

IS**ET**

International School of Economics at
Tbilisi State University
Bachelor Program

Student Handbook: Academic Rules and Regulations

Edited by: Head of Bachelor Program in Economics Giorgi Piriashvili

Approved by: Academic Committee of ISET in March 2025

Table of Contents

GENERAL	3
TBILISI STATE UNIVERSITY	3
ADDRESS, CONTACT INFORMATION AND WORKING HOURS.....	3
Disclaimer	3
I. ACADEMIC POLICIES AND PROCEDURES.....	4
BACHELOR’S DEGREE PROGRAM.....	4
TUITION FEES.....	5
MOBILITY (TRANSFER)	5
ADMINISTRATION OF TESTS.....	6
ISET GRADING POLICY	7
II. ISET FACILITIES.....	8
APPENDIX A: Learning Outcomes	10
APPENDIX B: ISET Bachelor’s Project Requirements and Process	12
APPENDIX C: Exam Regulations and Policy for Bachelor’s Program.....	18
APPENDIX D: Restrictions on Students' Use of Artificial Intelligence for Homework Assignments and Bachelor’s Project.....	23

GENERAL

The International School of Economics at Tbilisi State University (ISET) was created in response to a letter in 2005 from Georgian Prime Minister Zurab Zhvania - just three weeks before his tragic death - to World Bank President James Wolfensohn, in which he appealed for help in "creating our own capability to train young economists in modern economics as it is taught all over the world and to conduct economics research here in Georgia." With initial input from the World Bank and the ongoing support from the Government of Georgia, the Government of Germany, and Tbilisi State University, in cooperation with an international group of donors including BP, the Norwegian Ministry of Foreign Affairs, the Open Society Institute Higher Education Support Program, and the Swedish International Development Agency (Sida), Zhvania's dream has become reality.

ISET opened its doors to Master students in 2006 to offer the first world-class Master's Program in Economics in the South Caucasus. In 2017, ISET created and accredited the Bachelor Program in Economics and received the first cohort of Bachelor students in September 2017.

TBILISI STATE UNIVERSITY

ISET is a flagship school under a premiere institution of higher learning in the South Caucasus, Tbilisi State University. TSU was founded in 1918 through the leadership of a famous Georgian historian, Ivane Javakhishvili.

ADDRESS, CONTACT INFORMATION AND WORKING HOURS

ISET is located at: 16 Zandukeli St., Tbilisi, 0108, Georgia.

Telephone: (+995 32) 250 71 77

Email for general inquiries: info@iset.ge

academicaffairs@iset.ge

Email for admission inquiries:

admissionsMA@iset.ge

Website: www.iset.ge

ISET administrative offices are open from 10:00 till 18:00, Monday through Friday

The School's facilities are available for the Bachelor's Program students from 10:00 to 23:30, with the exception of Saturday/Sunday, when the building closes at 21:00 (with exception of National Holidays: the notice on closure is given by the ISET Administration in advance).

Disclaimer

The Academic Rules and Regulations in this document are mandated by the advisory board of ISET and approved by the Academic Committee of ISET. The document is maintained by the Head of Undergraduate Studies, and any change in the document is introduced or approved by the Academic Committee, either in its quarterly meetings or in ad hoc meetings held for this purpose.

I. ACADEMIC POLICIES AND PROCEDURES

BACHELOR'S DEGREE PROGRAM

The Bachelor's program at ISET is an undergraduate higher education program. It aims to qualify participants of the program for work requiring a Bachelor's degree or for continuation into the Master's program. The Bachelor's program culminates with the qualification of a bachelor's degree. The program consists of 240 ECTS credits that are distributed as follows: 160 ECTS credits are allocated to mandatory courses; the rest of the credits are distributed as follows: 35 ECTS for elective courses, 20 ECTS for free credits and 25 ECTS credits for a course paper: 10 ECTS – professional internship, 15 ECTS - research/applied project. Students write the research project-Bachelor Thesis in the last, 8th semester of the study. It involves independent critical study of a problem in economics, writing a professional, research paper in English, and presenting that paper in English. Appendix B lists all the requirements, procedures, and deadlines related to the bachelor's project, as well as the evaluation and grading criteria of the project.

The program consists of 4 years (8 semesters) of study. According to Georgia's law on Higher Education, to complete the program, a student needs 240 ECTS (1 credit equals 25 hours, which includes classes as well as independent work). The duration of the semester is 15 weeks, of which 13 are study weeks, 1 week is devoted to midterm examination (weeks of 8 or 9), and the 16th through 19th are the final and additional/make-up examinations weeks.

Academic Registration Requirements

- Notarized copy of secondary education diploma;
- Copy of passport/ID (together with original for comparison purposes);
- Two photos, printed (3x4cm) as well as digital versions of them on CD;
- Copy of military registration document (if applicable);
- Copies of any foreign education documents (if applicable);
- If the student is a minor (under 18 years of age), then their contract with Tbilisi State University must be signed by their parent(s). In this case, the student's birth certificate and a copy of the parent's ID (together with original for comparison purposes) are required.

Assignment of the Academic Degree and Qualification

- A student who successfully fulfills the requirements of the Bachelor's program will graduate from the program and receive a Bachelor Degree in Economics;
- A graduate receives a diploma and a transcript.

Student Rights and Obligations

A student has the right to:

- Receive quality education and participate in scientific research;
- Use university resources, technical facilities, library, information and other facilities;
- Receive full information about TSU educational programs and associated syllabi;
- Request evaluation criteria and appeal against test results according to the law;
- Receive quality consultation about educational programs, study courses, terms, test formats, and any other issues concerning the educational process;
- Periodically check the work of academic and administrative staff;
- Repeat courses before completion of study in order to improve his/her marks, for up to 30/35 credits per semester (65 credits in total per year);

- Change or cancel his/her specialization after appealing to the University Education Management Service within the first week of the academic year.

A student is obliged to:

- Regularly get acquainted with official announcements concerning the study process;

Students' Workload and Terms:

- To complete the bachelor's program, a student must successfully fulfill a minimum of 240 credits;
- A credit is a unit that expresses the workload necessary for a student to complete a given course;
- A student's course load averages 65 credits (30/35 credits per semester) per academic year;
- A student may finish his/her educational program during additional terms at his/her own expense.

Administrative Registration:

- A student fulfills the administrative registration requirement when he/she fully or partially (see payment info at bottom of page) pays their tuition fees for autumn and spring terms.

Academic Registration:

- Academic registration is the process of registering for study courses through the Education Process Management System (UNI.TSU.GE);
- Changing or canceling a study course is possible only during the first week of each semester;
- A student's status becomes active upon completion of academic registration.

Education Process Management System – UNI.TSU.GE

- In order to sign in to the Education Process Management System, a student receives a password for his/her profile during initial registration. A student is able to do the following services via the Education Process Management System:
 - Form an individual curriculum;
 - View their chosen subjects, grades, and fulfilled credits;
 - Get acquainted with the educational programs of the department, the study courses offered, syllabi, and class schedules;

TUITION FEES

- **Georgian students:** The tuition fee is 1,745 GEL per semester (3,490 GEL per academic year).
- **International students:** The tuition fee is USD 1,500 per semester (USD 3,000 per academic year).

Students may pay the term fees in stages;

- The tuition fee can be paid TBC Bank or Bank of Georgia (BoG) affiliates, via TBC Pay/BoG Pay (fast transfer) machines.
- In case of any problems with tuition fee payments, students should communicate with the Financial Department of TSU.

MOBILITY (TRANSFER)

Internal Mobility

- TSU students have the right to change their educational program within a department or between TSU departments;

- Internal mobility is realized via the electronic portal UNI.TSU.GE;
- Internal mobility is possible only between semesters (during three semesters). Any period during which a person was deprived of student status does not count as study time;

The right to change educational programs is limited to the number of vacant positions (either those that were previously vacant or those vacated by students through internal mobility); priority is given to students based upon National Exam scores.

Enrolling in TSU through Mobility

- The right to enroll in TSU through mobility is regulated by law. Mobility is administered by LEPL National Center for Education Quality Enhancement.

External Mobility

Information on external mobility can be found on the official website of the Educational Management Information Systems (EMIS).

The prerequisites and requirements for internal and external mobility are available on the ISET website.

Grounds for Suspension

- Failure to complete administrative or academic registration;
- Personal application (a student may apply for suspension without reason to the university rector no later than two weeks after the beginning of an academic year);
- A student may apply for suspension with reason to the TSU rector within 5 weeks after the beginning of the study process—the reason may be studying abroad (not through exchange programs) or illness (medical documentation must be provided);
- Pregnancy, childbirth, baby nursing;
- The rector may grant exception for serious illness (throughout the period of classes);
- Student status may be suspended for a maximum of 5 years, except for cases determined by law (studying abroad or illness).
- *After the maximum limit is reached, a student may no longer continue to suspend their status as well as lose any state financial assistance.*

Grounds for Expulsion or Conclusion of Student Status

- Personal application;
- Graduation;
- If student status has been suspended for more than 5 years;
- Failing a mandatory course three times;
- Disciplinary punishment per the University Ethics Code and “The Norms of the Internal Order and Disciplinary Norms”;
- *After a year has passed since the decision to suspend student status, the suspension is considered cancelled unless a student exercises his/her external mobility right;*
- *If student status is canceled, it can be regained after passing national exams; for students who have the right to study without retaking national exams, status is assigned on the basis of law.*

ADMINISTRATION OF TESTS

There are different types of tests in ISET courses: almost all of the courses have midterm, final and make-up exams;

Final and Makeup Exams

- Students must be capable of scoring a total of at least 51% in the course including the final exam before being allowed to take the exam.
- A student can fail an exam if:
 - A) At the exam a student acts contrary to the exam rules and ISET Ethics Code
 - B) He/she gets less than 50% (if the final exam weighs 40 points) of the points established for the final exam;
- A student is allowed to take an additional exam during the exam period of the current term if and only if scoring an FX (see grading scheme on page 9) on the final exam¹;

If a student misses final or additional exams due to a reasonable excuse(s) (when the exam is held by the faculty), then he/she must appeal to the Academic Department for a retake.

The detailed rules and regulations of the exam process is given in the [Appendix D](#).

ISET GRADING POLICY

Exam usually in written form. Considering the specifications of the study course, the exams may include oral components. Students are evaluated based on a 100-point system:

Student Achievements Evaluation System²

a) Five types of positive evaluation:

- (A) Excellent – 91-100 points;
- (B) Very good – 81-90 points;
- (C) Good – 71-80 points;
- (D) Satisfactory – 61-70 points;
- (E) Sufficient – 51-60 points;

b) Two types of negative evaluation:

(FX) Could not pass – 41-50 points, which means that a student needed to work harder in order to pass and he/she is given the opportunity to take an additional exam;

(F) Failed – 40 points or less, which means that a student has not worked enough and he/she has to retake the course.

Percentage Grade	Letter Grade	Letter Grade Descriptions	GPA
91 - 100	A	Excellent	4.0
81 - 90	B	Very good	3.0
71 - 80	C	Good	2.0
61 - 70	D	Satisfactory	1.0
51 - 60	E	Sufficient	0.5
41 - 50	FX	Could not pass. Student is given an opportunity to take an additional exam	0.0
< 40	F	Failed. Student has to retake the course	0.0

¹ On top of that, student is not allowed to retake the final exam unless he/she provides a verified proof (document) of absence.

² Scores are rounded to the nearest integer by the standard mathematical rounding procedure.

II. ISET FACILITIES

ISET administrative offices are open from 10:00 AM until 18:00 PM, Monday through Friday. The School's facilities are available for staff, faculty and students 24 hours a day, every day. ISET is a smoke-free facility. Smoking is not allowed anywhere on ISET premises.

ISET Library

ISET library services are provided to students, faculty, researchers, and the general public. Certain services are available to registered users only.

The library is located on the fourth floor of the ISET building. The library houses the Robert E. Kuenne Memorial Research Collection, the Caucasus Research and Resource Centers (CRRC) collection in social sciences, the World Bank Public Information Center (PIC), and a broad range of IMF publications. The library is expanding its holdings of books and journals covering all fields of economics. Special emphasis is placed on electronic collections of data and journals, such as JSTOR, Science Direct, EBSCO, SSRN, EconLit, and ICPSR Social Science Data Archive. ISET subscribes to all these collections, as well as to leading working paper series, such as NBER and CEPR. The entire library space is equipped with Wi-Fi internet connectivity. Although there are workstations in each study room, students are encouraged to bring in their own laptop computers to take full advantage of ISET's digital collections.

Library catalogue (<http://koha.iset.ge>)

Records on books, monographs, ISET Working Papers, statistical materials, etc. can be retrieved online from the ISET library catalogue (Koha). Advanced search methods allow users to browse the catalogue by document title and author's name or author's index only, by publisher and series, and by subject headings or keywords. Registered users are allowed to check their account status (loans, reservations, renewals).

Renewals

Registered users are able to renew their loans. Please note that it is not possible to renew items which are overdue or reserved by another user.

Behavior within the Library

The library space is intended for study and reflection. Parts of that space are designated as "quiet areas" for students' individual study. Students are expected to refrain from loud conversations when working in these areas, so as not to distract others. The use of cell phones within the library is strictly forbidden except for text messaging. The sound of cell phones, computers, and any other electronic devices should be shut off. Failure to obey these rules may result in a temporary or permanent suspension of library privileges.

Book Lending Rules

Books can be borrowed for different terms depending on their categorization: semester loan, long-term loan (three weeks), short-term loan (one week) and overnight loan. Some books are not allowed to be used outside the library.

Fines will be imposed for overdue, damaged or lost library materials. In particular, ISET may revoke users' permission to use library resources, and levy fines at the discretion of library staff up to 120 percent of the replacement cost (including ordering, purchase, and transportation to ISET).

Textbooks

A significant benefit of the ISET program is the use, free of charge, of up-to-date textbooks. These textbooks are for the student's use during the course and are to be returned upon request to the library. To avoid damage charges, the books must be returned unmarked and with only reasonable wear and tear. To

facilitate this, instead of highlighting or marking in ink, students are advised to make light notations in pencil in the margins and erase these prior to returning books.

The textbooks are costly learning tools entrusted to students for their own benefit, but also need to be preserved for the use of future students. When a student is assigned a book, he/she will sign a form indicating the condition of the book. Loss of or damage to a book will result in fines up to 120% of the replacement cost (including ordering, purchase, and transportation to ISET).

Printing

Printing/copying and scanning is administered by ISET-owned software. Each student receives a limited number of credits to be spent in printing. A Printing Manual is provided by the IT department.

Computer Facilities

ISET is equipped with one computer lab on the second floor. In addition, workstations are available in the library.

Each ISET student is provided with a personal e-mail account and disc space.

Computer labs are open 24 hours a day, 7 days a week except for periods of technical service (in normal times).

Behavior within the computer facilities

Use of computer facilities is restricted to ISET students, staff, faculty and alumni. Visitors may use the computer facilities only in coordination with ISET management.

- While ISET recognizes that students may occasionally use the computers for non-ISET related (personal) use, such use may be restricted by ISET management, if necessary.
- Computer facilities must be used in a lawful manner.
- During periods of heavy use, time limits on access to the Internet may be imposed.
- Safety rules and rules designed to prevent infection by viruses must be observed.
- No food or drink may be consumed in the computer laboratories.
- Smoking is strictly prohibited.
- Upon leaving the lab, users should close individual login sessions.
- All the information on the hard drives of the computers in the computer labs is erased every month. Users are encouraged to use designated server disc space or copy files to their personal storage devices.
- At night, computer use is to be strictly limited to ISET-related work, and students may be asked to leave the computer laboratories if they are not engaged in ISET-related work.

Violation of these rules is considered equivalent to a violation of the general rules of behavior and is sufficient grounds for punishment up to, and including, expulsion from the program for serious offenses.

APPENDIX A: Learning Outcomes

Knowledge and awareness:

Upon completion of the program, the bachelors possess various theoretical and practical knowledge in economics and related fields, including:

- **Fundamental knowledge of economic principles.** The mentioned principles concern issues related to choose and decision-making, production and exchange of goods, pricing and resource pricing. The bachelor knows how to graphically discuss various economic issues and model them with mathematical methods. For instance, related to the formation of prices, both in the domestic and international markets. The bachelor is aware of the most important issues of the economy, such as unemployment, economic growth, inflation, tax balance, etc.
- **Knowledge of specialized economic issues.** A bachelor has knowledge related to the creation of economic policy, has a good understanding of macroeconomic policy, economic development and growth promotion policy, redistribution policy, as well as the knowledge of basic financial concepts and the functioning of institutions.
- **Knowledge and understanding of analytical and quantitative methods.** The bachelor has knowledge of various analytical and quantitative methods, has knowledge of relevant mathematical and statistical methods and econometric techniques, has knowledge of how to choose between alternative methods in any given situation.
- **Knowledge of research methods.** The bachelor possesses research methods used in the social sciences and knows the approaches to analyzing research conducted by other scholars in the field of specialization.

Skills

Upon completion of the program, the bachelors will have acquired the following types of skills:

- **Ability to successfully apply theoretical knowledge of economics in practice.** Applying economic concepts to understand different economic situations and creating and analyzing models of these situations can also determine how and when different economic policies are used and what results should be expected from them.
- **Ability to analyze data using quantitative methods.** Processing, collecting, organizing, managing, evaluating and presenting results related to a specific task/problem. Also, identifying the best empirical methods for data analysis, using appropriate statistical software tools, and correctly interpreting the results of this analysis.
- **The ability to make inferences.** Able to independently analyze new and existing situations and/or situations using methods appropriate to the field. Identifying information relevant to the existing problem, strategic thinking, effectively analyzing the determination and comparison of strategies, results, information and motivation, summarizing old and current information, and predicting based on the existing information, based on the models identified.
- **Communication skills.** The undergraduate can participate in the discussion at a professional level and prepare a detailed and comprehensive written report of the project. Preparation of research briefs and public policy essays. Making a brief summary of the research findings and presenting this summary in different formats. Preparation of a presentation and its effective presentation, in English, fully

understanding, comprehending and processing the literature read in English. Bachelors can also actively participate in professional discussions and debates, communicate with non-professionals, engage in social interactions and share their ideas with the public, communicate with (non-economic) professionals from other fields, work in a team and independently.

- **Ability to learn.** A bachelor can manage his own learning process using a wide range of resources, evaluate his own learning and identify further learning needs. Responding to ongoing changes and being ready to acquire new skills and knowledge for successful practice in the economy, stimulating interest in continuous self-education and flexible thinking. Development of work skills and practices.

Responsibility and autonomy

- **Responsibility.** Participates in the process of formation of economic sphere and public values and strives to establish them, has professional responsibility and understands the basic principles of ethics, respects diversity, participates in the development of group decisions, demonstrates enthusiasm and initiative.
- **Issues of academic ethics.** The student has developed the ability to identify, analyze, select appropriate solutions and defend the ethical problems that occur in the organization and society. Student has the responsibility of punctual implementation and completion of the obligations.
- **Autonomy.** The student has the necessary skills for independent research work, self-reliance, constant updating of knowledge, working with a large amount of information and working under time constraints; As well as the experience of receiving and exchanging the latest information in the field of economics through leading electronic libraries and various means of communication, the willingness to receive continuous education and the ability to continue autonomously.

Methods of achieving learning outcomes

The study of the undergraduate educational program of economics is based on the cycle of theoretical and practical studies.

In the teaching process, it is impossible to study any particular issue with only one method.

During the implementation of the bachelor's program, the professor has to use different methods in the teaching process, in many cases there is a combination of methods. The implementation of hybrid learning approaches and the teaching of several training courses in electronic/mixed format are envisaged.

During the implementation of the educational program, following, various methods are used to achieve the desired results:

- verbal;
- written
- practical;
- explanatory;
- Case studies;
- projects;
- discussion/debate;
- team work;
- cooperative learning;
- Brainstorming;
- role-playing and situational games;
- simulation/modelling;

- demonstration;
- Individual/group project.

APPENDIX B: ISET Bachelor's Project Requirements and Process

Developing skills for research and for professional writing and speaking in English are vital components of the Bachelor program. In the fourth year, each student will participate in a Writing Project, applying the tools acquired in the program to some aspect of economics. The bachelor's Project involves independent critical study of a problem in economics, writing a professional paper in English, and presenting that paper in English.

Aim: The aim of a bachelor's project is to develop students' skill to research the issue/problem and its context in the field of economics and with the support from a supervisor, plan and implement a project that aims to review, analyze and effectively solve the problem.

Number of credits and contact hours: The number of the credits for the Bachelor's project and paper is 15. Project is an independent work of the student and the time assigned for the communication is 30 hours during the semester, including the 25 minutes assigned for the presentation of the project. Independent work constitutes 345 hours.

Format/study methods, workload: The bachelor's project is carried out in the format of seminars. This format is needed to systemize the processes related to planning and implementation of the project. Moreover, it facilitates effective supervising, which, on the one hand, leads to students' involvement in the project, process discussions, analysis and reflections and on the other hand enables a supervisor to make processes related to the project organized and result-driven. Learning methods used in the project are discussion, practical method and writing, reflections, analysis and synthesis. The format of the bachelor's project is based on individual work.

The Process: A bachelor's project is carried out in stages, culminating in a presentation of the paper /report.

The main stages are:

- The selection of the project supervisor;
- Submission of the project proposal and working plan;
- Project implementation and a presentation of the first draft;
- The submission of the final paper to the supervisor;
- Presentation of the paper.

Selection of the project, project supervisor and planning of the project

A student should select a bachelor project and register to the project supervisor in the beginning of the 8th semester.

The supervisor of the bachelor's project can be:

- Professor involved in the ISET Bachelor or Master program
- A visiting lecturer involved in the ISET Bachelor or Master program
- A visiting lecturer involved in the ISET Bachelor or Master program, who has a Master's equivalent or PhD degree and a practical experience.

Registration for a specific topic and the selection of a supervisor are conducted through the ISET Moodle platform.

Project Planning and Implementation

Throughout Semester 8 (Final) student and his/her supervisor work on the selected project and its report/paper.

Following instructions of their supervisors, students:

- define economics-related problem or issue;
- describe the focus of a context study (factors that have caused the problem and its impact);
- choose and review the relevant literature;
- define the project aim and objectives (research questions and/or hypothesis), methodology including the statistical software instruments
- discuss the results of the analysis (discussion/interpretation) and develop the recommendations for effective solutions to the problem.

Paper Submission

During the last week of Semester 8 (final) student submits his/her bachelor paper to their supervisor for plagiarism detection and assessment. The paper should comply with the Ivane Javakhishvili Tbilisi State University style of the academic writing. In case of detected plagiarism, the paper is returned to the student with corresponding comments. The student has to submit the revised paper for assessment during the exam period on a designated date. If plagiarism is detected in the work submitted by the examination period, the paper is not assessed and the bachelor's project, as the program component, is nullified. If plagiarism is not detected, the student is allowed to present the paper.

Assessment

Assessment is based on a 100-point scale. Credits are awarded when students accumulate points ranging from 51 to 100.

Points in the assessment system are distributed in the following way:

- (A) 91 - 100 Excellent
- (B) 81 - 90 Very good
- (C) 71 - 80 Good
- (D) 61 - 70 Satisfactory
- (E) 51 - 60 Pass
- (FX) 41 - 50 Narrow fail, but a student has the right to present the project again.
- (F) 0 – 40 Failed, to be awarded this credit, student has to do the bachelor's project again.

Final grades for the bachelor's project will be based on the following weighting scheme:

- Midterm assessment 1 (research proposal) – 15 points (benchmark - 7) (Appendix #1)
- Midterm assessment 2 (first draft) – 30 points (benchmark -12) (Appendix #2)
- Final assessment (final project) – 40 points (benchmark – 18) (Appendices #3, 4)
- Presentation – 15 points (benchmark - 0) (Appendix #5)

In case students fail to meet the benchmark in any of the components, they are not permitted to do the following one.

Appendix #1

Midterm assessment 1

For students

For midterm assessment student submits a research proposal, where:

- economics-related problem/issue is defined;
- problem context is described (a list of the problem causes/factors and its impact); theoretical framework of the issue is discussed;
- literature/sources map is provided;
- bibliography is provided (a list of the sources used);
- project aim and objectives are defined (research questions and/or hypothesis);
- Outline of possible methodology is made;
- Further working plan for the project is defined.

The prospectus shows the name and surname of the student. The report should comply academic style requirements of Ivane Javakishvili Tbilisi State University. The report should not exceed 4 pages.

For a supervisor

In the first midterm assessment, a supervisor assesses paper/report submitted by the student, which should include:

- economics-related problem/issue;
- description problem context (a list of the problem causes/factors and impact), theoretical framework of the issue;
- literature/sources map;
- bibliography (a list of the sources used);
- project aim and objectives (research questions and/or hypothesis);
- Outline of possible methodology;
- Further working plan for the project.

Assessment is made based on criteria written out in the assessment form below:

Bachelor's Project						
Bachelor's Project Supervisor				Supervisor's Status		
Student				(Name, Surname)		
Report Assessment Criteria				Point		
1. Clarity of the defined problem; Relevance of the context description (factors caused by the problem and outcomes resulting from the problem). How clearly is the theoretical framework described? How substantial and valid is the argumentation of problem/issue relevance?				5	4	3
2. Relevance of the selected bibliography (reliability and relevance of the sources).				5	4	3
3. Compliance with academic writing standards of the University.				5	4	3
4. Clarity of the project aim and objectives (questions and/or hypothesis)				5	4	3
5. How accurate and clear is the possible methodology for the project objectives?				5	4	3
6. How adequate and realistic is the project implementation plan?				5	4	3
Overall score						

Comments and Recommendation:

Appendix #2

Midterm Assessment 2

For Students

For midterm assessment 2 each student should submit a first draft of the report, where:

- Economics-related problem/issue is defined;
- Problem context is fully described (a list of the problem causes/factors and impact), theoretical framework of the issue is discussed. Final description of research methodology and purpose of its usage is provided;
- Data analysis based on described methodology is given (mathematical/statistical model results, illustration – graphs, tables etc.);
- the following major points are listed: a) findings/results, b) main provisions of the discussion/interpretation, c) main recommendations regarding solutions of economic problem;

The midterm report document shows the student names and surnames. The report should comply with the academic writing requirements of the University. The report should not exceed 30 pages.

For a supervisor

In the midterm assessment 2, a supervisor assesses first draft of bachelor project paper/report. It should include:

- economics-related problem/issue;
- problem context (a list of the problem causes/factors and impact), theoretical framework of the issue.
- research methodology;
- Data analysis (mathematical/statistical model results, illustration – graphs, tables etc.);
- major: a) findings/results, b) provisions of discussion/interpretation, c) recommendations regarding solutions of economic problem;
- Conclusions recommendations. Assessment Form

Bachelor's Project						
Bachelor's Project Supervisor			Supervisor's Status			
Student			(Name, Surname)			
Report Assessment Criteria			Point			
1. How correctly and adequately are supervisor's comments/remarks considered?			5	4	3	2 1 0
2. How fully is described the context of the problem/issue (Reasons/factors causing the problem (reasons/factors behind and results), theoretical framework of the problem / issue;			5	4	3	2 1 0
3. How adequately is the problem/issue justified? How well are project aims and goals defined?			5	4	3	2 1 0
4. How well is the research methodology described? How well are steps of research methodology discussed?			5	4	3	2 1 0
5. How adequately does the research methodology respond to the needs of determining causes of the problem and finding ways of its solution?			5	4	3	2 1 0
6. Relevance and clarity of main findings/results			5	4	3	2 1 0
7. Main provisions of discussion/interpretation, main recommendations for problem solutions. The most effective solution to the problem is determined.			5	4	3	2 1 0
8. Compliance with University's style of academic writing? (academic language, citation)			5	4	3	2 1 0
Overall score						

Comments and Recommendation:

Appendix #3

Project report/paper

For the Final Project, each student in a group will submit the final research paper, which will define an economics-related problem, comprehensively describe its context (causes/factors and impact), thoroughly discuss the theoretical framework, present a detailed explanation of the research methodology and its application, provide a comprehensive data analysis based on the described methodology (including mathematical/statistical model results and relevant illustrations), present all findings and results, offer a detailed discussion and interpretation of these findings, provide well-supported conclusions, and include robustness checks to validate the findings.

For students

The bachelor's paper should be written in compliance with academic writing standards of the University and the requirements listed in *Syllabus*. The final paper should be submitted in the corresponding semester exam period by the designated date. The submitted paper is checked for plagiarism and if detected, the bachelor's project, as a component of the program, is cancelled. If plagiarism is not detected, the work is assessed, and the student presents the paper.

For a supervisor

The paper presented during the exam period of a particular semester is checked for plagiarism and if detected, the bachelor's project, as a component of the program, is cancelled. If plagiarism is not detected, the work is assessed, and the student presents the paper. The final score of each student for the bachelor's paper is calculated by adding the overall score for the paper and individual presentation score.

Assessment Form

Bachelor's Project Supervisor	Supervisor's Status				
Student (Name, Surname)					
1. Report Assessment Criteria	Point				
Contents	4	3	2	1	0
1. Problem Defined (How clearly is the problem defined?) Context (How consistent is the context description? How clearly are factors causing the problem and its impact defined? How relevant/argued is the justification of these factors and outcomes? How fully is the theoretical framework discussed?) Project aim and objectives (questions and/or hypothesis) (How clearly is the project aim stated? How clearly is the link between the aim and problem discussed? literature review? How clear is the link between project aim and objectives (question and/or hypothesis?))	4	3	2	1	0
2. Methodology (Is methodology description proper and complete? How well is the software tool for analysis is chosen? How well-argued is the methodology? Is the methodology based on literature review?)	4	3	2	1	0
3. Analysis (How accurately is the data presented (illustrations)? How consistently and accurately are the illustrations described? (e.g. charts, tables, diagrams, etc.)? How accurately and consistently are the results formulated?)	4	3	2	1	0

4. Conclusion (How clear and consistent is discussion/interpretation of results? How clear and accurate is the relevance of data analysis results to the project aim and objectives (questions and/or hypothesis)? Do the recommendations for effective solution of the economics-related problem correspond to the data analysis results? How consistent are the recommendations?)	4	3	2	1	0
Overall Score for the Content					
Paper Layout	3	2	1	0	
5. Paper Components (contents, cover page, list of abbreviations, bibliography, formatting of the paper body text) (Are all the components fully presented? Are the components written in compliance with the corresponding requirements of Appendix #4)	3	2	1	0	
6. Language and Style (Does the paper comply with the academic language requirements? Is the paper written in conformity with the academic standard of the University? Is discussion consistent and argumentative?)	3	2	1	0	
Overall score for document design					

1. Presentation Assessment Criteria						
Organization (Is the presentation consistent? Are the issues clearly presented in student's presentation? How effective is student's strategy (e.g. PPT, handout, etc.)?)	5	4	3	2	1	0
Discussion (How competent are student's answers to the questions about the project? How well does the student reveal the knowledge of project-related processes (e.g. defining the context of the problem, data collection and analysis, discussion of results and interpretation)? Is the student able to identify strength and weaknesses of these processes?)	5	4	3	2	1	0
Presentation Skills (How proficient are the student's presentation skills, including articulation, pace, and vocal modulation? Are non-verbal cues, such as body language and eye contact, utilized effectively to engage the audience?)	5	4	3	2	1	0
Visual Aids Utilization (How effectively does the student use visual aids, such as slides, handouts, or multimedia elements, to enhance the presentation? Do these aids contribute to audience understanding without causing distraction?)	5	4	3	2	1	0
Time Management & overall professionalism (Is the presentation well-paced, adhering to the allocated time? Does the student manage time effectively to cover all essential points without rushing or exceeding the time limit? To what extent does the student convey professionalism during the presentation? Are they well-prepared, confident, and articulate?)	5	4	3	2	1	0
Total Score for Presentation						

APPENDIX C: Exam Regulations and Policy for Bachelor's Program

Article 1. General provisions

1. The Exam Regulations and Policy ("Regulations" hereinafter) define the rules for conducting written midterm and final exams for ISET's bachelor's program.
2. The Regulations determine the rules for conducting and proctoring examinations; the student appeals process against examination results, including the discussion and solution of those appeals; and expected student behavior during the exams.
3. The Regulations are approved by the ISET Academic Committee and any revision of these need approval from the committee.

Article 2. Providing organizational support for conducting examinations

The ISET Academic Affairs Department ("Department" hereinafter) shall be responsible for organizing and supporting examinations in the TSU Examination Center according to the rules set out by the Regulations.

Article 3. Schedule of examinations

1. The scheduling of examinations shall be created by the Department in consultations with the TSU Examination Center.
2. The Department shall be obliged to publish the schedule for midterm/final examinations no later than two weeks before the beginning of exam.

Article 4. Presentation of examination questions/topics

1. Lecturers are obliged to present their examination questions 10 calendar days before the exact date of the exam.
2. In the online (distance learning) format of study, a lecturer is obliged to present detailed exam instructions (defining the format of the exam, the number of questions and evaluation criteria according to the syllabus) three days before the exam date and to upload the exam questions/assignment to the Learning Management System one day before the exam.
3. The questions submitted to the Department should fully cover and reflect the topics defined by the syllabus.

Article 5. Process of examinations

1. The duration of both midterm and final exams is 120 minutes. Students who miss a midterm or a final exam without a legitimate and documented excuse will receive a score of zero (0) for that exam.
2. Students shall be given the option of sitting a makeup exam if the student missed an exam with a legitimate and documented excuse, which may include family/personal matters, force majeure, health conditions (including temporary disability or impairment) and technical issues (such as internet or electricity interruptions during online exams). In such instances, the student must inform the Department as soon as possible, sending any relevant supporting evidence or documentation to academicaffairs@iset.ge. The Department, in coordination with the lecturer, shall schedule the makeup exam for the student once he/she is in a condition to undertake the exam.

3. All exams shall be proctored by a group of observers/proctors (including Department representatives in the specific exam is held at ISET). The proctors are appointed in advance by the head of the TSU Examination Center.. Observers are subordinate and accountable to the head..

For all exams, students will be assigned specific seats, with one student per desk, according to the predetermined seating plans and sector charts uploaded on MoodleUNI.TSU.GE. During the exam, a student may be asked to relocate at any time by a proctor.Article 6. Examination procedures for students with disabilities or specific difficulties

1. The School shall make reasonable adjustments for students with disabilities or specific difficulties in order to ensure that no student is left disadvantaged and to guarantee that the School's legal obligations are met.
2. Special examination arrangements shall apply to all examinations and in-house assessments, as well as practical examinations where appropriate.
3. When a case is proven and reported in advance, a student with a disability, impairment, or illness, can request the following:
 - a) break time in the exam;
 - b) extra time for the exam;
 - c) examination questions written in a bigger font and in bold;
 - d) a braille keyboard or the possibility of a copy of the exam in braille;
 - e) an audio recording of the examination questions and the ability to provide an answer in braille;
 - f) the provision of an attendant/reader.

Article 7. Student behavior during exams

1. The student is obliged to arrive at the exam location before the exam starts, to take the seat according to the designated seating chart, and to register with the proctor.
2. Students arriving late will be allowed to enter the exam room; however, no additional time will be granted. The student is obliged to have ID or other documents to prove their identity (photo identification), otherwise identification will be made with the help of the ISET Administration.
3. During the exam, a student is allowed to have the following items on their desk: a bottle of water, a cup, pens, pencils, erasers, eyeglasses, tissues, and a calculator. If a calculator is not required for a specific exam, the student will be notified in advance. A student may also be allowed to have other items officially permitted by the course lecturer (including help sheets (*Appendix 1*), distribution tables, etc.).
4. The student is obliged to verify exam paper and if the paper is found to be defective (e.g., illegible text or missing pages), the student may ask a proctor to receive a replacement exam sheet.
5. Students exhibiting disruptive or unruly behavior, such as talking, copying or helping others to write the exam, turning around, leaving the assigned room without permission of the proctor, or passing a calculator, will receive a warning from a proctor.
6. The student will be required to turn in his/her mobile phone to the proctor before the exam starts. If any forbidden aid or devices (such as a mobile phone, smart watch, or hidden notes or formulas) are subsequently found in the student's possession, that student will receive a grade of zero (0) on that exam and will be required to immediately leave the exam room. Exceptions may be made for materials explicitly allowed by the instructor, and about which the proctors are notified in advance.
7. The exam should be written on the anonymous papers (distributed by the proctor).
8. It is forbidden to put an identification mark on the exam paper (name, number, etc.) or any kind of graphic image (figure, caption, etc.) that is not related to the exam task. If hints are found, the exam will not be evaluated.

9. A student may leave the exam room for a short period to use the restroom, with the permission of the proctor.
10. Any breach of discipline may be the basis for removal from the exam room.
11. After completing the exam, the student must hand in their exam booklet/sheet to the proctor.

Article 7.1 Student behavior during online exams

1. During online (distance learning) examinations, students are not allowed to consult online sources.
2. It is the student's responsibility to read the exam instructions before the exam.
3. Students must complete the exam individually, not in groups, and are not allowed to interact with other students during the exam by any means (electronic/digital/phone/etc.).

Article 8. Violations of the Code of Ethics

1. Any violation of the rules given in Articles 7 and 7.1 constitute a breach of the ISET Code of Ethics and Conduct and shall be reported to the Department.
2. In the event of such violations, the case in question shall be submitted to the Ethics Committee (ec@iset.ge) by the head of the bachelor's program and the Department.
3. The Ethics Committee will decide whether the ethics code has been violated and, if so, determine what actions will be taken.
4. Any violation of the Ethics Code will be permanently recorded on the student's record at ISET and may be taken into consideration during the selection process for TA (teaching assistant), internships with ISET-PI, issuing letters of recommendation, determining exchange program opportunities, etc. Individual student files related to violations of the ISET Ethics Code are maintained by the Department.

Article 9. Correcting examination papers

1. The Department shall be obliged to submit completed examination papers to the relevant lecturer or teaching assistant on the same day of the exam.
2. A lecturer shall be obliged to present the graded/evaluated examination papers no later than seven calendar days after the completion of the exam.
3. The presented grades shall be uploaded into the UNI.TSU System by the lecturer/or Teaching Assistant/or Department no later than three days after receiving the graded exam papers.

Article 10. Reviewing examination papers and making appeals

1. The Department shall organize a review session of the evaluated exam papers for students within three working days of the results being published. This excludes the online (distance learning) mode of study, whereby a lecturer will independently decide whether a review session is relevant.
2. During the review session, students have the right to review their examination booklets and file an appeal request if deemed necessary. To appeal a grade, students must use the exam appeal form (*Appendix 2*) that will be submitted to the lecturer or teaching assistant. During online (distance learning) modes of study, the student shall submit a completed appeal form to the Learning Management System within two calendar days.
3. Exams should be reviewed under the supervision of the instructor or the TA. Any attempt from a student to alter their exam and then appeal their grade represents a serious violation of the ISET Ethics Code.
4. Appeals shall be reviewed by the lecturer and returned to the Department within three calendar days of their submission. The lecturer's decision on a student's appeal is final.

Article 11. Transitional provisions

1. The presented document enters into force upon the approval of the Academic Committee.
2. The Academic Committee may make changes to this document twice a year.

Appendix #1

ISSET Help Sheet

Student : _____ Instructor/Course: _____

Instructions: *the field below is designated for subject related materials allowed by the instructor and deemed necessary by the student. The back side of the help sheet must remain blank, unless the instructor gives an advanced permission to use it as additional space for writing.*

Appendix #2

International School of Economics

Tbilisi State University

The Appeal Form should be filled out. Please attach a copy of an assignment that you are appealing to the completed form!

FROM: _____

TO: _____

DATE: _____

Appeal Form

Group # _____

Name of the course: _____

Which specific sections within the assignment do you believe were graded inaccurately?

Please state the reasons for your reviewing the grade:

I hereby confirm that if I request a part of an examination or other assignment be re-graded, a professor may re-grade other parts of it at his/her discretion.

/Signature/

To be completed by the professor

This is to verify that I have reviewed the exam materials of Mr. /Ms _____ (Name of the student) and recommend that the grade be altered/left without change. The final grade is as follows:

_____.

/Signature/

APPENDIX D: Restrictions on Students' Use of Artificial Intelligence for Homework Assignments and Bachelor's Project

Policy Statement:

The purpose of this policy is to outline the restrictions and guidelines regarding the use of Artificial Intelligence (AI) by students for completing their homework assignments and bachelor's project. The policy seeks to promote ethical academic practices, encourage critical thinking, and maintain a fair evaluation system while recognizing the potential benefits of AI in academic environment.

Prohibition of Full Reliance on AI:

Students are prohibited from exclusively relying on AI systems to complete their homework assignments and bachelor's project. AI should be seen as a complementary tool rather than a substitute for individual effort.

Permissible Use of AI:

- a. Students are allowed to utilize AI tools, such as search engines, online databases, and AI-based software, to gather information, clarify concepts, and enhance their understanding of the assignment topic.
- b. AI can be used for tasks like searching literature, data analysis, simulations, and complex calculations, provided that the students formulate hypotheses, interpret results, write the whole text, and draw conclusions.

Transparency and Disclosure:

If students use AI tools or resources to aid in their homework assignments and/or bachelor's project, they must clearly indicate the use of such tools and provide proper citations where necessary.

Consequences of Policy Violation:

- a. Violation of this policy will be considered a breach of academic integrity and subject to disciplinary actions as outlined in the Ethics Code.
- b. Penalties for violations may include but are not limited to grade reduction/nullification and assignment invalidation, depending on the severity and frequency of the offense.

Monitoring and Evaluation:

ISET will employ measures to detect and prevent AI misuse, such as AI and plagiarism detection software, review systems, or periodic assessments of students individual understanding and knowledge.

Policy Review:

This policy shall be reviewed periodically to ensure its effectiveness and relevance. Updates or revisions may be made based on advancements in technology, changing academic requirements, or emerging ethical considerations.