

to the BSU Rector's Order №01-02/173, dated July 15, 2022

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GUIDE

FOR THE BSU VOCATIONAL STUDENTS

(Approved by BSU Rector's Order №01-02/173 of July 15, 2022, and updated as of December 5, 2025)

Vocational education programs have been implemented at the Legal Entity of Public Law – Batumi Shota Rustaveli State University (BSU) since 2011. In order to create a flexible and effective system for program execution, the supporting educational structural unit – the Center for Vocational Programs Management and Lifelong Learning (hereinafter referred to as the "Center") – was established on October 5, 2018, by a decision of the BSU Representative Council.

Center Contact Information: On the BSU website (www.bsu.edu.ge) in the following field - <https://bsu.edu.ge/sub-54/news/index.html>

Email: vocational@bsu.edu.ge

Social network: <https://www.facebook.com/BSUVocationalPrograms>

Areas of Activity and Objectives of the Center: a) Management of BSU vocational programs; b) Lifelong Learning.

In the direction of vocational programs management, the objectives of the Center are: a) Facilitating the development of a unified vocational-educational space based on the principle of lifelong learning, in accordance with the strategic development goals of the university; b) Planning, implementing and quality-assuring competitive vocational education programs that meet labor market demands; c) Effectively administering the educational process for vocational students, providing them with support and promoting their career development; d) Ensuring close cooperation with employers and professional associations during the planning and implementation of vocational programs by sharing best local and international practices.

In the direction of lifelong education, the objectives of the Center are: a) Planning and implementing diverse continuous education programs/courses for applicants, students, university staff and other interested parties, for the purpose of their professional development, qualification enhancement and acquisition of new skills; b) Developing short-term educational programs aligned with labor market requirements and ensuring their quality, taking into account international experience and complying with modern standards; c) Developing cooperation with employers, professional associations and educational institutions, for the

purpose of introducing best practices in the field of continuous education and executing programs efficiently; d) Popularizing the lifelong learning principle, raising public awareness and ensuring the effective administration of lifelong learning programs.

The infrastructure located in BSU Building №6 (15 Leonidze St., Batumi) is primarily designated for the administrative activities and educational process of the Center (workrooms, classrooms, IT infrastructure, common spaces, computer equipment, inventory, furniture and other educational and material resources). The building has both natural and artificial lighting options, ensuring appropriate study conditions.

The Center/educational building includes classrooms for theoretical instruction equipped with computer technology, administrative space, workspaces and break areas, a library, specialized subject-specific rooms and space for archives. It contains sanitary facilities (which are continuously supplied with water and have continuous light and ventilation). The building is properly maintained, provides the possibility for personal hygiene and is accessible to all vocational students, including students with disabilities. The facility is also fitted with a ramp, adapted restrooms for persons with disabilities located on two floors of the building and an elevator. All educational spaces of the building and the library reading room feature lighting used for specific natural purposes as well as artificial lighting capabilities. The arrangement of the premises and spaces facilitates the educational and administrative process.

Chapter I.

Definition of Terms

Terms used in the educational process within the scope of vocational education are defined by the Law of Georgia "On Vocational Education"

(See <https://matsne.gov.ge/ka/document/view/4334842?publication=6>):

a) **Authorization** – The procedure for obtaining college status, which aims to ensure compliance with the standards necessary to carry out activities required for issuing a state-recognized document certifying education; b) **Non-formal Education** – A part of the lifelong learning system that implies acquiring "knowledge and understanding," "skills," or/and "responsibility and autonomy" outside of formal education; c) **Associate Degree** – A qualification awarded to a person upon successful completion of a short-cycle educational program and accumulation of the corresponding number of credits; d) **Diploma** – An official document certifying a qualification awarded by an authorized institution;) **Diploma Supplement / Certificate Supplement** – A document issued by an educational institution together with a diploma/certificate to certify the content of the education received by a vocational student; e) **Individual Learning Plan** - A learning plan tailored to the needs of a vocational student or listener (including a vocational student or listener with special educational needs or/and a vocational student or listener with disabilities) to achieve the learning outcomes prescribed by the relevant program, which is based on a specific vocational education program / short-cycle educational program / vocational training program / vocational retraining program / state language training program and along with other elements

of this program describes the learning outcomes to be achieved by the vocational student or listener and individual pathways for achieving them; f) **Inclusive Vocational Education** – An equally accessible educational process within which education is provided to all vocational students and listeners, taking into account individual educational needs and capabilities; g) **Qualification** – A formal outcome of assessing and confirming the achievement of a learning outcome by an authorized institution/institutions, verified by a state-recognized certificate, a state diploma of higher or vocational education, or a state document certifying general education; h) **Competence** – The ability to adequately apply learning outcomes in a relevant context (in the process of study or work, or for personal and professional development); i) **Credit** – A unit that encompasses a set of confirmed learning outcomes, which can be recognized in accordance with Georgian legislation to obtain one or more qualifications; j) **Module** – A component existing within a vocational educational standard or developed independently that combines logically interrelated learning outcomes, describing the ways, means, and conditions of their verification; k) **Short-cycle Educational Program** – An educational program corresponding to the generalized learning outcomes defined for Level 5 of the National Qualifications Framework, which is created based on a vocational educational standard and links to a bachelor's degree program or to an educational program corresponding to generalized learning outcomes defined for Level 7 of the National Qualifications Framework, which also leads to generalized learning outcomes defined for Level 6 of the National Qualifications Framework; l) **Listener** – A person studying in a vocational training program, vocational retraining program, or/and state language training program; m) **Professional Standard** – A set of tasks and responsibilities related to a specific profession; n) **Vocational Education** – Education that ensures a person develops the competence/competences required by a specific profession or/and the labor market, aimed at the professional, social, and personal development of the person throughout their life; o) **Document Certifying Vocational Education** – A diploma, certificate; p) **Vocational Educational Institution / College** – A legal entity authorized to implement vocational educational programs, short-cycle educational programs, vocational training programs, vocational retraining programs, and state language training programs in accordance with Georgian legislation; q) **Vocational Educational Program** – A combination of learning objectives, learning outcomes, module/modules, corresponding credits, teaching methods, evaluation forms and organizational characteristics of the educational process. A vocational education program concludes with the awarding of a qualification corresponding to Level 3 / Level 4 / Level 5 of the National Qualifications Framework prescribed by a vocational educational standard and the issuance of a diploma; r) **Vocational Educational Standard** – A document that defines the qualification/qualifications to be awarded, the number of credits required to award the corresponding qualification/qualifications, the learning outcomes to be achieved, the set of modules whose defined learning outcomes must be achieved to award the qualification/qualifications, the prerequisites for admission to and implementation of the relevant educational program/educational programs, employment fields, and requirements related to educational program/educational programs development and implementation (if any); s) **Vocational Student** – A person studying in a vocational educational program or a short-cycle educational program; t) **Vocational Student Mobility** – The free movement of a vocational student to participate in the learning process both within Georgia and abroad, accompanied by the recognition of education, credits or qualifications obtained during the study period; u) **Regulated Profession** – An activity that requires a specific qualification or/and passing a state

certification exam as a prerequisite for its execution, or for which passing a specific exam or periodic professional retraining is mandatory under Georgian legislation for awarding the required qualification; v) **Educational Institution** – A general education institution authorized to implement basic vocational educational programs, intermediate vocational educational programs, vocational training programs and vocational retraining programs; a college or higher education institution authorized to implement any type of vocational educational program, short-cycle educational program and vocational training program/vocational retraining program; w) **Work-based Learning** - A form of program implementation for a vocational educational program/short-cycle educational program/vocational training program/vocational retraining program, which involves achieving certain learning outcomes prescribed by this program in a simulated work environment or/and a real work environment (including dual education); x) **Training Enterprise** – A person who has obtained the right, alongside an educational institution, to implement vocational educational programs/short-cycle educational programs in the form of work-based learning; y) **State Language Training Program / State Language Training Module** – An educational program/module aimed at teaching the state language for the purpose of mastering a vocational educational program/short-cycle educational program/vocational training program/vocational retraining program, or/and supporting the civic integration of persons for whom Georgian is not their native language; z) **Certificate** - A document issued by an authorized institution confirming that a person has achieved a learning outcome prescribed by a vocational training program or a vocational retraining program, as well as a learning outcome defined by individual modules; aa) **Person with Special Educational Needs** – A person who exhibits learning difficulties or/and disabilities and requires adaptation of the educational process, which implies modifying a vocational educational program/short-cycle educational program/vocational training program/vocational retraining program/state language training program, creating an individual learning plan, changing the learning environment and conditions, or/and providing additional special educational services; bb) **Learning Outcome** – A statement regarding the "knowledge and understanding" (the result of assimilating information, facts, principles, theories, theoretical and practical methods related to a field of study or activity), "skills" (the capability to apply relevant knowledge to complete a specific task and solve problems), or/and "responsibility and autonomy" (the use of knowledge and skills by a person with a corresponding degree of values and independence) to be achieved by a person; cc) **System of Vocational Orientation, Counseling, and Career Planning in Formal Education** – A wide spectrum of activities that helps an individual, at any stage of formal education, determine their capabilities, competences and interests to make decisions regarding education and profession choice and manage their own career; dd) **Formal Education** - A part of the lifelong learning system that involves acquiring "knowledge and understanding," "skills," or/and "responsibility and autonomy," certified by a state-recognized certificate, a state diploma of higher or vocational education or a state document certifying general education.

Chapter II.

Vocational Education and BSU Vocational Educational Programs

Vocational education is carried out through:

1. A vocational educational program, the types of which are: 1.1. **Basic Vocational Educational Program**, which concludes with the award of a qualification corresponding to Level 3 of the National Qualifications Framework; 1.2. **Intermediate Vocational Educational Program**, which concludes with the award of a qualification corresponding to Level 4 of the National Qualifications Framework; 1.3. **Higher Vocational Educational Program**, which concludes with the award of a qualification corresponding to Level 5 of the National Qualifications Framework;

2. **Vocational Training Program**, which prepares a person to perform individual tasks and responsibilities related to a profession. The learning outcomes prescribed by a vocational training program can correspond to Level 2/Level 3/Level 4/Level 5 of the National Qualifications Framework;

3. **Vocational Retraining Program**, the purpose of which is to acquire or/and develop competences to perform professional activities in the same field. The learning outcomes prescribed by a vocational retraining program can correspond to Level 2/Level 3/Level 4/Level 5 of the National Qualifications Framework.

The full list of active vocational educational programs at BSU is available on the BSU website (field "Educational Programs" - <https://bsu.edu.ge/sub-54/program/1/index.html>). The development, assessment, and improvement of vocational educational programs at BSU are carried out in accordance with Georgian legislation, including the Law of Georgia "On Vocational Education" and the "Rules for Ensuring the Development, Assessment, and Improvement of BSU Vocational Educational Programs" approved by Resolution №06-01/64 of the BSU Academic Council on September 12, 2024 (available on the BSU website bsu.edu.ge; website field "Legal Directory" link <https://bsu.edu.ge/sub-26/page/2-307/index.html>).

Chapter III.

The Educational Process of BSU Vocational Educational Programs

Procedures regarding the implementation of BSU vocational educational programs, obtaining, suspending, or terminating vocational student status, mobility, recognition of education received, ensuring a vocational student's continued education if a program changes or is canceled, assessment of vocational students, qualification awarding, mechanisms for integrating inclusive education into the educational process and creating an inclusive educational environment, as well as other matters related to the educational process are regulated/defined by the "Rules Regulating the Educational Process of BSU Vocational Educational Programs," approved by BSU Rector's Order №01-02/11 on February 8, 2019 (available on the BSU website bsu.edu.ge; https://bsu.edu.ge/text_files/ge_file_9686_1.pdf). The educational process within vocational programs proceeds / the program is implemented in accordance with a schedule/timetable drawn up on the basis of the curriculum of the educational programs, which is approved by an order of the BSU Rector issued upon the Center's submission. The schedule defines the dates for theoretical/practical classes, the start/end of industrial practice, and qualification awards. The timetable is posted on the Center's information boards as soon as classes begin. Classes for vocational students run from

Monday through Friday inclusive. If required for the goals of a vocational educational program, Saturday may also be used as a school day.

Full integration of vocational students with Special Educational Needs (hereinafter - SEN) into the educational process is carried out through inclusive vocational education specialists, a person responsible for the movement of the SEN person, and qualified teachers. When necessary, the university provides the involvement of a sign language interpreter, orientation and mobility trainer, mobility support helper, and specialized caregiver in the educational process of SEN persons. The university develops an individual learning plan for the SEN student. On the basis of the individual learning plan, the teacher becomes authorized within the educational process to: apply different teaching techniques and strategies; select and use effective learning-teaching and instruction methods for the student; establish a different, individual schedule of hour distribution for the student; determine, change, and use an optimal learning environment for the student; use additional adapted technical equipment if necessary; use the necessary amount of educational material and raw material; modify the flow of the educational process.

Chapter IV.

Learning Outcomes, Assessment, and Appeals of Vocational Students

The rules for assessing the learning outcomes achieved by a BSU vocational student are defined by the "Rules Regulating the Educational Process of BSU Vocational Educational Programs," approved by BSU Rector's Order №01-02/11 on February 8, 2019 (available on the BSU website bsu.edu.ge; link https://bsu.edu.ge/text_files/ge_file_9686_1.pdf). In vocational educational programs, competency-based assessment is used, which implies assessing the evaluated person's possession of knowledge and ability to use skills (competence) according to criteria predefined by the module. To earn the credit corresponding to a module, all learning outcomes to be achieved within the module must be positively evaluated. A vocational education teacher informs the vocational student about the date set for assessing the student's achievement at least 3 working days prior to the assessment.

A learning outcome is considered achieved if the evaluated person is positively evaluated across all evaluation criteria. The achievement of a learning outcome within one program is confirmed only once. It is possible to confirm several learning outcomes simultaneously. When evaluating a vocational student, formative and summative assessments are used. Summative assessment is carried out for the purpose of confirming the achievement of learning outcomes, while formative assessment is used during current and mid-term evaluations. a) **Formative Assessment** - By decision of the person implementing the module (vocational education teacher), it may be carried out using either points or pass/fail principles. The implementer of the module is obliged to provide students with information regarding the principle of formative assessment in advance; b) **Summative Assessment** - Previews the use of a system based strictly on pass/fail principles (based on confirmation of competencies) and allows for the following two types of assessment: 1. Learning outcome confirmed; or 2. Learning outcome not confirmed.

A vocational student has the right to request an additional assessment of the achievement of learning outcomes once, including during the course of a module. The unconfirmed learning outcome/outcomes of a prerequisite module must be confirmed within the deadlines set by the curriculum. Failure to confirm/the inability to confirm this is considered as the student failing to master the module credits, and they do not have the opportunity to study the next module, and consequently, to continue studying in the program.

A vocational student is authorized to apply to the Center in written form and request the postponement of a repeat assessment, or an additional assessment of learning outcome achievements before the completion of the educational program; otherwise, the failure of a vocational student to appear for a repeat/additional assessment is considered a failure to achieve the learning outcome. The Director of the Center, in agreement with the vocational education teacher implementing the module, sets the date for the repeat/additional summative assessment, taking the prerequisite module/modules into account. In the event that a student/students fail to confirm the results of a prerequisite module due to objective circumstances, when it is not possible to organize a repeat assessment, the Center is authorized, on the basis of a BSU Rector's order, to postpone the start of teaching the next module by one week at the expense of regulating the educational process with hours of another module. For the purpose of involving persons with disabilities and SEN persons in a vocational educational program, such persons are admitted to modules without overcoming the prerequisite/prerequisites of the module.

It is possible to conduct the assessment of learning outcomes at the end of each learning outcome, or to assess several learning outcomes simultaneously. Assessment directions and an alternative list of assessment tools are provided in the corresponding module. Information regarding the assessment is provided to the vocational student within a maximum period of 3 working days from the day the assessment is conducted.

A vocational student is authorized to appeal an assessment result via a written application (appeal) within 3 working days from becoming familiar with it. For the purpose of reviewing the student's application/appeal via a committee, a BSU Rector's order regarding the creation of an appeals committee is issued within 2 working days based on an internal memo from the Center's Director (the composition includes: Center Director, Quality Management Manager, Educational Process Management Manager, vocational education teacher, and others). A vocational student's application/appeal submitted in violation of the appeal deadline will be left without review, and the Center will notify the vocational student about this in writing. The Committee reviews the issue of the vocational student's assessment appeal within 2 working days, and the vocational education teacher may be instructed to re-evaluate the vocational student. The decision of the Committee is communicated to the vocational student within 2 working days. During an assessment scheduled as a result of an appeal, the vocational education teacher is required to change the assessment tool.

Chapter V

Suspension and Restoration of Vocational Student Status

The rule for the suspension and restoration of BSU vocational student status is defined by the "Rules Regulating the Educational Process of BSU Vocational Educational Programs," approved by BSU Rector's Order №01-02/11 on February 8, 2019 (available on the BSU website - bsu.edu.ge; link - https://bsu.edu.ge/text_files/ge_file_9686_1.pdf).

The grounds for the suspension of vocational student status are:

a) Personal statement, stating the reason (the content of the reason cannot become grounds for refusing the suspension of status to a vocational student); b) Pregnancy, childbirth, childcare, or deterioration of health status; c) Studying in a higher/vocational educational institution in a foreign country (except for participation in the university's exchange programs); d) A case provided for by the contract concluded with the vocational student; e) Exemption from fulfilling the rights and duties of BSU and the vocational student without terminating the vocational student status is considered a suspension of vocational student status; f) A case provided for by the legislation of Georgia (conscription into compulsory military service or imprisonment imposed as a measure of restraint, or other), which excludes participation in the educational process of the vocational educational program and the possibility of achieving the outcomes provided for by the program.

Based on the above-mentioned grounds, a vocational student must address the BSU Rector with a statement requesting the suspension of status.

In the case of work-based learning (dual program), the possibility of suspending the vocational student's status and restoring the status during the corresponding period must be agreed upon with the relevant training enterprise.

The BSU Rector's order regarding the return of a person with suspended BSU vocational student status back to the educational process is issued after the elimination of those circumstances that served as the basis for issuing the order to suspend the student's status.

The grounds for the termination of vocational student status are:

a) Personal statement; b) Completion of studies on the relevant vocational educational program (awarding of vocational qualification); c) Failure to achieve the learning outcomes provided for by the relevant vocational educational program; d) Transfer to another educational institution; e) Expiration of a 5-year term from the suspension of the vocational student status; f) Death; g) Failure to appear within 30 calendar days from the start of the educational process on the relevant vocational educational program and failure to submit written information to the university regarding the reason for non-appearance; h) A case provided for by the legislation of Georgia, BSU Internal Regulations, Code of Ethics, or/and the contract concluded with the vocational student.

When grounds for the termination of BSU vocational student status exist, based on the submission of the Center's Director, a BSU Rector's order regarding the termination of vocational student status is issued, which is reflected in the Vocational Education Management Information System within the timeframe and manner established by law.

Regaining vocational student status is possible in accordance with the rules established by the legislation of Georgia.

Chapter VI.

Mobility of Vocational Students and Recognition of Received Education

The regulation of vocational student mobility and recognition of received education is stated in the "Rules Regulating the Educational Process of BSU Vocational Educational Programs," approved by BSU Rector's Order №01-02/11 on February 8, 2019 (available on the BSU website - [bsu.edu.ge](https://bsu.edu.ge/text_files/ge_file_9686_1.pdf); link - https://bsu.edu.ge/text_files/ge_file_9686_1.pdf).

A vocational student obtains the right to mobility in the case of acquiring vocational student status in accordance with the rules established by the legislation of Georgia, within the framework of a vocational educational program awarding a qualification corresponding to the same or lower level of the "National Qualifications Framework."

Mobility of a vocational student is carried out within the maximum number of vocational students determined for the relevant program, except for those vocational students whose institutions were liquidated without determining a legal successor, or the institution lost the right to implement the program or the status of an educational institution, or its authorization period expired and, consequently, they are considered persons with suspended vocational student status.

In the case of students of this category, exceeding the maximum number is permitted by no more than 25%.

In this case, the number of persons enrolled above the total number of vocational students will be deducted from the number of student admission places established by the institution for the next intake on the relevant program.

Mobility is announced by an order of the BSU Rector, within the maximum number of vocational students determined for the vocational educational program, based on an internal memo from the Center's Director.

In order to obtain the right to enrollment through mobility, the vocational student, or in the case of a minor vocational student, their legal representative, addresses the BSU Rector with an application.

For the recognition of credits, the person wishing for mobility must submit a certificate issued by the authorized body of the relevant institution regarding the student's status and their achieved learning outcomes (a certified list of completed study courses/modules).

The recognition of education received by a vocational student in another educational institution is carried out at BSU under the administration of the Center, by a commission created by an order of the BSU Rector.

The decision of the commission specifies the conformity of the educational program completed by the vocational student wishing for mobility with the receiving program, as well as the recognized learning outcomes and the number of credits.

If necessary, based on the decision of the commission, the Center is obliged to draw up an individual learning plan, taking into account the interests of the vocational student.

A person who obtains the right to enrollment at BSU through mobility is obliged to submit the documentation specified by the order of the BSU Rector (copies of their personal file and educational documents) and sign a contract.

After signing the contract with the person wishing for mobility, a BSU Rector's order is issued regarding the enrollment of this person into a BSU vocational educational or short-cycle program on the basis of mobility, and the information is reflected in the system in accordance with the rules established by legislation.

The recognition of a qualification obtained in a foreign educational institution or learning outcomes achieved in a foreign educational institution takes place in accordance with the rules established by the Minister of Education and Science of Georgia.

In the event that BSU loses the right to implement vocational educational programs, the vocational students are considered persons with suspended status, and the conditions established by this chapter apply to them.

Chapter VII.

Awarding Qualifications and Issuing Documents Certifying Vocational Education

The rule for awarding qualifications and issuing diplomas to vocational students is determined by the "Rules Regulating the Educational Process of BSU Vocational Educational Programs," approved by BSU Rector's Order №01-02/11 on February 8, 2019 (available on the BSU website - bsu.edu.ge; link - https://bsu.edu.ge/text_files/ge_file_9686_1.pdf).

The basis for awarding a vocational qualification to a vocational student is the mastery of all module credits provided for by the vocational educational program, participation in the intermediate assessment, and passing the qualification exam.

The regulation for conducting the qualification exam for a BSU vocational student is defined by the "Rules for Conducting Qualification Exams on BSU Vocational Educational Programs" approved by an order of the BSU Rector.

The purpose of the qualification exam is to assess the vocational student's ability to application-wise and comprehensively use the achieved learning outcomes in the process of performing professional duties and tasks.

Passing the qualification exam is mandatory also for vocational students enrolled in vocational educational programs implemented in the form of dual learning, as well as for vocational

students enrolled in programs based on a vocational educational standard in which a qualification exam is defined as a prerequisite for awarding a qualification.

For vocational students enrolled in programs based on a vocational educational standard in which a qualification exam is not defined as a prerequisite for awarding a qualification, the basis for awarding a vocational qualification to the vocational student is the assessment and confirmation of the student's achievement of the learning outcome by a qualification commission created by an order of the BSU Rector.

The qualification commission reviews the issue of awarding a qualification to a vocational student who has fully mastered or has recognized credits provided for by the relevant vocational educational program.

The qualification commission makes a decision regarding the awarding of a qualification to a vocational student or on the refusal to award a qualification.

The achievement of learning outcomes determined by a module of a vocational educational program by a vocational student is confirmed, upon request, by a certificate and an appendix.

A person with SEN status who was unable to master the credits of the modules provided for by the program is considered a graduate, and a certificate on completing the program is issued to them, and upon request, also with an indication of the achieved learning outcomes.

Based on the minutes of the qualification commission and the order of the BSU Rector regarding the issuance of a vocational diploma (certificate), a vocational diploma (certificate) is prepared and issued.

The template of a vocational diploma/certificate is prepared in accordance with the rules established by the legislation of Georgia and the order of the BSU Rector.

To confirm the content of the education received by a vocational student, an appendix to the vocational diploma / appendix to the certificate is issued together with the vocational diploma/certificate.

Chapter VIII.

Rights, Obligations of Vocational Students and Processing of Personal Data

The rights and obligations of a BSU vocational student are defined by the Law of Georgia "On Vocational Education," the BSU Statutes, BSU Internal Regulations, and the "Rules Regulating the Educational Process of BSU Vocational Educational Programs" approved by BSU Rector's Order №01-02/11 on February 8, 2019 (available on the BSU website - [bsu.edu.ge](https://bsu.edu.ge/text_files/ge_file_9686_1.pdf); link - https://bsu.edu.ge/text_files/ge_file_9686_1.pdf).

A vocational student is authorized to: a) Receive a quality vocational education; b) Request a fair assessment of knowledge and appeal the assessment result in accordance with the established rule; c) Receive information (consultation) regarding the university's vocational

educational programs, study courses (modules), assessment methodology, as well as any other issue related to the implementation of the educational program; d) Utilize BSU's material-technical base, information means, library, and other learning resources; e) Exercise the right to vocational student mobility in accordance with the rules established by the legislation of Georgia; f) In accordance with the rules for the development, advancement, and approval of a vocational educational standard and module/modules, in the event of the cancellation of a vocational educational standard or the removal of one of the qualifications from a vocational educational standard, as well as in the event of a change in a vocational educational program / short-cycle educational program, complete studies on the vocational educational program / short-cycle educational program on which they are studying, or exercise the right to vocational student mobility; g) Freely establish vocational and other student organizations or/and join them in accordance with their own interests; h) Appeal in court a decision made against them by BSU; i) Enjoy the rights granted by the legislation of Georgia, legislative acts of Georgia "On Vocational Education," BSU Statutes, Internal Regulations, Code of Ethics, and other legal acts.

A vocational student is obliged to: a) Fulfill the requirements of the relevant BSU vocational educational program; b) Protect the terms of the contract concluded between the vocational student and BSU, the requirements of the BSU Statutes, Internal Regulations, Code of Ethics, and other legal acts of the university related to the implementation of the vocational educational program and the educational process.

The rights and obligations of a vocational student determined by the legislation of Georgia, BSU Statutes, and Internal Regulations, as well as the consent of the vocational student to the processing of personal data, are reflected in the contract concluded with the vocational student.

The personal file of a vocational student is opened based on their acquisition of the right to enrollment in the relevant program of the university, registration within the established deadlines, conclusion of a contract, and the issuance of a Rector's order on enrollment in the university.

Personal documentation containing personal data of the vocational student provided for by the BSU Clerical Instructions (see on the BSU website - https://bsu.edu.ge/text_files/ge_file_10508_1.pdf) will be placed in the vocational student's personal file.

Personal data (hereinafter - data) - is any information related to an identified or identifiable physical person and is used originating from the goals of the university's activities.

When processing personal data, the university acts in accordance with the Law of Georgia "On Personal Data Protection" (see at the link - <https://matsne.gov.ge/ka/document/view/1561437?publication=23>), observing the following principles:

a) Fairness, transparency, legality, accountability before the data subject, and protection of their dignity; b) Purposefulness - advance definition of a relevant, clear, and specific purpose; c) Proportionality - processing data in an amount corresponding to the purpose; d) Ensuring data accuracy and correctness, including targeted update or deletion/destruction of information; e) Storing data for a relevant period; f) Safe proceeding of the entire processing workflow, including observing organizational and technical security measures.

Within the scope of the university's activities, the following personal data/information about a vocational student is processed by BSU: name, surname, personal number, series and number of the identity document, validity period of the identity document, photograph, telephone number, e-mail address, date of birth, gender, information about education, citizenship, information about military obligation, copy of the student's educational card or its extract, information reflected in all legal act/acts determining the student's status (order on enrollment into the program, status suspension, restoration/return to the educational process, mobility, termination), time of entering and exiting the BSU building;

A vocational student (data subject) has the right to request correction, update, completion, or addition of data existing about them, in the event that the data is inaccurate or incomplete.

The student also has the right to request temporary suspension (blocking) of data processing in the event that the purposes or/and grounds of data processing, their authenticity, or accuracy are disputed.

The university, in the case of a request by the data subject, blocks the data within 3 days from the request.

Legislation, explanations, and recommendations regarding the processing of personal data are available on the following website and informational fields:

Personal Data Protection Service: web address - <https://personaldata.ge/ka>;

Tel: (+995 32) 242 1000 ; E-mail: office@pdps.ge

Chapter IX.

University Regulations on Incentive Measures and Disciplinary Proceedings

According to BSU Internal Regulations, for success achieved in studying and active participation in the social life of the university, the following types of incentives can be used towards a vocational student/listener:

a) Declaration of appreciation; b) Awarding a monetary reward or/and a valuable gift; c) Early removal of a previously imposed disciplinary penalty (if any).

The order regarding the use of an incentive is issued by the BSU Rector based on an internal memo from the Center for Vocational Programs Management and Continuous Education,

including with the co-signature of the Head of Administration in the case of using the type of incentive provided for by sub-paragraph "ð".

The reaction mechanisms for a violation of the rules of conduct established at the university and procedures for disciplinary proceedings are mainly determined by the following legal acts:

a) "BSU Internal Regulations" approved by Decision №02 of the BSU Representative Council on September 9, 2011 (available on the BSU website - bsu.edu.ge ; website field: "About Us" - "Legal Directory" - "University Acts" - "University Normative Acts" ; link - https://bsu.edu.ge/text_files/ge_file_884_1.pdf); b) "BSU Code of Ethics" approved by Decision №02 of the BSU Representative Council on July 27, 2017 (available on the BSU website - bsu.edu.ge ; website field: "About Us" - "Legal Directory" - "University Acts" - "University Normative Acts" ; link - https://bsu.edu.ge/text_files/ge_file_868_1.pdf); c) "Policy Document on the Prevention of Sexual Harassment" approved by BSU Rector's Order №01-02/153 on September 7, 2021 (available on the BSU website - bsu.edu.ge ; website field: "About Us" - "University Acts" - "University Normative Acts"; link - https://bsu.edu.ge/text_files/ge_file_15626_1.pdf)

According to the BSU Code of Ethics, the following are considered violations of ethical norms:

a) Lateness to classroom sessions or/and other types of university events; b) Obstruction of the educational process workflow (making noise during a lecture, using a mobile phone, causing a commotion in the corridor, and other); c) Smoking in the university building; d) Bringing or/and distributing firearms or/and cold weapons into the university, bringing, distributing, or/and consuming alcoholic drinks, narcotic or/and psychotropic substances; e) Gambling games; f) Bringing or/and distributing such explosive and flammable items and substances that create a real danger of fire or/and explosion; g) Foul language or violence, inflicting verbal or/and physical offense on vocational students, employees, or other third persons related to the university's activities, as well as violating prohibitions related to discrimination, including harassment/sexual harassment and hate speech; h) Violation of inventory use rules (making inscriptions on inventory, damaging material-technical equipment); i) Littering the university territory, defacing the appearance of the building, damaging plants; j) Disobedience to the demands of a person who has the right to raise the issue of applying a disciplinary measure.

A violation of the BSU Code of Ethics by a vocational student entails responsibility in accordance with the legislation of Georgia, the university's Internal Regulations, and the contract concluded with the vocational student.

According to BSU Internal Regulations, the following disciplinary penalties are applied towards a vocational student/listener:

a) Warning note (reprimand); b) Formal warning; c) Termination of vocational student/listener status.

According to BSU Internal Regulations, a "Warning note" (reprimand) can be imposed on a vocational student who has:

a) Committed an unethical act – non-compliance with the student ethical standard provided for by the BSU Code of Ethics; b) Damaged university property, the value of which does not exceed 100 GEL (in such case, the vocational student is obliged to also compensate the damage inflicted on the university); c) Obstructed or disrupted a session; d) Distributed literature of a political and religious nature, campaigning leaflets, and proclamations on the university territory; e) Damaged their own or another vocational student's ID card; f) Damaged announcements/acts published on the BSU territory (in buildings); g) Consumed tobacco in buildings and on the territory (including the yard) under the balance/use of the university.

According to BSU Internal Regulations, a "Formal warning" can be imposed on a vocational student who:

a) Systematically violates (two or more instances) the rules (prohibitions) of entry and conduct on the university territory; b) Enters the university territory under the influence of alcohol, narcotics, toxic, or psychotropic intoxication; c) Disrupts an exam; d) Takes documentation preserved in the university without authorization or/and destroys it; e) Damages university property, if the loss exceeds 100 GEL (in such case, along with the disciplinary penalty, the violating person will be charged with compensating the material damage inflicted on the university); f) Commits a disciplinary misconduct again within one year from the imposition of a disciplinary penalty. g) Commits an unethical act – non-compliance with the student ethical standard provided for by the BSU Code of Ethics; h) Violates a prohibition related to sexual harassment, which as a result of disciplinary proceedings/investigation provided for by the BSU Internal Regulations or/and the "Policy Document on the Prevention of Sexual Harassment" approved by an order of the BSU Rector, will be evaluated as a violation/misconduct of a severe category.

According to BSU Internal Regulations, the termination of university vocational student status as a disciplinary penalty will be imposed on a vocational student in cases of the following ethical misconduct:

a) Uses (encroaches upon) the material-technical resource of the university contrary to the established rule or/and without permission (despite a warning, continues using the university dormitory or other space or/and using computer or other equipment that is not intended for student use); b) Enters an exam instead of another vocational student or attempts to have another person take an exam instead of them; c) Uses or/and provides to another person the private user information (password and code) of the electronic management system of the educational process or/and carries out evaluation (recording logs) for themselves or for another vocational student instead of the subject's lecturer. d) Violates a prohibition related to sexual harassment, which as a result of disciplinary proceedings/investigation provided for by the BSU Internal Regulations or/and the "Policy Document on the Prevention of Sexual Harassment" approved by an order of the BSU Rector, will be evaluated as a violation/misconduct of a severe (gross) category.

Disciplinary proceedings related to an alleged violation of the sexual harassment prohibition by a vocational student are carried out in accordance with the "Policy Document on the Prevention of Sexual Harassment" approved by BSU Rector's Order №01-02/153 on September

7, 2021 (see link - https://bsu.edu.ge/text_files/ge_file_15626_1.pdf), based on an investigation conducted by a commission created by an order of the BSU Rector, during which the student/listener enjoys the rights determined by the legislation of Georgia, the BSU Statutes, the BSU Code of Ethics, and these Internal Regulations.

The contact person for vocational students/listeners on sexual harassment issues is the Director of the BSU Center for Vocational Programs Management and Continuous Education. (Link: <https://bsu.edu.ge/sub-54/page/3-455/index.html?lang=ge>).

Chapter X.

Accessibility of Material, Information, and Library Resources and Student Support / Various University Services

1. Accessibility of Material Resources:

BSU ensures the accessibility of material, information, and library resources for BSU vocational students, listeners, and staff, in accordance with the BSU Statutes, Internal Regulations, regulations of structural units, and legal acts concerning job (functional) descriptions of personnel employed in the respective direction.

According to the BSU Internal Regulations, the university infrastructure, material resources located in the buildings (blocks) and on the territory ensure the efficient conduct of educational and administrative processes, and the achievement of educational program goals and learning outcomes. There are classrooms for theoretical instruction / study rooms; spaces for group work; administrative spaces; workspaces for administrative, academic, invited, and supporting personnel; student spaces, library, archive spaces, and restrooms.

BSU vocational students, listeners, and staff are authorized to use the infrastructure and material resources located in BSU Building №6 (Batumi, 15 Leonidze St.), as well as in other buildings under the balance/use of BSU, for educational purposes.

The university provides the material-technical base required for vocational educational programs, specific laboratories/workshops, the equipment, materials, and raw resources needed for the production process, and ensures their availability during the program implementation workflow.

2. Electronic Administration System of the Educational Process and Official Email: For the transparency and accessibility of the educational process administrative workflow, a unified electronic management system operates at BSU.

Each vocational student and listener is assigned a personal user profile (username, password) within the system, through which they receive information regarding their personal data, electronic card, status, selected program curriculum, timetables, and learning results (assessments).

For official communication, each vocational student and listener is registered on the university's email domain address (name.surname@bsu.edu.ge), which they are obliged to

check systematically. Important administrative announcements and legal acts are sent to this address.

The electronic system is accessible from both internal network computers and any external internet point via the web page link: profile.bsu.edu.ge.

3. Library Resources and Accessibility: The BSU Ilia Chavchavadze Library provides book, periodic, and electronic catalog resources to support vocational educational programs.

The library contains compulsory and supplementary literature defined by the modules of active vocational programs, which is available in printed form in reading rooms, through temporary loan services, or in digital format via electronic databases.

Vocational students and listeners have access to international electronic scientific and educational databases (such as EBSCO, ScienceDirect, Scopus, etc.) from university computer networks.

The reading rooms of the library are equipped with computers connected to the internet and are fully adapted for the educational needs of students, including those with disabilities.

4. Vocational Orientation, Counseling, and Career Planning Support: The university provides career planning and vocational guidance services to vocational students, listeners, and applicants through authorized specialists at the Center.

The career planning system includes the following services:

a) Organizing individual and group information meetings for applicants and students regarding professional choice and career growth possibilities; b) Providing assistance in preparing a CV (Curriculum Vitae), motivational letter, and preparing for job interviews; c) Conducting consultations on employment conditions, trends in the labor market, and active vacancies; d) Organizing thematic master classes, training sessions, and meetings with potential employers and professional associations; e) Coordinating internship and industrial practice processes in cooperation with partner organizations.

5. Legal and Psycho-Social Counseling Services: For the protection of rights and interests, as well as the psycho-social well-being of vocational students and listeners, the university provides free confidential support services.

Legal counseling ensures that students receive clarifications regarding the university's regulations, student contracts, internal appeal procedures, and other legal acts regulating the student's status or educational process.

Psycho-social support is provided by qualified specialists (psychologists/consultants) to assist students with integration difficulties, study-related stress, interpersonal conflicts, or other personal challenges.

To receive counseling services, a student can address the Center's administration or contact the designated university support line directly.

6. Medical First Aid Cabinet Services: To ensure health and safety during the educational process, medical cabinets operate on the university premises, where primary healthcare and emergency first aid are available for vocational students, listeners, and staff.

Medical cabinets are provided with the necessary first aid equipment, medications, and are staffed by qualified medical personnel.

The resource necessary for providing emergency medical care is located on the 3rd floor, Room №304; the persons responsible for providing assistance are: Jilda Abashidze - Phone: 591 957 662 and Mamuka Gogelia - Tel.: 577 491 939); in the space of BSU Blocks №1, №2, and №3, there is a medical assistance cabinet located at: Batumi, Ninoshvili/Rustaveli №35/32, Block 2, first floor, Room №100. Tel.: 593 34 54 56.

7. Joining BSU Ensembles (Dance, Song), Creative Groups, and Sports Teams: The creation of BSU ensembles (dance, song), creative groups, and sports teams, as well as the regulation of joining them, is defined by Decision №05 of the BSU Representative Council dated July 13, 2016, which approved the "Regulations for BSU Ensembles".