

Provision for Undergraduate Studies at Caucasus International University

Preamble

Undergraduate Educational Programmes at Caucasus International University (hereinafter shall be referred to as – “University”) comply with Law of Georgia on Higher Education, national standards of Institutional Accreditation and requirements of Bologna Convention. According to the Legislation of Georgia, higher education represents the next cycle after general education, ensuring to develop competences relevant to the educational cycle and is confirmed by corresponding documents of qualification. Undergraduate study is the first cycle of academic higher education, involving teaching basics for relevant field of expertise, being essential for pursuing professional activities under qualification and continuing studies on Post-graduate educational programmes.

Chapter I. General Provisions

Article 1. Undergraduate Educational Programmes

1. Undergraduate study represents the first cycle of academic higher education and combination of educational programmes, involving preparing students according to the field of expertise and teaching theoretical basics of corresponding profession, being essential for continuing studies on Post-graduate educational programmes or pursuing activities under the qualification. Undergraduate Educational Programmes include no less than 240 credits.
2. The present provision is applied for one-stage educational programmes of the first cycle.

Article 2. Language of Instruction

1. Georgian is a language of instruction at university;
2. A foreign language can be determined as a language of instruction partially or fully in compliance with accredited educational programme at some faculties in agreement with Ministry of Education and Science of Georgia.

Article 3. Mode of Studying

Full-mode studies are available for undergraduate educational programmes.

Article 4.

Financial Support for Undergraduate Studies

Studying at an undergraduate cycle involves paying a tuition fee. Financing is carried out on the basis of students' tuition fee, the number of which is determined by a decree issued by Chancellor. The amount of the tuition fee and duties and responsibilities between the university and a student of undergraduate studies are regulated on the basis of agreement.

Article 5. Aims and Objectives of Undergraduate Educational Programmes

Undergraduate Educational Programmes aims at:

1. providing students with higher professional preparation than general education for launching professional activities with the competences under Bachelor's Degree.
2. forming general knowledge as intellectual resources essential for developing professional competence and civil awareness.
3. revealing and developing students' capabilities comprehensively as well as forming a reasonable academic motivation.
4. making students become comparatively deeply aware of theoretical aspects of academic disciplines, forming theoretical foundations essential for continuing studies on the post-graduate cycle and generate general skills, thus preparing an individual for further education on post-graduate cycle and practical professional activity with the help of research programmes.
5. elaborating academic programmes focused on employer's requirements.
6. creating academic environment focused on students.
7. facilitating/promoting student mobility.
8. integrating into Euro-American educational field, implementing European Credit Transfer and Accumulation System (ECTS).

Chapter II.

Acceptance- Registration for Undergraduate Educational Programmes

Article 6. Acceptance-registration for undergraduate programmes and educational agreement

1. Students are accepted at Undergraduate Educational Programmes on the basis of passing Unified National Examinations and the ranking document and decree on students' enrollment issued by Minister of Education and Science of Georgia. Students are also accepted on the basis of regulation for reviewing and mobility results after submitting the following document – "University entrants/candidates for post-graduate educational programmes/students being entitled to continue studies in higher education institution without passing Unified National Examinations/ Unified Post-graduate Examinations".
2. A decree on enrolling students in corresponding undergraduate programmes is issued by Rector on the basis of the documentation provided about accepting students by Ministry.
3. Students are obliged to go through an administrative registration within deadline and submit the following documents after Rector's decree on accepting students is issued:
 1. Secondary School Leaving Certificate – Original one;
 2. A copy of ID Card;
 3. 4 photos 3X4;
 4. A copy of military recruits (for male candidates);
 5. Filling in a special application form.
4. **Contract.** After the enrollment in undergraduate studies, a contract is concluded between the university and a student, determining their rights and responsibilities. During studies a student is entitled with every right determined by Law of Georgia on Higher Education and mutual agreement.
5. **Tuition Fee.** Students have to pay the tuition fee for undergraduate studies. Tuition fee as well as mutual rights and responsibilities between university and the student are regulated on the basis of the contract. Tuition fee is determined by University Administration. Raising tuition fee for the students, having signed contracts, is prohibited.
6. **Obligations for University:** Taking modern requirements into consideration, the university provides a student of undergraduate studies as follows: programme updating-processing on an annual basis; high-qualified academic personnel, constant updating material-technical base and library book stock, implementing modern efficient patterns and methods for teaching in accordance with European education requirement.
7. **Termination and Resumption of Studies (Registration).** The cases of terminating and resuming studies (registration) by students are regulated by the Legislation of Georgia and Regulation for Academic Process.

Article 7. Procedure of Mobility at University

1. Procedures for External and Internal Mobility are regulated by current Legislation of Georgia and Regulation for Academic Process.
2. Accepting students from other educational institutions are conducted no more than twice a year – before the start of the corresponding term.
3. Compliances and discrepancies with educational programmes an individual willing to continue studies on are to be noted in the academic reference of the programme, being confirmed on the basis of written examination.
4. Students from other higher education institutions are to be accepted before the start of the term, within dealines determined in the Legislation.
5. Students are enrolled from other educational institutions on the basis of a decree issued by Rector and in accordance with the regulation determined by university acts.

Chapter III.

Tuition through Undergraduate Educational Programme

Article 8. ECTS – Credit System of Undergraduate Academic Course

1. Undergraduate Educational Programme: 240 credits
2. Duration of studies: 4 academic years, 8 terms
3. A contemporary credit system is available at university, based on the experience of universities operating in Europe and America. Undergraduate Educational Programme includes no less than 240 credits. 1 credit=25 hours, covering both class and independent work. A credit describes the amount of work necessary for completing components of educational programme and for achieving learning outcomes. A credit can be accumulated only after achieving learning outcomes by a student provided in the curricular, expressed by one of the possitive assessments envisaged in the Regulation for Academic Process.
4. Duration of studies for one-cycle educational programmes is determined due to the programme specificities in compliance with credit numbers.

Article 9. Tuition Term for Undergraduate Educational Programme

1. Tuition term for undergraduate educational programme is 4 academic years (8 semesters) and a student is to accumulate no less than 240 credits;
2. Tuition can be prolonged, in case:
 - a student failed in some subjects and he/she had to take an additional semester;
 - a student applied a leave of absence.
3. Four additional semesters can be taken by students at undergraduate educational programmes.
4. Learning/Teaching system in undergraduate studies is based on the principles determined in Law of Georgia on Higher Education, University Provision, University Internal Regulation, Regulation for Academic Process and present provision.

Article10. Content and Qualification Marks of Undergraduate Educational Programme

Programme objectives, its part in the continuous cycle of education and learning outcomes are to be envisaged in undergraduate educational programmes. The title of the educational programme and academic qualification to be conferred are to be provided in the above-mentioned programme.

The following points are to be included in the undergraduate educational programmes:

- Topicality and objective of the programme
- Learning outcomes – a graduate's specific qualification, his/her level of general education, competence and skills after completion of undergraduate studies.

- Fields of employment, in which professional activities are recommended for the graduates of the undergraduate programme.
- Material-technical base for implementation undergraduate educational programme.
- A field for further education including Post-graduate educational programmes.

Article 11. Internship

Internship serves as a one of the most important aspects in preparing students under the framework of undergraduate higher educational programmes. It enables students to practice competences gained in academic environment in real life, as well as to improve and develop them. Major principles for implementing internship and sample documents, necessary for planning, implementing and assessing, are presented in the Provision for Internship.

Chapter IV. Bachelor's Thesis

Article 12. Writing Bachelor's Thesis

1. Bachelor's thesis is a written project, which is to be accomplished by a student before graduating from the programme and is to be defended at Qualification Committee Session. Bachelor's thesis includes 6-12 credits.
2. Student's knowledge level, creative and research skills, quality compliance with the requirements under academic programmes are to be revealed in the thesis.
3. A thesis is evaluated in accordance with the Regulation for Writing Bachelor's Thesis and Defending in front of the Committee.
4. Writing a Bachelor's thesis is envisaged for one term. A student selects a topic no later than 4 weeks after the start of term from the themes approved with a decree issued by Rector. The faculty reviews submitted theses in the last two weeks of the term. In case of positive conclusions, the authors are given a recommendation for public defence.
5. Specific dates for presenting theses in determined by Dean's Office. In case of obstacles, a student is obliged to apply for Dean's Office with a well-grounded statement on postponing thesis presentation. The resolution is made by Dean's Office.

Chapter V. Evaluation System for Undergraduate Educational Programmes

Appealing Results

Article 13. Objective, Structure and Criteria for Learning Outcome Assessment

1. The objective of the assessment: determining student's learning outcomes qualitatively with regard to academic programme objectives and parameters.
2. The assessment structure: it is divided into parts – interim and final ones within the framework of the module/subject. Each of them possesses its percentage share. The interim element may be divided into components, which also have their percentage shares within this element. Every specific evaluation is based on the total result of the two elements taking corresponding percentage share into consideration. Due to the specificities of the module/discipline criteria may be specified. Assessment is made with a system of points. Not only achievement received in the final examination, but also the results of the whole course are to be envisaged in student's assessment.
3. Assessment patterns and criteria for student assessment is determined by Regulation for Academic Process.

Chapter VI.

Conferring Academic Degree,

Non- recognizing Academic Degree and

Issuing Diploma Verifying Degree

Article 14. Bachelor's Academic Degree

Bachelor's degree is the first level qualification of university educational hierarchy which is conferred to an individual after completing the full academic cycle, accumulating 240 credits, conducting internship, defending Bachelor's thesis and getting a positive assessment. Academic degree is to adequately depict Bachelor's qualification. Bachelor's qualification is conferred to the students:

- Being aware of disciplines, based on general education, as well as the textbooks having higher level than school ones and include advanced aspects of these disciplines.
- Being able to apply their knowledge and skills so that presenting professional approach to their work and field of expertise.
- Being able to communicate about information, ideas, problems and the ways of their solution with professionals and non-professionals.
- having developed the skills for learning and working essential for further education and professional activities.
- Having acquired mandatory 240 credits, conducted internship, defended a Bachelor's thesis and received positive evaluations.

An individual having a Bachelor's Degree is entitled to continue studies on Post-graduate studies.

An individual having a Bachelor's Degree is entitled to take positions in compliance with the Legislation of Georgia.

Article 15. Conferring Academic Degree, Non- recognizing Academic Degree and Issuing Diploma Verifying Degree

1. After completing an undergraduate cycle by a student, a diploma- document certifying conferring Bachelor's academic degree is issued. Diploma issuance is regulated on the basis of the decree issued by Minister of Education and Science of Georgia.

2. After completing educational programme and in compliance with the results obtained, a graduate is conferred two kinds of diploma according to the achievements by university:

- A Diploma with Honors- Grade point average (GPA) 3,5 and more.
- An ordinary Diploma - Grade point average (GPA) less than 3,5.

3. A student can apply a right for retaking no more than 3 subjects, in order the category of the diploma to be altered. In this case, he/she is to pay the tuition fee required for retaking the subject.

4. Fulfilling all the requirements envisaged in the undergraduate educational programme by a student and being conferred a Bachelor's Degree, these procedures are the signs that a student has completed studies and a diploma verifying corresponding degree is issued.

5. A student is to accumulate the number of credits determined – 240 credits for the first Cycle (Bachelor) in order to get an Academic Degree and Diploma.

Article 16. Bachelor's – A graduate of the first cycle of higher education- Qualification Level

1. Qualification level is a defining element of the complexity of a qualification within the National Qualifications Framework, combining described and generalized learning outcomes, descriptors of “knowledge and understanding” (the result of assimilation of information, facts, principles, theories, theoretical and practical methods related to the study or occupation fields), “skills” (the ability to use relevant knowledge for implementing and solving specific tasks) and / or “Responsibility and Autonomy” (use of knowledge and skills by a person with appropriate values and independence) - as follows: (01-126, 12.11.2020)

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| Knowledge and Understanding | Deep (post general education) knowledge of study and/or occupation field, which comprises a critical understanding of theories and principles and some of the most recent aspects of knowledge. |
| Skills | <p>Applying relevant cognitive and practical skills in the field of study and/or occupation fields for addressing complex and unpredictable problems.</p> <p>Implementing a project/paper of a research or practical nature according to pre-determined instructions.</p> <p>Collecting and explaining data, relevant to a field. Also, analyzing abstract data and/or situations by applying standard and some latest methods; making proper judgements, which anticipate respective social, scientific and/or ethical issues.</p> <p>Communicating with specialists and non-specialists on ideas, current problems and solution ways by means of context-relevant forms, using information and communication technologies.</p> |
| Responsibility and Autonomy | <p>Conducting development-oriented activities and taking responsibility over them in a complex, unpredictable learning and/or working environment.</p> <p>Implementing own activities following ethical principles.</p> <p>Planning own and others' professional development and facilitating its implementation.</p> <p>Identifying needs for own further studies and implementing high independence degree.</p> |

Article 17. Final Provisions

1. Academic process for undergraduate educational programmes at the university faculties is regulated on the basis of Law of Georgia on Higher Education, Requirements of Bologna Convention, University Provision, Regulation for Academic Process and the present provision.
2. Amendments and/or supplementary articles/paragraphs in the present provision are made/added by Chancellor's order.
3. The present provision becomes invalid in case a new one is approved.