



LLC Davit Aghmashenebeli University of Georgia

Approved:

By the N 2 decision of the Academic Council

on 12.02.2024

Title of the Bachelor's Education Programme:

Business Administration

Higher academic education cycle:

Bachelor's studies (I cycle)

Wide field:

04 Business, Administration and Law

Narrow field:

041 Business and Administration

Detailed field:

0413

Management and Administration

Language of instruction:

Georgian

Qualification to be awarded:

Bachelor of Business Administration

Volume of the Bachelor's Programme:

240 credits

Head of the Programme:

T. Doliashvili, professor

Eligibility to study on a Bachelor's Programme: A person possessing full general education is entitled to study at the Bachelor's programme by passing the Unified National Examination, by undertaking an internal/external mobility and without passing the Unified National Examination in accordance with the regulation stipulated by the Georgian legislation.

Volume of the programme in credits

The duration of the programme is 4 academic years or 8 semesters and includes 240 credits (1 credit = 25 hours; 240 credits of the programme = 6000 hours). The student workload within the programme includes contact and independent hours comprising: training courses, internship and Bachelor's thesis in the specialty.

Programme Goal

The goal of the Bachelor's Programme is to prepare a Bachelor of business administration who is competitive in the local and international labor market; to give them a wide range of knowledge about the main issues of the field; to train specialists who will have modern systematic and methodological knowledge, preparing them for the changes under which they will have to work; to develop students' critical and creative thinking, so that a person with a Bachelor's Degree in Business Administration can adequately define priorities in the field of business administration and make the right decisions within their competence, analyze and evaluate the current processes, develop reasoned conclusions and recommendations, present the obtained results. Also, to develop professional, personal and social responsibility in the student for the sustainable development of the country, to give an opportunity to take on oneself the process of planning the need for further education.

Programme Structure

The Bachelor's Programme in Business Administration is focused on ensuring the achievement of competencies necessary for the activities of the Bachelor of Business Administration. The Bachelor's Programme in Business Administration is being prepared through major (specialty) knowledge and minor (supportive) knowledge training components. The basic knowledge issues include the mandatory study courses of the specialty required for the development of the competencies necessary for the activities of the Bachelor of Business Administration, a mandatory Bachelor's thesis in the specialty, and practice. Supportive knowledge issues include university compulsory and optional study courses of the free component promoting Bachelor's activities and optional study courses of the specialty. The free component is the elective courses that can be chosen from the curriculum of any educational programme. Therefore, by choosing (concentration) free components, the student can form an individual profile. Components of the Bachelor's Programme are intended to achieve the goals set in the programme and to develop Bachelor's competencies through study. The logical sequence of the formation of attainable competences and the evolution defines the content of the Bachelor's Programme, its structure and is reflected in the curriculum.

Bachelor's Programme in Business Administration 240 credits: Compulsory

components: 195 credits

□ University compulsory study courses of the free component:	10 credits
□ Foreign language (general compulsory courses of free component):	20 credits
□ Mandatory teaching courses of the specialty:	145 credits
□ Bachelor's thesis in specialty:	10 credits
□ Internship:	10 credits
Elective courses: _____	45 credits
□ Optional training courses of the specialty;	
□ Free elective educational courses	

Note: The elective courses of the specialty are selected according to the curriculum of the Bachelor's Programme, where the prerequisites and sequence of studying the elective courses are provided. Optional Training Course of Free Component The student can choose any subject from the curriculum of the educational programme, the only limitation of the choice is the existence of a prerequisite for studying the educational course.

Methods for achieving learning outcomes

Teaching of the Bachelor's Programme envisages the use of methods of achieving the learning outcomes, which, as a result of covering the programme, provide the young person with the academic degree of Bachelor of Business Administration with the appropriate knowledge and relevant competencies. Therefore, in the teaching process, methods oriented to interaction, student action and results are used. In particular, lecture, teaching by doing, individual work, presentation, teaching with electronic resources and others, which in turn can be imagined as follows: Independent processing of books/manuals, discussion-debate, verbal inquiry, case studies and their analysis, group work, brainstorming, written tasks, work on practical examples, demonstration, etc.

In the teaching process, one or more of the above methods are used, or any other method according to the opinion of the professor, consequently, the teaching process becomes more diverse, and the bachelor's activity becomes more active.

Learning outcomes

Knowledge and Understanding	<ol style="list-style-type: none"> 1. Describes the theories, principles and concepts of the field of business administration; 2. The student considers the role of business administration on the basis of systematic and methodological knowledge as a means to obtain increasing benefits and with a critical understanding realizes social responsibility in the process of sustainable development of
Skills	<ol style="list-style-type: none"> 3. Determines the organization's priorities in the process of developing/implementing operational and action plans; makes an independent decision within their competence to solve unforeseen problems; 4. Carries out a research and practical project/work in the field of business administration in accordance with predetermined guidelines; 5. Based on the identification and analysis of problems related to the organization's activities, using the latest methods, the student substantiates the ways to solve the problems, formulates appropriate conclusions and recommendations for making appropriate management decisions; 6. The student prepares a written report on ideas, existing problems and ways to solve them and presents them to specialists and non-specialists both in writing and orally in Georgian and English languages using modern information and communication technologies.
Responsibility and Autonomy	<ol style="list-style-type: none"> 7. Takes responsibility in the process of conducting activities, acts in compliance with the principles of both in the study and work environment; 8. The student plans own professional development and further learning needs.

Student's Knowledge Assessment System

Assessment of student learning outcomes/knowledge according to the study components of the Bachelor's Programme:

- Evaluation of the achievement of learning outcomes of a student in the study component is performed by a 100 points (maximum 100 points) system. Forms of study component evaluation include midterm and final evaluations. Minimal competency threshold of the midterm evaluation is 21 points. The minimum competency threshold for the final exam is 50% of the maximum evaluation for the final exam. It shall be impermissible to assign a credit using only one form of evaluation (midterm or final evaluation). The final evaluation (points) of the academic component is the sum of the points obtained in the forms of midterm and final assessment.
- Evaluation forms, components and their relative share are reflected in syllabus of each course. Information regarding the evaluation system and components is accessible for Bachelors.

Note: The midterm evaluation score may be different depending on the specifics of the training course and the opinion of the lecturer implementing the training course, evaluation methods, forms, criteria and corresponding points are indicated in the syllabus of the training courses.

Internship: The evaluation of the mentioned educational component is done on the basis of the internship report prepared by the student taking into account the characterization of the internship supervisor/mentor and presented to the Defense Commission. The internship report is evaluated by the internship supervisor/mentor (min. 21 points, max. points - 60). The presentation of the internship report is evaluated by the Commission (min. 20 points, max. points - 40). The assessment of the internship report is done with a 100-point system in accordance with the student achievement evaluation system established by the legislation. Maximum evaluation is 100 points and minimal positive evaluation margin is 51 points. The criteria for the evaluation of the internship report by the internship supervisor/mentor and the evaluation of the presentation by the Commission are given in the internship syllabus.

Bachelor's thesis: The evaluation of the mentioned educational component takes into account the conclusion of the supervisor of the Bachelor's thesis, with the sum of the points of the reviewer's assessment (min. 21 points, max. 60 points) and public defense (min. 20 points, max. 40 points). Public defense of a Bachelor's thesis is mandatory. Based on the evaluation of the Bachelor's thesis prepared by the student and presented to the qualification Defense Commission. Minimum margin for a positive evaluation is 51% of the maximum score - 100 points. The criteria for the evaluation of the Bachelor's thesis by the reviewer and the evaluation of the defense presentation by the Commission are given in the syllabus of the Bachelor's thesis and are available to the Bachelor's degree students.

The system of evaluation involves:

□ Five types of positive evaluation:

- (A) Excellent – 91-100 points;
- (B) Very good – 81-90 points of maximum evaluation;
- (C) Good – 71-80 points;
- (D) Satisfactory – 61-70 points of maximum evaluation;

(E) Sufficient – 51-60 point of maximum evaluation.

- Two types of negative assessments:

(FX) Did not pass – 41-50 points, meaning that a student needs to work more for passing and is granted the right to sit an additional examination by means of an independent work;

(F) Failed – 40 and less points of maximum evaluation, which means that the work done by the student is not enough and he/she has to retake the course.

- In case of getting FX in the component of the educational programme, an additional exam (defense of the Bachelor's thesis, internship report) will be scheduled within at least 5 days after the announcement of the final exam results (defense of the Bachelor's thesis, internship report). In case of receiving the grade F (failed), the student shall retake the course (he/she will have to present a Bachelor's thesis again and to retake the internship) and shall take the exam (he/she will defend the Bachelor's thesis, internship report).

Areas of Employment

A graduate of the Bachelor's Programme of Business Administration can work in any position that does not require a Master's academic degree and be employed: At relevant positions in local and international organizations of any field of the state, public and private sector, including state, international and local commercial structures.

Opportunity to continue studies

A graduate of the Bachelor's Programme of Business Administration can continue their studies at the Master's Programme in a relevant or bordering specialty, as prescribed by the law.

Material resource for the programme implementation

The University infrastructure and material-technical resource is used to reach the objectives envisaged in the Bachelor's educational programme. Namely: Classrooms equipped with appropriate equipment; library-computer equipment and information-communication technologies, teaching-methodical and scientific literature, printed and electronic textbooks, the database of the library book fund and the electronic catalog posted on the university's website, the university has ensured involvement in the international electronic library network; in particular: **Cambridge Journals Online** (<https://www.cambridge.org/core>); **e- Duke Journals Scholarly Collection** (<https://www.dukeupress.edu/>); **Edward Elgar Publishing Journals and Development Studies e-books** (<https://www.elgaronline.com/page/70/journals>); **IMF eLibrary** (<http://www.elibrary.imf.org/?redirect=true>); **Royal Society Journals Collection** (<https://royalsociety.org/journals/>); **SAGE Premier** (<http://journals.sagepub.com/>) computer base - computer classes, computer equipment connected to the Internet and internal network, and adequate computer programmes for the learning/teaching process; Various technical devices, etc.

Human resource for the programme implementation:

Implementation of the Bachelor's programme is ensured by highly qualified teaching staff. The educational components provided by the educational programme are implemented by the academic staff of the University, as well as invited professionals with appropriate experience and competencies. Financial support is envisaged in the school budget.

Financial support for the implementation of the Bachelor's Programme

For ensuring the programme implementation and promoting students' motivation in research activities, the University has allocated financial resources, directed to constant update of material-technical resources, envisaged by the programme, enriching the library book fund with the most updated literature, supporting research activities and small-size scientific works created by students, arranging students' international conferences, publishing a collection of students' conference papers, etc.

Note: *Additional information is attached to the Bachelor's Programme in "Business Administration" in the form of annexes and is an integral part of the programme.*

Head of Quality Assurance Department:

R. Kvaratskhelia

Head of the Bachelor's Programme in Business Administration:

T. Doliashvili

Annexes to the Bachelor's Programme in Business Administration

Annex 1

Curriculum of the Bachelor's Programme in Business Administration
Bachelor's programme components by credits and learning semesters

#	Learning component	Admission requirements	Credits	Hours	Distribution of hours					Study semesters							
					Contact hours				Independent work hours	I	II	III	IV	V	VI	VII	VIII
					Lecture	Group/practical work and midterm exam	Final exam	Total contact hours									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Compulsory components - 195 credits, including:																	
University compulsory study courses of free component - 10 credits																	
1	Academic writing	-	5	125	15	15	2	32	93	X							
2	ICT Literacy	-	5	125	-	30	2	32	93	X							
Foreign language (general compulsory courses of the free component) 20 credits																	
3	English Language 1	-	5	125	-	60	2	62	63	X							
4	English Language 2	3	5	125	-	60	2	62	63		X						
5	English Language 3	4	5	125	-	60	2	62	63			X					
6	English Language 4	5	5	125	-	60	2	62	63				X				
Mandatory academic courses of the specialty - 145 credits																	
7	Business English 1	6	5	125	-	60	2	62	63					X			
8	Business English 2	7	5	125	-	60	2	62	63						X		
9	Fundamentals of Business Administration 1	-	5	125	15	30	2	47	78	X							
10	Principles of Microeconomics	-	6	150	15	30	2	47	103	X							
11	Calculus	-	5	125	15	30	2	47	78	X							
12	Fundamentals of Business Administration 2	9	5	125	15	30	2	47	78		X						
13	Principles of Macroeconomics	10	6	150	15	30	2	47	103		X						
14	Probability Theory	11	4	100	15	15	2	32	68		X						
15	Mathematics for Economics and Business	11	5	125	15	30	2	47	78		X						
16	Statistics for Economy and Business - 1	14	5	125	15	30	2	47	78			X					

17	Fundamentals of	-	5	125	15	30	2	47	78		x					
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18	Fundamentals of Finances	-	5	125	15	15	2	32	93			X						
19	Fundamentals of Accounting	-	5	125	15	30	2	47	78			X						
20	Financial Accounting - 1	19	5	125	15	30	2	47	78				X					
21	Human Resources Management	17	5	125	15	30	2	47	78				X					
22	Financial Institutions and Markets	18	5	125	15	15	2	32	93				X					
23	Statistics for Economy and Business - 2	16	5	125	15	30	2	47	78				X					
24	Corporation Finance	18	5	125	15	15	2	32	93					X				
25	Financial Accounting - 2	20	5	125	15	30	2	47	78					X				
26	Fundamentals of Marketing	-	5	125	15	30	2	47	78					X				
27	Taxation	18	5	125	15	15	2	32	93						X			
28	International Business	12	5	125	15	30	2	47	78						X			
29	Computer-Information Systems for Business	2	5	125	15	15	2	32	93						X			
30	International marketing	26	5	125	15	30	2	47	78						X			
31	Entrepreneurial Law	12	5	125	15	30	2	47	78							X		
32	Strategic Management	17	5	125	15	30	2	47	78							X		
33	Corporate Ethics and Social Responsibility	12	4	100	15	15	2	32	68							X		
34	Fundamentals of Logistics	13	5	125	15	30	2	47	78							X		
35	PR Management	26	5	125	15	15	2	32	93								X	
36	Internship	9-34	10	250	-	-	-	158	92								X	
37	Bachelor's thesis *	-	10	250	-	-	-	92	158								X	
Elective study courses of the specialty/elective study courses of the free component 45 credits																		
38	Fundamentals of Psychology (ch. comp.)	-	5	125	15	15	2	32	93		X	5 credits						
39	Fundamentals of Philosophy (ch. comp.)	-	5	125	15	15	2	32	93		X							
40	Georgian History (ch. Component)	-	5	125	15	15	2	32	93		X							
41	History of Economics	-	5	125	15	15	2	32	93			X	5 credits					
42	Fundamentals of Economic Psychology	-	5	125	15	15	2	32	93			X						
43	Sociology (chapter; component)	-	5	125	15	15	2	32	93				X	5 credits				
44	Automated Accounting	19	5	125	15	15	2	32	93				X					

Comparison of educational programme goals and outcomes/map of programme goals and learning outcomes

Programme Goals	Learning outcome of the educational programme	Note
<p>The goal of the Bachelor's Programme is to prepare a Bachelor of Business Administration who is competitive in the local and international labor market; to give them a wide range of knowledge about the main issues of the field; to train specialists who will have modern systematic and methodological knowledge, preparing them for the changes under which they will have to work; to develop students' critical and creative thinking.</p>	<p>□□ Describes theories, principles and concepts of business administration; □□ Considers the role of business administration on the basis of systematic and methodological knowledge as a means to obtain increasing benefits and realizes social responsibility in the process of sustainable development of the country with a critical understanding.</p>	
<p>A person with a Bachelor's degree in Business and within their competence make ethical decisions; analyze current processes, evaluate, develop reasoned conclusions and recommendations, present obtained results.</p>	<p>□□□ Determines the organization's priorities in the Makes an independent decision within their competence to solve unforeseen problems; □□□ Carries out a research and practical in Business Administration in accordance with prior instructions; □□□ Based on the identification and analysis of problems related to the organization's activities, □□□ Prepares a written report on ideas, existing</p>	

A person with a Bachelor's degree in Business	<input type="checkbox"/> Takes responsibility in the process of <input type="checkbox"/> Plans own professional development and further learning needs.	

Academic and invited staff implementing the Bachelor's Programme

Name, surname	Status	on Affiliation	Academic courses
Elizabeth Baliashvili	Professor	Affiliated	1. Fundamentals of Management 2. Administrative Management
Tinatin Doliashvili	Professor	Affiliated	1. Fundamentals of Accounting 2. Financial Accounting 1 3. Financial Accounting 2 4. Managerial Accounting 5. Fundamentals of Audit 6. Economics Analysis
Vakhtang Nadiradze	Assistant Professor	Affiliated	
Giorgi Kalandia	Professor	Affiliated	1. History of Georgia
Davit Kbiladze	Professor	Affiliated	1. Statistic for Business and Economics 1 2. Statistic for Business and Economics 2
Lela Natroshvili	Associated Professor		1. ICT Literacy 2. Accounting Automated System (ORIS accounting)
Giorgi Liluashvili	Invited specialist		
Dodo Tkhelidze	Associated Professor	Affiliated	1. Calculus 2. Mathematics for Economics and Business
Shalva Beriashvili	Invited specialist		3. Probability Theory
Marine Gagoshidze	Associated Professor		1. Fundamentals of Philosophy
Jeanetta Kilasonia	Assistant Professor	Affiliated	1. Sociology
Paata Kunchulia	Affiliated Professor		1. Banking 2. Chash Flow and Credit 3. Risks and Insurance
Nikoloz Natsvlishvili	Affiliated Professor		1. Corporation Finance 2. Investments 3. International Financial and Credit
Manana Nanitashvili	Affiliated Professor		1. Basics of Marketing 2. International Marketing 3. PR Management 4. Marketing Communications
Khatia Shevardnadze	Associate Professor		1. Academic Writing
Irine Manizhashvili - Shavliashvili	Associate Professor	Affiliated	
Tamar Chachanidze	Associate	Affiliated	1. Principles of Microeconomics

	Professor		2. Principles of Macroeconomics 3. Financial Institutions and Markets 4. Taxation 5. International Business
Ia Kharazi	Professor		1. Entrepreneurial Law
Giorgi Subeliani	Associate Professor	Affiliated	1. Fundamentals in Business Administration 1 2. Fundamentals in Business Administration 2 3. Human Resources Management 4. Strategic Management 5. Corporate Ethics and Social Responsibility 6. Fundamentals of Organizational Behavior
Nino Liparteliani	Associate Professor		1. History of Economics 2. World Economy 3. Social Policy 4. Economy of Georgia 5. Regional Economy
Lali Tokadze	Associate Professor		1. Computer-Information Systems for
Natia Butkhuzi	Invited specialist		1. Fundamentals of Logistics
Sopio Moralishvili	Invited Specialist		1. English Language 1 2. English Language 2 3. English Language 3 4. English Language 4 5. Business English 1 6. Business English 2 7. Leadership - Art of Management (in English)
Tamar Khetsuriani	Invited Specialist		1. English Language 1 2. English Language 2 3. English Language 3 4. English Language 4 5. Ethics of Business Relations (in English)
Nestan Akobia	Associate Professor	Affiliated	1. English Language 1 2. English Language 2 3. English Language 3 4. English Language 4
Nino Tsertsvadze	Invited Specialist		1. Fundamentals of Psychology 2. Fundamentals of Economic Psychology 3. Business Communications 4. Leadership - Art of Management

Curriculum map

N	Academic courses	Learning Outcomes							
		Outcom	Outcom	Outc .	Outcome			Outcom	Outcom
		1	2	3	4	5	6	7	8
1	Academic Writing	1,2,3			1,2,3	1,2,3	1,2,3	1,2,3	
2	ICT Literacy	1,2,3			1,2,3		1,2,3		1,2,3
3	English Language 1	1,2,3			1,2,3		1,2,3		
4	English Language 2	2,3			2,3		2,3		
5	English Language 3	2,3			2,3		2,3		
6	English Language 4	2,3			2,3		2,3		
7	Business English 1	1,2,3	1,2,3		2,3		2,3		
8	Business English 2	2,3	2,3		2,3		2,3		
9	Fundamentals of Business Administration 1	1,2	1,2	1,2		1,2			1,2
10	Principles of Microeconomics	1,2,3	1,2,3	1,2		1,2	1,2	1,2	1,2
11	Calculus	1		1		1	1		1
12	Fundamentals of Business Administration 2	2,3	2,3	2,3		2,3		2,3	
13	Principles of Macroeconomics	1,2,3	1,2,3	2,3		2,3	2,3		2,3
14	Probability Theory	2,3		2,3		2,3	2,3		2,3
15	Mathematics for Economics and Business	2,3		2,3		2,3	2,3		2,3
16	Statistic for Business and Economics 1	2,3	2,3	2,3		2,3	2,3	1,2,3	2,3
17	Fundamentals of Management	1	1	1		1		1,2,3	1
18	Fundamentals of Finances	1	1	1		1	1	1	1
19	Fundamentals of Accounting	1	1		1	1	1	1	1
20	Financial Accounting 1	2,3	2,3		2,3	2,3	2,3	2,3	2,3
21	HR Management	2,3	2,3	2,3		2,3			2,3
22	Financial Institutions and Markets	2,3	2,3	2,3		2,3	2,3		2,3
23	Statistic for Business and Economics 2	2,3	2,3	2,3		2,3	2,3	2,3	2,3
24	Corporate Finances	2,3	2,3	2,3		2,3	2,3	2,3	2,3
25	Financial Accounting 2	2,3	2,3		2,3	2,3	2,3	2,3	2,3
26	Fundamentals of Marketing	1	1	1		1	1		
27	Taxation	2,3	2,3	2,3		2,3	2,3		2,3

28	International Business	2,3	2,3			2,3	2,3		2,3
29	Computer-Information Systems for Business	2,3	2,3	1,2,3	2,3	1,2,3			1,2,3
30	International Marketing	2,3	2,3	2,3		2,3	2,3		1,2,3
31	Entrepreneurial Law	1,2,3	1,2,3	1,2,3		1,2,3	1,2,3		1,2,3
32	Strategic Management	2,3	2,3	2,3		2,3	1,2,3		2,3
33	Corporate Ethics and Social Responsibility	2,3	2,3	2,3		2,3		2,3	
34	Fundamentals of Logistics	2,3	2,3	2,3		2,3	2,3	1,2,3	2,3
35	PR Management	2,3	2,3	2,3		2,3	2,3		2,3
36	Internship			3	3	3	3	3	3
37	Bachelor's Thesis	3	3	3	3	3	3	3	3

Outcome 1. Describes the theories, principles and concepts of the field of business administration;

Outcome 2. The student considers the role of business administration on the basis of systematic and methodological knowledge as a means of obtaining increasing benefits and realizes social responsibility in sustainable development of the country with a critical understanding;

Outcome 3. Determines the organization's priorities in the process of developing/implementing operational and action plans; makes an independent decision within their own competence to solve unforeseen problems;

Outcome 4. The student carries out a research and practical project/work in the field of business administration in accordance with predetermined guidelines;

Outcome 5. Based on the identification and analysis of the problems related to the organization's activities, using the latest methods, the student substantiates the ways of solving the problems, formulates relevant conclusions and recommendations for making appropriate management decisions;

Outcome 6. Prepares a written report on ideas, existing problems and ways to solve them and presents them to specialists and non-specialists both in writing and orally in Georgian and English languages using modern information and communication technologies;

Outcome 7. The student takes responsibility in the process of conducting activities, acts in compliance with the principles of ethics, both in the study and work environment;

Outcome 8. The student plans own professional development and further learning needs.

Note: In Annex 3, the numbers written at the intersection of the column of the outcome and the study courses mean how this or that study course develops the corresponding learning outcome. Namely: 1 - Introduction, 2 - Deepening, 3 - Strengthening.

Annex 5

Target Benchmarks

N	Learning Outcome	Target Benchmark
1.	Describes the theories, principles and concepts of the field of business	in the assessment component 45% of students Maximum evaluation 71-80%
2.	The student considers the role of business administration on the basis of	In the assessment component 45% of students Maximum evaluation 71-80%
3.	Determines the organization's priorities in the process of Makes an independent decision within their own competence to solve	In the assessment component 35% of students Maximum evaluation 71-80%
4.	Carries out a research and practical project/work in the field of business	In the assessment component 55% of students Maximum evaluation 71-80%
5.	Based on the identification and analysis of problems related to the organization's	In the assessment component 45% of students Maximum evaluation 71-80%
6.	The student prepares a written report on ideas, existing problems and ways to	In the assessment component 40% of students Maximum evaluation 71-80%
7.	Takes responsibility in the process of conducting activities, acts in compliance	In the assessment component 60% students Maximum evaluation 81-90%
8.	Plans own professional development and further learning needs.	In the assessment component 60% of students Maximum evaluation 81-90%