assignment of relevant qualification by completing other education program of the same level of academic higher education;
- Credits, received within higher education program, admission to and study at which is carried out in accordance with the Law of Georgia shall be subjected to recognition;
- For the purpose of recognition of credits, BNTU shall determine compatibility of study results achieved by a person within other education program of the same level higher education with the corresponding higher education program, and make decision on recognition of respective credits;
- As a result of substantive examination of education courses provided for by higher education programs, it is possible to determine correspondence of such courses in spite of their different titles;
- In accordance with the Law of Georgia, BNTU shall be entitled to calculate student load by credits in case of program, which is not implemented in compliance with ECTS;
- Recognition of credits shall be made in accordance with the rules, established by BNTU;
- In case of mobility and recognition of education acquired abroad, recognition of respective credits is carried out in accordance with the rules, specified by the Minister of the Education and Science of Georgia.

5. Recognition of student's credits by BNTU shall be based on their compliance with BNTU Bachelor's degree education program. Only credits, received within higher education program, admission to and study at which is carried out in accordance with the Law of Georgia shall be subjected to recognition;

6. Credits, received within graduate education program shall be recognized for the purpose of Bachelor's degree program. In case of mobility, credits of program of qualified health professional/ dentist/ veterinary physician are recognized in compliance with Bachelor's degree program;

7. BNTU shall be entitled to determine compatibility of competencies of a person going to continue study at BNTU Bachelor's degree program with BNTU Bachelor's degree program, on the basis of interview;

8. Recognition of received credits shall be made on the basis of determination of compatibility of program components completed by a student and Bachelor's degree programs chosen in BNTU: Recognition of credits may be made: on the basis of direct recognition of received credits, substantive examination of syllabuses of program components, or substantive examination of syllabuses of components and interviewing. In case of incompatibility (non-compliance) with BNTU program - 1) this is the basis for rejection of continuation of study in BNTU, or 2) A person shall be obliged to fully complete BNTU Bachelor's degree program;

9. Credits of specialty and non-specialty compulsory and optional educational courses (including so called "free credits") and other components of program (except for Bachelor's degree thesis) may be recognized;

10. Other components of educational courses/program of a) non-specialty and b) specialty, completed by a student, which are not provided for by BNTU Bachelor's degree program may be recognized accordingly as other components of a) non-specialty or "free credits" (if free credits are considered by BNTU program) and b) specialty optional educational courses/program: 1) if number of credits recognized therefore equals to the total number of credits fixed for optional Bachelor's degree program component of BNTU, a student is not obliged to complete other components of a) non-specialty and b) specialty optional educational courses/program; 2) if optional number of credits received by a student exceeds the number of credits provided for by BNTU Bachelor's degree program, only fixed number of credits of optional component (non-specialty, specialty, respectively)

11. If a program completed by a student considers additional specialty program and student has fully received credits of this program, additional specialty program is indicated in supplement of diploma. If credits of additional specialty program are not fully received, BNTU Bachelor's degree program and educational courses completed by a student are to be compared for the purpose of identification of possibility of their recognition;

12. If title and number of credits of other component of educational course/program completed by a student coincides with the title and number of credits of other component of educational course/program similar to BNTU Bachelor's degree program - educational course/program component is recognized automatically;

13. If the title of completed non-specialty educational course does not coincide with the title of educational course similar to BNTU Bachelor's degree program, they may be recognized in spite of difference in their titles (e.g. "Psychology" may be recognized as "Introduction of Psychology" or "Basics of Psychology");

14. When number of credits of completed non-specialty educational course is less than number of credits of educational course similar to BNTU program - a) in case of difference with 01 credit, it is possible to assign more credits to completed educational course; b) in case of difference with 02 credits, when completed educational course corresponds to the study results of educational course, similar to those in BNTU, completed educational course may be assigned credits more than provided for by BNTU Bachelor's degree program; c) in case of difference with more than 02 credits, credits are not recognized;

15. If credits of other component of completed field/specialty educational course/program is less than the credits of other component of educational course/program similar to BNTU Bachelor's degree program, a) in case of difference with 01 credit, other component of completed educational course/program may be assigned credits more than provided for by BNTU Bachelor's degree program; b) in case of difference with 02 credits, on the basis of substantive examination (comparing of goals, content, obligatory/basic literature and study results), other component of completed educational course/program may be assigned credits more than provided for by BNTU program; c) in case of difference with more than 02 credits, credits are not recognized;

16. When the title of other component of completed field/specialty educational course/program does not coincide with the title of other component of educational course/program similar to BNTU Bachelor's degree program, - on the basis of substantive examination (comparing of goals, content, obligatory/basic literature and study results) it is possible to establish correspondence of other component of educational course/program and it may be recognized in spite of difference in titles;

17. When number of credits of other component of completed educational course/program exceeds the number of credits of other



component of educational course/program similar to BNTU Bachelor's degree program – only number of credits, provided for by BNTU Bachelor's degree program shall be recognized;

18. Number of credits to be recognized for a student for the purposes of BNTU Bachelor's degree program shall be determined as a result of establishment of correspondence of programs and recognition of credits;

19. During identification of recommended semester for continuation of study, number of recognized credits and credits to be received, as well as preconditions of study of other component of educational course/program provided for by BNTU program shall be taken into consideration. As well as, during identification of semester it shall be taken into account that educational course/program component completed by a student and recognized by BNTU may be considered in next semesters of BNTU Bachelor's degree program. Taking into consideration of abovementioned, student shall be given recommendations to continue study from certain semester (indicated below or other than indicated below):

Recognized number of credits	0–16	17–40	41–60	61–80	81–100	101–130	131–180	181 and more
Recommended semester	I	II	III	IV	V	VI	VII	VIII + addit. semester(s)

20. Based on the number of recognized credits and credits to be received, and preconditions of program components, it may be necessary for a student to complete additional semester(s) and continue study for a term, fixed under this Regulations;

21. If BNTU Bachelor's degree program at which a student continues study was modified after his/her admission, compatibility of credits, already received in other HEI and other component of educational course/program provided for by modified BNTU program has to be re-examined in accordance with the rules, established under this Article. In case of compatibility, credits of educational courses received by a student in other HEI, which were not recognized during enrollment of student in BNTU, are to be recognized additionally;

22. If HEI, in which a student is/was enrolled uses/have used system of credits other than ECTS, a student is obliged to submit official document issued by HEI, which describes system of credits effective in HEI and indicates compliance of such system with ECTS;

23. BNTU shall be entitled to calculate student load on the basis of credits in case of education program, which is not developed in accordance with ECTS. In this case, indicated academic/contact hours are analyzed and credits are assigned to educational courses in accordance with the following rule:

- If contact hours (CH) and independent hours (IH) are indicated, their sum is divided by 26 (1 credit =26 hours in BNTU), i.e. credit = (CH + IH) / 26;
- If there is indicated only contact hours: a) They are compared with BNTU similar educational course/ program component and credit is assigned in accordance with the abovementioned rule, b) if there is no similar educational course/program component in BNTU, number of independent hours are considered equal to the contact hours, i.e. credit = 2 x CH / 26;
- Number, obtained as a result of calculation shall be rounded up to the whole number according to the rounding rule.

24. BNTU shall be entitled to analyze evaluation system of other HEI and evaluations, indicated in student's permanent academic record and convert them into the points of evaluation system effective in Georgia in accordance with the following rules:

- Conversion of 5-point system into 100-point system effective in BNTU shall be made on the basis of principle of assignment of maximum point:

5-point system		Evaluation according to 100-points system effective in Georgia		
Excellent	5	100	A	Excellent
Good	4	80	C	Good
Sufficient	3	70	E	Sufficient
Insufficient	2-0	0	F	Fail

- If a student: 1) passed so called "grading test" (with the indication of mark), it is converted from 5-point system to 100-point system in accordance with abovementioned table, taking into consideration of evaluations, received by a student; 2) passed the test (without mark), it is converted to 100-point system with the assignment of maximum point (Pass = 100 points).
- Conversion of different evaluation system into the system effective in BNTU shall be made on the basis of principle of assignment of maximum point:
  - Conversion of point received by different evaluation system into 100-point system shall be made using the following formula:

$GP = \frac{a \times 100}{A}$	GP - Points converted to 100-point system effective in BNTU; 100 - Maximum evaluation (points) of 100-point system effective in BNTU; A - Maximum evaluation (points) of other evaluation system; a - Evaluation (points) received by other evaluation system
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- Conversion of GPA received by other evaluation system into GPA (correspondingly into 100-point system) shall be made using the following formula (evaluation points are determined taking into consideration of received GPA point (see, "Academic Performance Index (coefficients). GPA"):

$GPA = \frac{4 \times gpa}{gpa_{max}}$	GPA - Points converted into BNTU GPA; 4 - Maximum value of BNTU GPA gpa - Grade Point Average (GPA) obtained by other evaluation system; gpa <sub>max</sub> - Maximum value of GPA in other evaluation system.
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25. Act of recognition of credits shall be executed on the basis of justified conclusion, which indicates correspondence (compatibility) of program completed by a student with) BNTU Bachelor's degree program. Conclusion shall include the names of other components of recognized educational courses/program and number of credits, as well as recommendation on study continuation semester. Interested person shall be informed about decision, who will confirm or refuse to continue study at BNTU.



## 2. Master's degree education program

1. In accordance with this rule, BNTU makes decision on recognition of education (credits and evaluations) acquired by a student for the purpose of Master's degree education program;
2. In accordance with the effective Law of Georgia: recognition of education received abroad means confirmation of authenticity of educational document, issued by foreign country education institution and determination of correspondence of qualification, indicated in educational document, or results achieved during study with the qualifications effective in Georgia. Qualification gained in foreign country HEI, or education acquired during study in foreign country HEI shall be recognized by LEPL National Center for Educational Quality Enhancement. Decision on enrollment of a person having foreign country educational document in Georgian HEI shall be made relevant HEI in accordance with the Law of Georgia, on the basis of the recognition document issued by LEPL National Center for Educational Quality Enhancement. Recognition of foreign country HEI program educational courses shall be executed in accordance with the Law, on the basis of conclusion made by Georgian HEI which confirms correspondence of program, completed by a person during study abroad with HEI program, as well as recognized number of credits;
3. In accordance with these rules BNTU recognizes academic grades and qualifications awarded by all authorized higher education institution of Georgia (hereinafter referred to as - HEI); as well as, BNTU recognizes credits and evaluations received within higher education programs implemented by these HEIs;
4. Recognition of study results achieved within one qualification for the purpose of other qualification
  - BNTU shall be entitled to recognize study results achieved by a person within the corresponding level education program of academic higher education for the purpose of assignment of relevant qualification by completing other education program of the same level of academic higher education;
  - Credits, received within higher education program, admission to and study at which is carried out in accordance with the Law of Georgia shall be subjected to recognition;
  - For the purpose of recognition of credits, BNTU shall determine compatibility of study results achieved by a person within other education program of the same level higher education with the corresponding higher education program, and make decision on recognition of respective credits;
  - As a result of substantive examination of education courses provided for by higher education programs, it is possible to determine correspondence of such courses in spite of their different titles;
  - In accordance with the Law of Georgia, BNTU shall be entitled to calculate student load by credits in case of program, which is not implemented in compliance with ECTS;
  - Recognition of credits shall be made in accordance with the rules, established by BNTU;
  - In case of mobility and recognition of education acquired abroad, recognition of respective credits is carried out in accordance with the rules, specified by the Minister of the Education and Science of Georgia.
5. Recognition of student's credits by BNTU shall be based on their compliance with BNTU Master's degree education program. Only credits, received within higher education program, admission to and study at which is carried out in accordance with the Law of Georgia shall be subjected to recognition;
6. BNTU shall be entitled to determine compatibility of competencies of a person going to continue study at BNTU Master's degree program with BNTU Master's degree program, on the basis of interview;
7. Recognition of received credits shall be made on the basis of determination of compatibility of program components completed by a student and Master's degree programs chosen in BNTU: Recognition of credits may be made: on the basis of direct recognition of received credits, substantive examination of syllabuses of program components, or substantive examination of syllabuses of components and interviewing. In case of incompatibility (non-compliance) with BNTU program - 1) this is the basis for rejection of continuation of study in BNTU, or 2) A person shall be obliged to fully complete BNTU Master's degree program;
8. Credits of specialty and non-specialty compulsory and optional educational courses and other components of program may be recognized. Credits of scientific-research component - Master's degree thesis shall not be recognized;
9. Other educational components of educational courses/program of a) non-specialty/ non-specialization and b) specialty/ specialization, completed by a student, which are not provided for by BNTU Master's degree program may be recognized accordingly as other educational components of a) non-specialty/ non-specialization and b) specialty/ specialization optional educational courses/program – 1) if number of credits recognized therefore equals to the total number of credits fixed for optional Master's degree program component of BNTU, a student is not obliged to complete other components of a) non-specialty/ non-specialization and b) specialty/ specialization optional educational courses/program; 2) if optional number of credits received by a student exceeds the number of credits provided for by BNTU Master's degree program, only fixed number of credits provided for by the BNTU Master's degree program optional component (non-specialty/ non-specialization, specialty/ specialization, respectively);
10. If title and number of credits of other component of educational course/program completed by a student coincides with the title and number of credits of other component of educational course/program similar to BNTU Master's degree program - educational course/program component is recognized automatically;
11. If the title of completed non-specialty/ non-specialization educational course does not coincide with the title of educational course similar to BNTU program, they may be recognized in spite of difference in their titles (e.g. "Psychology" may be recognized as "Introduction of Psychology" or "Basics of Psychology");
12. When number of credits of completed non-specialty/ non-specialization educational course is less than number of credits of educational course similar to BNTU program - a) in case of difference with 01 credit, it is possible to assign more credits to completed educational course; b) in case of difference with 02 credits, when completed educational course corresponds to the study results of educational course, similar to those in BNTU, completed educational course may be assigned credits more than provided for by BNTU Master's degree program; c) in case of difference with more than 02 credits, credits are not recognized;
13. If credits of other component of completed field/specialty/specialization educational course/program is less than the credits of other component of educational course/program similar to BNTU Master's degree program, a) in case of difference with 01 credit, other component of completed educational course/program may be assigned credits more than provided for by BNTU Master's degree program; b) in case of difference with 02 credits, on the basis of substantive examination (comparing of goals, content, obligatory/basic literature and study results), other component of completed educational course/program may be assigned credits more than provided for by BNTU program; c) in case of difference with more than 02 credits, credits are not recognized;
14. When the title of other component of completed field/specialty/ specialization educational course/program does not coincide with the title of other component of educational course/program similar to BNTU Master's degree program, - on the basis of substantive examination (comparing of goals, content, obligatory/basic literature and study results) it is possible to establish correspondence of other component of educational course/program and it may be recognized in spite of difference in titles;
15. When number of credits of other component of completed educational course/program exceeds the number of credits of other



component of educational course/program similar to BNTU Master's degree program – only number of credits, provided for by BNTU Master's degree program shall be recognized;

16. Number of credits to be recognized for a student for the purposes of BNTU Master's degree program shall be determined as a result of establishment of correspondence of programs and recognition of credits;
17. During identification of recommended semester for continuation of study, number of recognized credits and credits to be received, as well as preconditions of study of other component of educational course/program provided for by BNTU program shall be taken into consideration. As well as, during identification of semester it shall be taken into account that educational course/program component completed by a student and recognized by BNTU may be considered in next semesters of BNTU Master's degree program. Taking into consideration of abovementioned, student shall be given recommendations to continue study from certain semester (indicated below or other than indicated below)

Recognized number of credits	0-29	30-59	60-89	90 and more
Recommended semester	I	II	III	IV

18. Based on the number of recognized credits and credits to be received, and preconditions of program components, it may be necessary for a student to complete additional semester(s) and continue study for a term, fixed under this Regulations;
19. If BNTU Master's degree program at which a student continues study was modified after his/her admission, compatibility of credits, already received in other HEI and other component of educational course/program provided for by modified BNTU program has to be re-examined in accordance with the rules, established under this Article. In case of compatibility, credits of educational courses received by a student in other HEI, which were not recognized during enrollment of student in BNTU, are to be recognized additionally;
20. If HEI, in which a student is/was enrolled uses/have used system of credits other than ECTS, a student is obliged to submit official document issued by HEI, which describes system of credits effective in HEI and indicates compliance of such system with ECTS;
21. BNTU shall be entitled to calculate student load on the basis of credits in case of education program, which is not developed in accordance with ECTS. In this case, indicated academic/contact hours are analyzed and credits are assigned to educational courses in accordance with the following rule;

- If contact hours (CH) and independent hours (IH) are indicated, their sum is divided by 26 (1 credit = 26 hours in BNTU), i.e. credit = (CH + IH) / 26;
- If there is indicated only contact hours: a) They are compared with BNTU similar educational course/ program component and credit is assigned in accordance with the abovementioned rule, b) if there is no similar educational course/program component in BNTU, number of independent hours are considered equal to the contact hours, i.e. credit = 2 x CH / 26;
- Number, obtained as a result of calculation shall be rounded up to the whole number according to the rounding rule.

22. BNTU shall be entitled to analyze evaluation system of other HEI and evaluations, indicated in student's permanent academic record and convert them into the points of evaluation system effective in Georgia in accordance with the following rules:

- Conversion of 5-point system into 100-point system effective in BNTU shall be made on the basis of principle of assignment of maximum point:

5-point system		Evaluation according to 100-points system effective in Georgia		
Excellent	5	100	A	Excellent
Good	4	80	C	Good
Sufficient	3	70	E	Sufficient
Insufficient	2-0	0	F	Fail

- If a student: 1) passed so called "grading test" (with the indication of mark), it is converted from 5-point system to 100-point system in accordance with abovementioned table, taking into consideration of evaluations, received by a student; 2) passed the test (without mark), it is converted to 100-point system with the assignment of maximum point (Pass = 100 points)
- Conventional conversion of different evaluation system into the system effective in BNTU shall be made on the basis of principle of assignment of maximum point:

- Conversion of point received by different evaluation system into 100-point system shall be made using the following formula:

$GP = \frac{a \times 100}{A}$	GP - Points converted to 100-point system effective in BNTU; 100 - Maximum evaluation (points) of 100-point system effective in BNTU; A - Maximum evaluation (points) of other evaluation system; a - Evaluation (points) received by other evaluation system
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- Conversion of GPA received by other evaluation system into GPA (correspondingly into 100-point system) shall be made using the following formula (evaluation points are determined taking into consideration of received GPA point (see, "Academic Performance Index (coefficients). GPA")):

$GPA = \frac{4 \times gpa}{gpa_{max}}$	GPA - Points converted into BNTU GPA; 4 - Maximum value of BNTU GPA gpa - Grade Point Average (GPA) obtained by other evaluation system; gpa <sub>max</sub> - Maximum value of GPA in other evaluation system.
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23. Act of recognition of credits shall be executed on the basis of justified conclusion, which indicates correspondence (compatibility) of program completed by a student with BNTU Master's degree program. Conclusion shall include the names of other components of recognized educational courses/program and number of credits, as well as recommendation on study continuation semester. Interested person shall be informed about decision, which confirms or refuses to continue study at.

**Article 7. Provision of opportunities for uninterrupted study in case of changing or cancellation of higher education program**

1. When BNTU makes decision on material change (modification) or cancellation of current program: a) students of this program shall be informed preliminary and they shall be allowed to continue study with current program (program effective before modification/cancellation) up to the end of



academic year/semester; b) students shall be offered to continue study with modified program in case of program modification; c) students shall be offered to continue study in BNTU by personalized curriculum or internal mobility with the possibility of maximum recognition of already collected credits and with the same/related field program of the same level higher education (if any). In these cases, tuition fee of the students is the same as fixed under education service contract without additional payments caused by program changing;

2. Student is free in his/her choice, and he/she may: a) accept abovementioned BNTU offer and continue study in BNTU; b) choose desired program in other HEI and exercise the right of mobility;

3. When student refuses to continue study in BNTU and after expiration of abovementioned term for continuation of study does not exercise the right of mobility his/her student's status shall be suspended;

4. In case of continuation of study in BNTU, BNTU verifies compliance between cancelled/modified program and a program chosen by a student for the purpose of recognition of collected credits;

5. To support recognition of credits collected by a student to the greatest possible extent, BNTU, before cancellation of program (before termination of study by program in accordance with abovementioned rule) shall conclude agreement with HEI, which implements the same/compatible program.

#### Article 8. Final provisions

1. This Higher Educational Program Implementation Regulations shall enter into force upon its approval by the Representative Board;

2. Immediately after these Regulations became effective, all the Regulations/Rules, regulating issues, considered under these Regulations, which were valid before shall be null and void;

3. BNTU students, program staff and other persons, involved in development and implementation of programs, and provision of teaching process shall be obliged to be acquainted with these Regulations and fulfill its requirements; Administration shall be obliged to make available these Regulations for acquaintance at any time;

4. The Rector, Academic and Faculty Councils, Quality Assurance and Legal Services may be the initiators of making of modifications and additions to these Regulations;

5. Modifications and additions to these Regulations shall be made in accordance with the resolution of the Representative Board upon the recommendation of the Head of Administration;

6. Titles of articles of these Regulations are provided only for the convenience, and they shall not be regarded as for the determination, alteration or definition of any article;

7. Invalidation of any article/provision of these Regulations shall not invalidate remaining articles/provisions;

8. All the issues not covered by these Regulations shall be governed in accordance with the effective Law of Georgia;

9. These Regulations shall be null and void after approval of new Regulations.