

Annual Reports

2019-2020 Academic Year



კავკასიის უნივერსიტეტი
CAUCASUS UNIVERSITY

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Caucasus School of Business (CSB)

Activity	Description/comments	Period of implementing
Program accreditation	Renewal of the Bachelor's and two Master's degree programs and successful completion of the accreditation process	Fall, 2018 - Spring, 2019
Preparing materials for pilot and standard authorization	Revision/renewal of the programs; involvement in sorting out the staff's documents; data renewal and provision.	2019-2020
Academic aspects of attaching BOG programs	Detailed individual compatibility of the Bachelor's degree students; elaborating the rules of exception; instructions for Master's degree students; negotiations with professors/teachers; comparing the rankings and grades; planning the schedules and the educational process.	2019 – 2020
Preparing Bachelor's program's annual report	Taking into account the experts' advice; carrying out program changes and preparing a report.	Fall, 2019
Joint memorandum of Azerbaijan and Grenoble	Three-sided agreement on enrolling the Azeri students on the Grenoble program; two models of collaboration have been developed.	January, 2020
Planning the thirteen intake of Grenoble Program	Analyzing the current situation; discussing points to be improved with the program director; teacher evaluations and drawing up schedules; campaign to attract applicants.	September, 2019 – January, 2020
Hosting Grenoble delegation	Planning a two-day visit and organizing meetings with stakeholders and involving them.	September, 2019
Joint degree program	Memorandum of Cooperation for Dual Degree Program with Rennes	Spring, 2020



Involvement and participation of customers in the attraction campaigns	Involvement in the stimulation campaigns of Bachelor's and Master's programs; planning and implementing different activities	2019-2020
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Other activities

- academic personnel contests; interviews with invited personnel
- defense of Master's papers
- School conference
- preparing and uploading syllabi
- Introducing the SWOT analysis and involvement
- posting the personnel data on NIBES portal
- Teachers' semester evaluations
- orientation and information meetings with the personnel
- gathering and comparing midterm and final examinations
- preparing compatibility during the mobility – local and international
- ascertaining the reasons of external mobility

Student projects and public meetings

- TBC Camp – integrating TBC business speakers in the lecture courses and giving joint assignments; evaluating investment projects and handing shares to them
- #CSBAumniTalks – 3 meetings (Mariam Koiava, Giorgi Pailodze, Levan Giorgadze)
- TBC speakers on the topics: International trade; branding
- participating in EBRD- challenge; getting in the top three
- IE – Master class by Professor of Business School Mario Berta
- Supporting employment office in the week of Big Four

Student events

- Knowledge café – visit to Tsnori at the initiative of the third level students
- Excursion of the second level students – initiated by the academic manager and funded by the students a visit to Kintsvisi
- Distant Friday – zoom meetings with a special guest initiated by the third level students and held on every Friday under the emergency situation



- discussing the students and the alumni's performance
- telling personal stories via social networks
- the alumni as teachers
- the alumni entrepreneurs
- sharing the students and the alumni's success stories



Caucasus School of Law (CSL)

Activity	Description/comment	The period of execution
Mock jury trial for entrants/applicants	The mock trial in the Caucasus University Mock Trial Courtroom lasted for three days	February, 2019 May, 2019, December, 2019
Mock trial for entrants/applicants	On March 21-23, mock trial was held in Batumi for applicants/entrants	Mach, 2019
Public lecture by Prof. Giorgi Tumanishvili	Topic: Modern technologies and legal and bioethical issues related to their development	May, 2019
Signing the Memorandum of Cooperation	Memorandum of Understanding was signed between the School of Law and J & T Consulting Educational Center	May, 2019
Project – Legal debates by adhering to the American Parliamentary format	The winners each were awarded 1000 GEL vouchers for the Master’s degree program	June, 2019
Visits of Italian University professors	The School of Law played host to professors of Italian University – Federica De Robert and Andrea Boroni	July, 2019
Mock trial in Family Inheritance Law	An event organized by the School of Law and J & T Consulting Educational Center was held within the framework of International Festival of Innovations	September, 2019
Meeting with Dimitri Gabunia	The CSL students met the Parliamentary Secretary of the President of Georgia and the founder of the School of Attorneys, Dimitri Gabunia	November, 2019



Public Lecture by Dr. Giorgi Khubua	Caucasus University played host to PhD in Law Dr. Giorgi Khubua's public lecture – Lawfulness as a Principle of Law	November, 2019
Tsira Lomaia's Meeting with the students	The invited guest spoke about the internship in the Notary Chamber	November, 2019
Meeting of the students of the School of Law with the Prosecutor of Ajara	In the framework of governmental campaign, a meeting on the gender violence was held with the students of Batumi branch of Caucasus School of Law	November, 2019
Showing and discussing a movie - 12 Angry Men	Within the framework of the Human Rights weeks, the School of Law and Chavchavadze Center held a joint event – the Youth for Justice	December, 2019
Online public lecture by Giorgi Tumanishvili	The online lecture was held for the students interested in the Master's Degree Program (attended 49 students)	April, 2020
Online lecture by Natia Songhulashvili	Topic – Early Marriages; held for students and entrants (attended 36)	April, 2020
Online lecture by Levan Meskhoradze	Topic – Georgia vs. Russia in international trials (attended 81)	May, 2020
Online public lecture by Sergo Dzagnidze	Topic – Modern Criminology (attended 45)	May, 2020
Online lecture by Nikoloz Gogilidze	Topic – Overview of the Intellectual Property Law (attended – 39)	May, 2020
The Dean's meeting with the students	The dean of CSL held a few meetings with the Bachelor's and the Master's degree students	June, 2020



Caucasus School of Media (CSM)

Activity	Descriptions/comments	Period of execution
Bachelor's program accreditation	<ul style="list-style-type: none"> • PR and Communication • Journalism and Mass Communication 	2019-2020 2019
Working on the authorization documents	The program renewal; sorting out the personnel's documents; updating/providing the data required by different departments	2018-20
Cooperating/managing of international partners	<ul style="list-style-type: none"> • MEP – Media Education Program, USA • DW Akademier-Program, Germany • CSM for the Youth Media Literacy, USA • Youth4Media, Germany • a visit of Fulbright professor to CSM, USA • Administration, professors – 6 persons participated in Erasmus program 	2019-20 2016-20 2018-19 2017-19 2018-19 2018-19
Signing a new Memorandum of Understanding with the employers	Bachelor's program in PR has 10 new partners – outstanding companies – to carry out the practical component.	2019
Constant updates of the web page and social networks	<ul style="list-style-type: none"> • CSM.GE, CSM-FB page, CSM Youtube page • Online radio CSM page, SoundCloud page 	2018-2020
The school's student conference	The students of Media School presented academic papers	2018-20



Activities for entrants/applicants	<ul style="list-style-type: none"> • Marketing campaigns at schools – 70 schools • CSM Youth for Media Literacy – 75 school students throughout Georgia • Bloggers contest for entrants • Media Literacy against gambling • public recording of TV programs for school students – about 20 students 	<p>2018-19 2018-19</p> <p>2018-20 2020 2019</p>
Facilitating the students' activities	<ul style="list-style-type: none"> • Online radio CSM • Reality TV project – Mentor, Vakho Sanaia, “Pirvelebi” (16K views), „People’s Policy“ (3.5K views) • CSM – News Bulletin, I, II, III, IV • Contest in Investigation Journalism, supporter – TI 	<p>2014-20 2018-19</p> <p>2019 2019</p>
Permanent communication with the alumni	<ul style="list-style-type: none"> • New Year Party • involvement in the employment and teaching process 	<p>2019 2018-20</p>
CSM professors/teachers	<ul style="list-style-type: none"> • Beka Adamashvili – Creative Writing, Social Networks • Marika Edjibia – Video journalism • Mariam Dududnia – Investigative Journalism • Salome Modebade – PR courses • Irina Kurtanidze _ courses in communication • Mariam Tsanova – courses in Marketing • Levan Zhorholiani – Techniques of Public Speech; the so called speechwriting 	<p>2018-2020</p>



Meetings and Masterclasses	<ul style="list-style-type: none"> • more than 20 in all, including those with the best feedback: • Nathan Carpenter – The University of Illinois • Richel Rojers – Chicago Loiola Univeristy • Alex Chikovani – Branding specialist • Giorgi Margvelashvili (17K views) – President of Georgia • Vivian Walker – California Public Diplomacy Center • Tamar Chugoshvili – Vice-speaker of the Parliament of Georgia • Erik Fridman - The University of Michigan 	2018-2020
The school's everyday life	Competitions/contests (3), defense of the Master's theses; constant communication with the academic and invited personnel, analysis ofevaluation, regular meetings with the students, etc	2018-2020



Caucasus School of Technology (CST)

Activity	Description/Comment	Period of Execution
The program accreditation	Bachelor's Program in Information Technologies; Master's degree program in Informational Technology Management	2019
Preparing materials for authorization	Renewal of the programs; elaborating new mechanisms of outcome evaluation; updating and providing data of various kinds.	2019-2020
Preparing Program Reports	Taking into account a part of the accreditation experts' advice. Preparing and submitting relevant reports.	Fall, 2019
Developing Master's degree program in Architecture	A package of Master's Program in Architecture has been developed and submitted to the University Quality Assurance Department	Spring, 2020
Founding CISCO Academy	CISCO Academy has been set up and a relevant laboratory was created.	2019
Monitoring of the Program of Electronics and Computer Engineering	The Bachelor's Program in Electronics and Computer Engineering and its syllabi were updated; the material resources have been upgraded.	Summer, 2019
Forum of New Urban Topologies	A forum of New Urban Topology – Urban Development of Tbilisi - was held together with Swedish partner	Fall, 2019
GITA – 3000 preparing IT specialists	In cooperation with the Ukrainian partner ISSP, a project on preparing IT specialists of different specialization in Georgia was elaborated and submitted	Summer, Fall 2019
Participation in field councils	CST staff is involved in the councils/boards of Information Technology, Architecture and Construction Engineering working on elaboration of the field characteristics.	2019-2020



Contests of academic personnel	2 contests were held to select academic and invited personnel; 2 new program heads were selected.	2019-2020
Scientific activities	<ul style="list-style-type: none"> • 2 research projects • <u>16 articles</u>: Cybersecurity - 13, ICT – 3 • 4 conferences (Germany, Rominia, Lithuania, the Ukraine) • Grants submitted – 8; 4 applied grants won – Platform for responding to cyber incidents 5G for cellular networks 	2019-2020



Caucasus School of Governance (CSG)

Activity	Description/Comments	The time period
<p>Program accreditation:</p> <ul style="list-style-type: none"> • Bachelor's Program of Diplomacy and International Relations • Bachelor's Program in Public Governance • Master's Degree Program of Diplomacy and International Relations • Master's Degree Program in Public Governance 	<ul style="list-style-type: none"> • The program goals and the learning outcomes • preparing self-evaluation packages • initiating changes, creating minutes, getting approval, implementing • updating the library book-fund • securing participation of the people involved in the visits • attending the board meetings 	2019
Preparing materials for authorization	The programs were updated; new mechanisms of the outcome evaluations were developed; Some data were updated and provided.	2019-2020
A report of 6-month performance of the Master's degree program in Governance	Following all the advice and recommendations	October, 2019
A report of 6-month performance of the Bachelor's Program in Diplomacy and International Relations	Following all the advice and recommendations	December, 2019
Attracting new professors/teachers; their integration in the University and educational environment	Spring 2019 – 5 new lecturers* Fall, 2019 – 4 new lecturers* Spring, 2020 – 2 new lecturers	Ongoing
Orientation meetin with the students	Orientation meetin with the freshmen students; meetings with the students	September, 2019



Admission of the Master's degree and PhD degree students	<ul style="list-style-type: none"> • communication with the applicants; application submission and receipt • interviews with the admission commission, foreign language examination, evaluation. 	August-September, 2019
	<ul style="list-style-type: none"> • CU grant examination and evaluation • enrollment 	
Preparing, monitoring and management of the educational process	<ul style="list-style-type: none"> • drawing up semester schedules; forming the groups • monitoring of the professors/teachers' and the students' performance, challenges, prevention and management 	Ongoing
a) preparing compatibility of the mobility; b) determining the reasons of external mobility	<ul style="list-style-type: none"> • drawing up the documents of compatibility and the enrolment procedures • determining and analyzing the reasons 	2019-2020
Processing the lecturers' semester evaluations	<ul style="list-style-type: none"> • introducing the evaluation, identifying the problems, analysis and actions • delivering the professors'/teachers' evaluations 	February, 2020
Contest of the academic personnel	<ul style="list-style-type: none"> • Drawing up the relevant documents, interviews with candidates, forming the committee <ol style="list-style-type: none"> 1 Professor (B Contract); 2 Associate Professor (1- B Contract); 1 – a1 or a3 contract; assistant-professor (a3 contract). 	February, 2020
Being the Jean Monnet chair 2016-18/19; the final stage of the project implementation	<ul style="list-style-type: none"> • 3 summer schools • 3 student conferences • 8 lecture courses - EU studies • 4 publications (2 printed, 2 will be printed) 	2019



Preliminary defense and the defense of the Master's degree theses; defense of the PhD colloquium	<ul style="list-style-type: none"> • defense procedures (agreements, order, memorandum) • direct involvement in the defense • evaluations, results, reports, minutes • timely feedback to the students 	June-July, 2019, January-February 2020, June-July, 2020
PhD dissertations defense The first defense at the School	<ul style="list-style-type: none"> • elaborating and implementing the defense procedures; • the public defense of the dissertation – Impact of the Russian Propaganda on the Visegrad States and Foreign Policy in 2000-2016 (Magna cum Laude) 	February, 2020
the School conference	<ul style="list-style-type: none"> • setting up a commission • reading and commenting on the papers; organizing the process 	May, 2019 May, 2020
Participation in the international and interal grant project contests		
COBERM project – "Promote Peace by Teaching Peace (ProPeace)"	<ul style="list-style-type: none"> • detailing the project conference activities, describing outcomes, identifying participants, drawing up a budget, internal communication and summarizing. Filling out applications. • Outcome: still under consideration, pending the availability of funding (30.10.19) 	August-September, 2019 October, 2019
Setting public policy analysis and reforms capacity instruments for societal resilience in Wider Eastern European HEIs (SPARROW)	<ul style="list-style-type: none"> • seeking partners, elaborating the project concepts, networking, consultations, background research, filling out an application. • mandates, signatures... • outcome: August, 2020 	December-January, 2019 February, 2020
Raising Awareness on Public Administration Reform (PAR) in Youth (RAPARY) – the initiative of the University of Georgia	<ul style="list-style-type: none"> • 2020 Small Grant Program of the Commission for Democracy - 50,000 \$ • participating in the brainstorming of the project planning. • outcome: ongoing 	March, 2020



Erasmus+ Jean Monnet Network Establishment of an Academic Journal - European Union Policy Grigol Robakidze University (GRUNI)	<ul style="list-style-type: none"> • together with the Department for Research. • Providing personal profiles 	2019
Participation in the internal grant competition	2020 Association for the Study of Nationalities Convention Delivering a speech at the annual conference (Columbia University, USA)	7-9 May, 2020, (postponed due to COVID-19)
The Trans-European Dialogue (TED) 2020 EGPA and NISPAcee	<ul style="list-style-type: none"> • the offered title - “Public Administration Reforms across Europe: Towards higher European resilience”. • another university opted for (February 11-13, 2020/Comenius University, Bratislava, Slovakia) 	January, 2019
Filling out internal research grant	The Institute for Peace Studies – developmental project	June, 2020

Activities organized within the school

- Online meeting with an ex EU MP, British politician, Clare Moody (May, 18, 2020).
- Online lecture by Giorgi Tskhadaia – COVID-19 and the Right to Private Life.
- Education course – European Integration in the context of Georgia-European Union, Ziurich University
- CSG workshop – Integration of Conflict Research in the University curriculum and the Faculty Research
- Thamar Kintsurashvili’s public lecture – Anti-Western Propaganda and the Strategic Communication of the State, May 23, 2019
- Memorandum of Cooperation between Caucasus University and Berghof Foundation, February 5, 2020.
- CSG workshop – Integration of Conflict Research in the University curriculum and the Faculty Research – the workshop was held in cooperation with Giessen and Marburg (Germany) Universities, LOEWE project - „Regions of conflicts in Eastern Europe“.
- In cooperation with Berghof Foundation, a workshop – Dialogue about History as a Foundation for Normalization - was held at the Institute of Peace Studies, April 10, 2019

The activities organized by the students/student activities

- The school participated in the modeling of multi-sided negotiations organized by the University of Pireaus (Maka Gogrichiani and Demetre Rukhadze were selected through contest)
- Meeting of the Junior Diplomats’ Initiative (JDI) with the CSG students (November 27, 2019), the school’s students’ initiative



- A cycle of public lectures – The Seminar of Politics – the schools student initiative, a cycle of public lectures
- A public lecture by Eka Akobia – The Games of Thrones and International Politics (June 8, 2019), an initiative of CSG students, participants of YDCG
- A project by the group of initiative – More Europe in the Mountains – in partnership with Caucasus University and financial support of the Open Society Georgia. Holding lectures-meetings in 47 mountaneous villages about the country’s European and Euro-Atralantic future. The project beneficiaries: IX-XII graders.
- A joint public lecture by Girorgi Badridze and Ana Tsurtsumua-Zurabizhvili on Brexit, May 9, 2019.
- A meeting of the head of the EUMM mission, Eric Hogg with the students (March 15, 2019).
- Meeting with a specialist of the International Security, Zviad Adzinbaia, March 12, 2019.
- International Terrorism – A guide to better decisions” – PhD student Girgi Gogvadze, internal research grant, (length – 24 months, the budget – 10 200 GEL).



The School of Humanities and Social Sciences (CSH)

Activity	Description/Comment	Period
<p>Accreditation of the new program</p> <ul style="list-style-type: none"> • Integrated Bachelor's- Master's Program of Primary School Teacher of General Education; • Master's degree program in Clinical Art Therapy 	<p>Activities:</p> <ul style="list-style-type: none"> • preparing syllabi • preparing self-evaluation documents • market research (case study) • contests/competitions • personal files (records) of the academic staff • creating a book-fund • setting up an education laboratory • visit of accreditation experts • participation in the accreditation board sittings 	<p>2018-2019</p>
<p>Re-accreditation of the existing programs</p> <ul style="list-style-type: none"> • Bachelor's program in European Studies • Program in English Philology 	<p>Activities carried out:</p> <ul style="list-style-type: none"> • preparing syllabi • preparing self-evaluation documents • market research (case study) • contests/competitions • personal files (records) of the academic staff • creating a book-fund • setting up an education laboratory • visit of accreditation experts • participation in the accreditation board sittings 	<p>2018-2019</p>



Presenting reports on the accreditation expert panel's reports	<p>Activities carried out:</p> <ul style="list-style-type: none"> • setting up a working group in order to provide feedback to the recommendations given in the reports and preparing a program package • filling in the report forms, preparing appendices to the reports and submitting to the Center. • 	2019-2020
Pilot and real authorization	<p>Activities carried out:</p> <ul style="list-style-type: none"> • revision of all the syllabi, reading materials, personal records of the academic staff of the school. • learning outcome evaluation mechanisms have been created for 4 Bachelor's and 1 Master's degree program, which were non-existent before. • All the programs were translated into English • All the necessary documents were prepared • 	2019-2020
Drawing up the School's Strategic development plan	In the authorization process the School's Strategic development Plan for 2020-2023 was elaborated. Medium-term goals and objectives and the ways of reaching them were identified; the outcome evaluation measures were elaborated.	2019-2020
Academic contests	3 contests were held in the accounting period. 9 new personnel were hired for different academic positions.	2019
Cycle of the consultation meetings with the students	The school administration introduced the students to the processes taking place at the school, to the students' academic performance, planned novelties, existing challenges and problems and heard their opinion about them	Fall, 2019



Orientation meetings with the freshmen	<ul style="list-style-type: none"> • showing the presentation about the University and the School; • communicating information about the semester results, etc. 	September, 2019
Information meetings with entrants and applicants for the Master's degree programs	<ul style="list-style-type: none"> • 34 schools in Tbilisi • 14 schools in the regions • 6 information meetings at the University, where 192 entrants applying at CSH had signed up • 2 online meetings about the Masters degree programs 	2019-2020
Planning a new semester	<ul style="list-style-type: none"> • drawing up a schedule (timetable) • communication with professors/teachers • orientation meetings with new professors/teachers • group distributions • registering and opening courses in the database • controlling the registration process, etc. 	July-August, 2019 December, 2019 January, 2020
The School's Student Conference <ul style="list-style-type: none"> • 2 conferences were held in the period with 22 student participants 	<ul style="list-style-type: none"> • informing students • receiving and selecting • giving consultation to the selected students • reading final papers • setting up a commission and organizing a conference • organizing and holding an online conference (2020) 	2019-2020
Defense of the Master's thesis	<ul style="list-style-type: none"> • organizing defense of 5 Master's theses of the Program of Clinical Psychology 	February, 2020
Other important activities		
Archeological expedition of Caucasus University in the village of Itkhvisi of Chiatura Municipality	Was held under guidance of Zurab Bragvadze, the School's professor. The participants of the expedition were the students of the program of History	July, 2019



International Symposium - Neurocomputing Advances in Brain Research.	Initiated by Prof. Irma Khachidze. Participants were Georgian, Swede and Ukrainian researchers. The grant of the Research Council of Sweden.	July, 2019
The first international conference in Art Therapy – Pictures from the Labyrinth of the Mind	Initiated by the School's associate-professor Natia Pandjikidze. Participants were Georgian, German, Swiss and American psychologists and psychiatrists.	September, 2019
Winning Erasmus + Grant contest - „Jean Monnet Project 2019 “.	The funding was granted to the project TEES, which on behalf of Caucasus University was submitted by the School's affiliate professor Guranda Chelidze and CSL associate professor Ekaterine Kardava. The project has been delayed because of COVID-19.	September, 2019
Presentation of the monographs of the School's affiliate professor– Paata Gergaia	<ul style="list-style-type: none"> • Presentation of 5 books 	October, 2019
Public lecture of Stanford University (James Doty) professor – The Science of Sympathy.	<ul style="list-style-type: none"> • Initiated by the School's associate-professor Natia Pandjikidze. High attendance. 	November, 2019
A cycle of public lectures of Research-Consultancy company ACT for the benefit of the Sociology program students.	<ul style="list-style-type: none"> • Developmental research – international context. Sopo Chachanidze, • Spot the dark spots on the market. – Nata Kvitsinashvili • Data analysis – A guide to the Informational Era – Lasha Bokuchava • Profession/employment: What Do I want and what does the Employer Look for. – Rusudan Telia.CEO 	Fall, 2019
Participation of CSH students in Tbilisi session of European Youth Parliament		September, 2019



Topical student science conference – Urgent Issues of Healthcare Policy, Economics and Sociology.	<ul style="list-style-type: none"> Initiated by the University professor Tengiz Verulava. Participants 17 students of the Sociology program. The works were published in the collection of scientific papers – Urgent Issues of Healthcare Policy, Economics and Sociology. 	June, 2019
Public lecture of the head of the local IOM programs – Natia Kvitsiani.		November, 2019
Online lecture by physicist Gia Dvali for the students of Sociology Program – Quantum Intelligence and the Future of Civilization.		April, 2020
Public lecture by the School’s associate professor, psychologist Natia Pandjigidze – Bad and Good Stress.	<ul style="list-style-type: none"> The lecture was held online. Currently the lecture has 32,000 views and 173 shares. 	May, 2020
A public lecture by the School’s associate professor Shalva Maminashvili – COVID 19, the Reality which Slips by. Psychoanalytical Anthropology of Pandemics.	<ul style="list-style-type: none"> The lecture was held online. 	June, 2020



Caucasus Tourism School (CTS)

Activity	Description/Comment	The period
GNTA- conference webinar	Georgian tourist markets, challenges in education under COVID-19 and post-Covid period	May, 2020
Joint online conceptual conference of CTS & CTS self-governances	Almost 15 meetings were held, participants of which were: the school administration, academic personnel, students and famous traveler-bloggers (how to become a world-traveller, exotic journeys, group travels ...)	May, 2020
Public lectures	COVID and its impact on tourism industry	April-May, 2020
Public lecture – Summarizing the 2019 Tourist season	Public lecture was organized by the students: Summarizing the 2019 Tourist Season: Statistics and Tendencies.	December, 2019
A few cognitive events and outings were held	Javakheti, Dzama Gorge, Simon Janashia Museum	2019

Other activities

- Bachelor’s papers defense – 35 papers
- Information meetings
- School presentations - 35
- updating the documents for the authorization packages on the school level
- contests for and interviews with academic personnel candidates



School of Medicine and Helthcare Management (CMS)

Activity	Description/Comments	The period
Accreditation	Updating the Master's degree progrms in healthcare management and public health and receiving accreditation	February-June, 2019
Preparing for authorization	Revising the programs and the syllabi, adjusting the staff's documents, detailing the mechanisms of evaluation of the learning outcomes	2019 – 2020
Preparing a report on Bachelor's program in Healthcare Management	A report on the changes made to the Bachelor's program in Helathcare Management was drawn up and submitted to the National Center for Quality Enhancement	May-June, 2020
Increasing the number of the affiliated personnel	One affiliated professor was added to the Management Program. Work is pursued in this direction.	May-July, 2020
Attracting students	Involvement in the activities of attracting students to the Master's and Bachelor's degree programs.	2019 – 2020
Preparing compatibility for the medical program	Approximately 40 documents on compatibility were prepared with active involvement and participation of the International Relations Department	2019 – 2020
Defence of the Master's theses applications Master's theses defense	Composing the commission, checking the papers against plagiarism, evaluations, results, reports, and minutes.	2019 -2020
Orientation meetings with students	Orientation meetings with the freshmen, post-orientation meetings, follow-up meetings with the freshmen, further meetings with students with the aim of identifying and eliminating problems of any kind.	September, 2019



Admission of the Master's degree students	Receiving applications and sorting out the documents, interviews with the admissions commission, foreign language examination, CU grant examination	August-September, 2019
Organizing and leading the educational process	Drawing up the schedule for 2019 spring semester; planning groups, assigning professors/teachers	2019-2020
Processing the lecturers/professors' semester evaluations	Processing the evaluations and introducing them to the professors/teachers	January-February, 2020
Preparing compatibility for the students using the right to mobility	Interviews with students, drawing up an individual educational plan, preparing documents for enrollment procedures.	2019-2020



School of Economics (CSE)

Activity	Description/Comments	The period
Accreditation of the Bachelor's Program in Economics	<p>The work carried out:</p> <ul style="list-style-type: none"> • preparing the syllabi • preparing the self-evaluation documents • market research (situation analysis) • personal records of the academic personnel • creating a book-fund • meeting visiting accreditation experts • visit to Batumi • participating in the accreditation board sittings 	May, 2019 - March, 2020
Pilot and real authorization	<p>Activities carried out:</p> <ul style="list-style-type: none"> • Revision of the syllabi, reading materials, personal records of the academic personnel • all the programs were translated into English • necessary documents were prepared 	2019-2020
EIGER program accreditation	<ul style="list-style-type: none"> • personal records of the academic personnel of the School of Economics • Controlling the accreditation process • attending the board sittings • preparing the feedback 	
Academic contests	<ul style="list-style-type: none"> • During the period 2 contests were held. 3 personnel were hired for different academic positions 	2019-2020



Cycle of consultancy meetings with students	<ul style="list-style-type: none"> The school administration introduced the students to the processes at the school, the students' academic performance, planned novelties and current problems and challenges and heard their views on the issues. 	Fall, 2019
Orientation meetings with the freshmen	<ul style="list-style-type: none"> showing a presentation about the University and the School providing information on the semester registrations, etc. 	September, 2019
Developing the School's Strategic Development Plan	<ul style="list-style-type: none"> In the process of authorization, the school's strategic development plan for 2020-2023 was elaborated. The school's medium-term goals were set, the ways of reaching them were identified and the measures to evaluate them were worked out. 	2019-2020
Information meetings with entrants and applicants for the Master's degree programs	<ul style="list-style-type: none"> 28 schools in nTbilisi 9 schools in the region information meetings at the University online meeting for the Master's degree programs 	2019-2020
Planning the new semester	<ul style="list-style-type: none"> Drawing up a schedule (timetable) communication with the professors/teachers orientation meetings with new teachers/professors creating groups registering and opening the courses in the database Controlling the registration process, etc. 	July-August, 2019 December, 2019 – January, 2020
The school's student conference • Two conferences were held with 22 participants	<ul style="list-style-type: none"> informing the students receiving and selecting abstracts (creating a short-list) consulting the short-listed students reading the final papers composing a commission and organizing a conference holding an online conference (2020) 	2019-2020



Defence of the Bachelor's paper	• 44 students in all, 7 advisers;	June, 2019 - January, 2020
Other important activities		
Visit of the President of the National Bank of Georgia	Held within the framework of Caucasus School of Economics and the National Bank of Georgia	March, 2019
CBLU international conference	In March 2019, the dean of CSE, Ioseb Berikashvili was invited in the rank of a guest of honor and speaker to the international conference in India	March, 2019
Research into the competitive advantage of Imereti, Guria and Racha-Lechkhumi regions.	An applied research project funded within the framework of the EU Consultancy and Training Center (CTC) – Assistance to the Regions for Sustainable Development carried out by Caucasus University, TSU and CIG.	March-September, 2019
National Conference for Regional Development	The findings of the applied research carried out by CSE, TSU and CIG were presented to the conference by the CSE dean Ioseb Berikashvili	September, 2019
Visit of the adviser to the President of the National Bank of Georgia	Held within the framework of cooperation between CSE and the National Bank of Georgia. The lecture was held by Mr. Giorgi Bakradze for the benefit of CSE students and other stakeholders.	October, 2019
A field class of CSE students	The CSE students visited a Kakhetian traditional winery plant in Patardzeuli	November, 2019
MOU with the National Office of Statistics of Georgia	Caucasus University and the Georgian National Office of Statistics signed a MOU.	November, 2019



<p>A lecture of the invited lecturer of Caucasus University, Mr. Giorgi Bakradze – Pandemics and their Impact on Economics</p>	<p>The class was held online with a view to attracting students and raising awareness of the University. It drew public attention, with 16,00 and 57 shares.</p>	<p>May, 2020</p>
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School of Education (CES)

Activity	Description/Comment	The period
Accreditation of the integrated Bachelor's-Master's Degree Program of Primary School Teacher of General Education	Studying pre-conditions of setting up integrated Bachelor's-Master's Degree Program of Primary School Teacher of General Education (I-VI grades), preparing curricula, mobilizing human resources, preparing the program and taking care of the accreditation.	March, 2018 - March, 2019
Admission of students to the program of Primary School Teacher of General Education and starting teaching	Announcing admission to the integrated Bachelor's-Master's degree program of Primary School Teacher of General Education; the program starts operating	August-September, 2019
Preparing Master's degree program of Educational Policy for accreditation	Investigating the need for starting Master's degree program of Educational Policy, analysis of the international experience and the program preparation.	2019-2020
Preparing materials for authorization	Revision/updating the Master's degree program of Teacher of Primary Education; participation in the adjustment process of the personnel's documents; updating and submitting the data.	2019-2020
Involvement and participation in the campaign of attracting school-leavers	Participation in the information campaigns at schools (29 schools in Tbilisi and 20 schools in the region)	2019-2020
Partnership of the ASCENT project; participation in the grant contest	Partnership of the projects PH International ASCENT, preparing the teachers retraining component and participation in the USAID grant competition.	June-August, 2019
Contest for the academic personnel	Participation in the organization of the contest for taking academic position in the field of education and education administration	November-December, 2019
Participation in the project of cyber-secure school	Participation in the grant contest „Erasmus+; involvement in the project of cyber-secure school and the project partnership	January-February, 2020



<p>Project – Digital Literacy – Challenges of Preparing Teacher of Primary Education in the New Reality</p>	<p>A cycle of open lecture-seminars on the topic: Response of the System of Primary Education Teacher Training to the New Challenges arising in the post-Corona Virus Pandemics period. Total - 12 lectures.</p>	<p>April-June, 2020</p>
<p>Expanding the partner school base in the regions</p>	<p>Signing MOUs with Gori, Sachkhere and Marneuli schools; students' internships.</p>	<p>May-June, 2020</p>



International Relations and Projects Department

Activity	Description/Comment	The period
New partners	<ul style="list-style-type: none"> We signed Memoranda of Cooperation with 35 new universities; exchange agreements were signed with 20 partners 	2018-2019 2019-2020
Membership of International networks	<ul style="list-style-type: none"> We became a member of the World Academy of Arts and Scies (WAAS). Currently the University is a member of 13 international networks 	2019
Students' mobility (Incoming/ Outgoing)	<ul style="list-style-type: none"> we announced 10 contests for Erasmus+ as well as for the international exchange program; we held 2 information meetings about the exchange programs; individual consultations with students were held; We received 75 applications for Erasmus + and 10 for Bilateral; We selected 63 students for Erasmus mobility; We selected 8 students for the bilateral program we prepared track records, compatibility forms, learning Agreements, Grant Agreements, visa documents, certificates for the consulate and letters of invitation for the selected candidates; We declared a contest for the UN one semester program at Fairleigh Dickinson University; We declared ERNST MACH - one semester scholarship exchange program of the Austrian government; we held 6 orientations meetings (Incoming/Outgoing); we received nomination of 42 students within the framework of Erasmus+ and the international exchange program and played host to the same number of students. 	2019 2019-2020
Lecturers/professors mobility (Incoming/ Outgoing)	<ul style="list-style-type: none"> We announced 6 contests for Outgoing academic personnel; we received 40 applications; we selected 27 lecturers/professors; We prepared commission selection reports and memoranda, Mobility Agreements and Grant Agreements, planned activities according to the schools; 	2019 2019-2020



	<ul style="list-style-type: none"> • We implemented practice of disseminating the post-mobility reports filled out by teachers to the relevant schools; • We received nomination of 15 Incoming lecturers/professors from partner universities; • We received 10 Incoming lecturers (Spring 2020 – 5 mobility was postponed because of the COVID 19); • We elaborated working plans for Incoming – academic personnel; lectures were planned with involvement of the relevant schools; • We implemented research of satisfaction of the Incoming lecturers/professors; elaborated a questionnaire, the results of which are sent to the host schools and the Quality Assurance Department. 	
Administrative staff mobility (Incoming/ Outgoing)	<ul style="list-style-type: none"> • We implemented a practice of announcing contests for the administrative mobility; • 3 university-wide contests were announced; • 33 administrative staff were selected; interviews were held, commission selection reports were prepared and memoranda, Mobility Agreements and Grant Agreements; • 16 Incoming nominations were received from partner universities; 14 Incoming administrative staff were received (2 mobilities planned for Spring 2020 were postponed because of COVID-19); • letters of invitation for Incoming personnel, Mobility Agreements and Certificates were prepared; we assisted them in handling logistical issues; planned working meetings according to the departments; • implemented the practice of research into the administrative personnel’s satisfaction; elaborated a questionnaire, the results of which are sent to the host schools and the Quality Assurance Department. 	2019 2019-2020



Degree-seekers	<ul style="list-style-type: none"> • 82 applications were received; 35 students were enrolled on the basis of the Minister's order; in the course of involvement we provided the following assistance: revised the documents submitted, held/recorded Skype interviews; the documents were translated and verified by the Notary; the documents were submitted to the National Center for Quality Enhancement; a memo on enrolling the student was prepared; the visa/accommodation related procedures were carried out. • All the needed documents were supplied, the students were helped in finding accommodation, etc., • 3 orientation meeting were held; • In the period 156 interested individuals were given full information on the enrollment procedures/additional services. 	2019 2019-2020
The School of Medicine	<ul style="list-style-type: none"> • We received proposal of cooperation from 35 agents; • After discussing the proposals and holding interviews/meetings we signed agreements with 22 agencies; • At their request, we provide the agents with updates on the renewed boarder regulations; • We provide the agents with relevant marketing materials and all the needed information; • With a view to raising the awareness of the University/the program, we attended the most comprehensive exhibition in India – UNICA; participated in 1 webinar in which participated 150 applicants; • On June 12, we signed an exclusive Memorandum of Cooperation in India for the Medical Program; • After signing the exclusive agreement, we terminated cooperation for the Medical Program with 9 agencies in India; • We were acknowledged by MCI; • We registered the program in the database of the medical schools of the WHO; • We sent an application to Sponsor Note; the request is pending; • An application for recognition has been sent to Jordan and Iran; • An active process of negotiation for recognition is carried out with the Israeli Agents; 	



	<ul style="list-style-type: none"> • Communication for recognition is held in China with the involvement of the Ambassador of Georgia; • 2 marketing video slots have been prepared with the internal resources; • We met and played host to at least 40 agencies on the campus. 	
Sichuan Tourism University	<p>With a view to deepening our cooperation with Sichuan Tourism University, we carried out the following activities in the period under consideration:</p> <ul style="list-style-type: none"> • Hosted official delegation of Sichuan Tourism University • the University representatives were at the University for a month; during the period intensive working meetings were held with the involvement of the School and the relevant departments; • The following programs were/are being developed for the Chinese students benefit by the CTS: • Master's degree program in mountain tourism; • Dual-degree program in Tourism administration; • Preparatory courses of the English language; • An official CU office was opened at Sichuan Tourism University, the aim of which is to promote the programs in tourism and attract potential students; • In the fall semester of 2020, about 50 students will be enrolled on the Master's degree program in Tourism. Currently we have received 2 applications. 	2019-2020
ANABIN	<p>With a view to gaining recognition of the CU diploma and renewal of its status in Germany, we have started active communications with the relevant agency. We sent necessary documents in the English language needed for the recognition. For the stated purpose, we have active communication with "Uni Assist" so as to allow them to update the information on Caucasus University and its programs in their database. The process is assisted by an official representative of DAAD in Georgia.</p>	Spring, 2020
Delegations	<p>We played host to 20 international delegations (the USA, China, Japan, Austria, Shri-Lanka, France, Germany, Ireland, Great Britain, and South Korea).</p>	2019 2019-2020



Exhibitions	<ul style="list-style-type: none"> • We participated in 3 contact seminars of the National Office of Erasmus+ (the participants of which were 76 universities from Ireland, Germany, Austria, France, Turkey, Estonia, Italy, Finland, Greece, Hungary); • out of all the contact seminars we played host to 6 universities in our campus; • We visited 4 international exhibitions held in Tbilisi and found new partners; • We participated in UNICA exhibition in India. 	2019 2019-2020
Contests and proposals	<ul style="list-style-type: none"> • We sent 87 informational emails to the relevant target groups on the short-term programs/scholarships: (IR@cu.edu.ge/ grants@cu.edu.ge) • 14 scholarship programs; • 25 seasonal schools; • 3 conferences; • 23 others (courses, workshops, etc); • 22 grant competitions (announced by different donors) 	2019 2019-2020
Information meetings with the donors' involvement	<p>The coordinator of exchange programs of the US Embassy to Georgia held 3 meetings with the students/academic personnel regarding the following programs Fulbright, SUSI,UGRAD, The Hubert H. Humphrey Fellowship Program; 2 meetings were held about the program of Central Ueropean University; the Consul of Hungary held an information meeting on „Stipendium Hungaricum”; we played host to an information meeting on the University of Estonia; The European School of Management and Technology, Berlin held an information meeting with the students;</p>	2019 2019-2020



<p>Activities carried out</p>	<ul style="list-style-type: none"> • New Urban Tology Forum; (NUT) Jean Monnet event – How to Teach Europe; public forum – Dialogue on the Climate; a workshop by a professor of Cardiff University; a masterclass by a professor of Tallin University of Technology on the research activities; an exhibition of the University of China; official reception of international students; masterclass in culinary for international students; reception for honorary doctors; elaborating/organizing culture programs; • An information meeting about the programs in the English language with Irish students; an information meeting about the programs in the English language with Chinese students; • Official opening ceremony of CU European campus at RSB (preparing the program, organizing visits, preparing a memorandum, providing information for the official web page); • 4 ceremonials of signing memoranda were held: New Jersey City University, Horizon College of Business and Technology, National Aviation University) 	<p>2019 2019-2020</p>
<p>Marketing materials</p>	<ul style="list-style-type: none"> • CU Welcome brochure was updated; • Degree Programs brochure was updated; • individual offers of the English language programs were updated; • Fact Sheet for international students is updated before every semester; • With a view to informational support of the University web page, we: prepare news, prepare contests, publish the contest/competition results; post success stories of foreign/Georgian students; monitor and update information; • we prepared contents for the brochure/menu for the summer school; • we elaborated/prepared contents of the brochure of international week; • were active participants in preparing the marketing video for the Medical program; • prepared the contents of the Medical Program menu. 	<p>2019 2019-2020</p>



Information spread through the international networks	<ul style="list-style-type: none"> • we sent information bulletins to our partner networks with a view to posting them on their official web pages (CEEMAN, NIBES,IAUP); • spread information about the summer schools, conferences, international weeks/ important news (new campus, BOG acquisition, etc); • The professors of the schools of Business and Economics were given a chance to sign up for NIBES course catalogues. 	2019 2019-2020
Protocol for International students (Covid-19)	<p>Pursuant to the elaborated protocol, from the beginning of the emergency situation until its end, the international students (exchange/degree-seekers) were sent messages on the one hand to check their health condition and on the other to update them about new regulations. We also monitored the students' feedbacks and when and if needed got in touch with them through alternative channels of communications (Facebook/What's up/Viber);</p> <ul style="list-style-type: none"> • we have maximally postponed and retained mobility; • we contacted the relevant consulates of the students who had departed/returned them to Tbilisi 	March-May, 2020
IAUP conference	<p>When planning the conference we:</p> <ul style="list-style-type: none"> • created/prepared contents of the menu on IAUP conference webpage; • created/prepared contents of the information guide for the participants; • created/prepared contents of the individual agenda of the culture program; • created/prepared contents of the registration forms; ; • provided information for the grants form to be submitted to Tbilisi City Hall; • prepared culture tours and got in touch with tourist agencies; • maintained correspondence with the registered applicants; • cancelled the registration/returned the fees. 	Spring, 2020



<p>Elaborated documents and reports</p>	<ul style="list-style-type: none"> • the statute of the department; • job descriptions; • document of internationalization policy; • the rule on implementing joint educational programs, participation in the exchange programs and enrolling foreign students; • the new document is being developed pursuant to the authorization requirements; • analysis of the students' satisfaction questionnaire (the questionnaire was added questions developed by the International Relations and Projects Department; a questionnaire of satisfaction of the administrative and academic personnel was created); • Credit Mobility report prepared for Erasmus+ National Office; • Involvement Statistics according to the projects (ICM) prepared for for Erasmus+ National Office. • A report on the students mobility and ECTS credit recognition prepared for Erasmus+ National Office • A report created for the Ministry of Foreign Affairs on the students in the exchange programs according to the countries and universities; • Preparing individual reports on the students and lecturers/instructors participating in the exchange programs. 	<p>2019-2020</p>
<p>6 grant projects ended</p>	<ul style="list-style-type: none"> • <u>AESOP</u>- Advocacy Establishment for Students through Ombudsman Position (Erasmus+); • <u>EUCAInvest</u> -Investing in Entrepreneurial Universities in Caucasus and Central Asia (Erasmus+); • Building a knowledge base of Agri-tourism at the Caucasus University in Tbilisi (<u>TMT - Nuffic</u>); • <u>PROTEIG</u>- Promoting teaching of European integration and increasing EU awareness in Georgia (Jean Monnet Chair); • Media Education and Political Dialogue. <u>Changes of Perspectives</u> (Federal Foreign Office of Germany); 	<p>2018-2020</p>



	<ul style="list-style-type: none"> • <u>Media-Literacy for the Youth</u> (CSM for Youth Media Literacy; U.S. Embassy). 	
Current 6 grant projects	<ul style="list-style-type: none"> • <u>INTEGRITY- Academic Integrity for Quality Teaching and Learning in Higher Education Institutions in Georgia (Erasmus+)</u> • <u>HERD- Raising Research Capacity of Georgian HEIs through Developing R&D Units (Erasmus+, funded in 2019)</u> • <u>RURD- Role of Universities in Regional Development (Erasmus+ funded in the current year)</u> • <u>Horizont 2020 E-FIX- Developing and transferring an innovative Energy Financing MiX in order to activate private sector finance for increased investments in sustainable energy projects</u> • <u>TEESS-Triangle Effect of European Studies at Schools (Jean Monett , funded in 2019)</u> • <u>Media Dialogue 2020: Pluralism and Understanding (funded in 2019)</u> 	<p>2015 - 2020</p> <p>2019 - 2021</p> <p>2020 - 2023</p> <p>2018 - 2021</p> <p>2019 – 2020</p> <p>2020 - 2021</p>



Quality Assurance Department

Activity	Description/Comment	The period
Formative assessment of the University (within the framework of the project of the National Center for Quality Enhancement)	Facilitating the University formative assessment with direct involvement of international experts with a view to implementing the authorization standards and the quality assurance culture; preparing for future authorization processes and planning-implementing appropriate activities.	2019
Taking into account advice/recommendations received in the course of the University formative assessment and preparing for submitting the application	Discussing/considering the recommendations received, planning-implementing the needed activities, improving the processes, elaborating/revising required documents, preparing for the authorization process	2020
Submitting application for the University authorization	With a view to ensuring continuity of the educational process at the University, submitting the authorization application to the center.	April, 2020
(Re)Accreditation of the University educational programs	Total – 23 (all of them with full accreditation, almost all the standards with full or partial compliance) 21 (2019) <ul style="list-style-type: none"> • 2 (2020) Monitoring of 2 programs (Master’s and PhD degree program in Law)	2019-2020
Submitting reports of the educational programs	Total - 14 <ul style="list-style-type: none"> • 12 (2019) – taken into account • 2 (2020) – submitted 	2019-2020
Monitoring of the educational programs	Total – 1 Bachelor’s Program in Electronics and Computer Engineering, accredited in 2017	May, 2019



Adding educational programs (new)	Integrated Bachelor's-Master's Program of Teacher of Primary Education (I-VI grades) Master's Program in Clinical Art Therapy	2019
Evaluation/enhancement of the educational programs	Was carried out in the course of accreditation and preparing and submitting a report on fulfilling, submitting, monitoring of the recommendations received, in the course of authorization formative assessment and authorization	2019 - 2020
Eseessment of the program learning outcomes	A mechanism for assessing the program learning outcomes of each educational program, a plan of assessment the level of achieving the learning outcomes	2019 - 2020
Monitoring meeting the established targets	The target benchmarks set for full and quality implementation of the program, the sides to be improved were identified and appropriate activities were planned (a necessity of increasing the number of the affiliated staff became clear; mechanisms for attracting the affiliated staff were established)	2019 - 2020
Students semester surveys	The students' survey findings were analyzed. 97 files were processes (49+48), approximately 10,000 pages (the major problem is obvious in foreign languages, IT and Mathematics).	Spring, fall, 2019
Monitoring quizzes	Quizzes were attended and observed; the findings were shared with the relevant schools for feedback and response	Spring, 2019
Monitoring the student's academic performance	Some problems were identified throughout the University (foreign languages, IT, Mathematics) with high rates of unsatisfactory grades.	Spring, Fall, 2019
Closing the educational programs	Major cause – falling demand on the market – 7 programs	2019 - 2020
The rate of completing the educational programs	The students' graduation rate was counted for the educational programs. Some problematic issues were identified	2019 - 2020



The alumni employment rate	The employment rate of the educational programs' graduates was examined, including according to the qualification. Some problematic situations were identified.	2019 - 2020
The statute of the Quality Assurance Department	Description of the functions and goals of the Quality Assurance Department, the Department structure and functions and responsibilities of its head and employees	2019
Mechanisms of management efficiency monitoring and the evaluation system	Developing mechanisms of the University management efficiency and establishing the evaluation criteria	2019 - 2020
Internal quality assurance mechanisms and evaluation of their efficiency	Description of the internal quality assurance mechanisms, identifying criteria for their evaluation and elaborating the concept of quality culture	2019
Mechanisms for planning the students' contingent, methodology and targets	Help the University in determining the student's marginal number so as to ensure an opportunity of gaining quality education for the students, the sustainability of the educational programs and ways of their correct implementation	2019 - 2020
Code of Academic Integrity of Caucasus University	Determines and regulates the issues related to academic integrity at Caucasus University; sets relevant measures of responsibility and the outcomes of violations. was developed within the framework of the Integrity project.	2019
The rule for planning, developing, implementing and enhancing the educational programs	Describes methodology of planning, developing, implementing and enhancing educational programs at Caucasus University as well as the procedures of modifying and closing the programs.	2019
Methodology of developing the students' individual educational plan and the rule for their implementation	Is designed to ensure appropriate forms and conditions are offered to the students taking into account their different needs, special educational needs and the level of their academic readiness and their uninterrupted involvement in the educational process.	2019



Methodology for determining the number of the academic, scientific and invited personnel	Is designed to ensure the educational programs have optimal number of human resources, which is a pre-condition of uninterrupted implementation and sustainability of the programs.	2019 - 2020
The learning outcomes evaluation mechanisms	The program learning outcomes were “expanded”, direct and indirect methods were determined, a monitoring plan was developed and the stages of further development and the ways of giving feedback will be planned by taking into account the findings.	January, 2019
The system of managing the educational programs	<ul style="list-style-type: none"> • creating/correcting the academic calendar; • giving access to the syllabi of various courses with a view to eliminating/correcting the faults observes in the course of the semester; • control information about the program (determining the program status, adding/closing new programs, etc); • observing/analyzing/issuing recommendations on the students’ academic performance; • observing/analyzing/issuing recommendations about the teacher evaluations; • considering/approving the program modifications. 	Systematically
Developing/commenting/correcting the University regulatory documents (with involvement of the Law and other relevant departments)	Documents (20); contracts (3 of students, 10- of the personnel, of internship and cooperation); the statutes of the structural units (35); the statutes on the Bachelor’s/Master’s/PhD papers	2019 - 2020
Academic calendar	The format was changed; is elaborated in cooperation with the Students’ Service and the Educational Process Monitoring Department	2019 - 2020



Merger of LLC Bank of Georgia University and Caucasus University after the reorganization of the former.	Communication with the Center; involvement in the process of programs and students transfers	2019-2020
Consultation and working meetings	Working meetings with the representatives of different structural units of the University to discuss issues of various kinds – more than 200.	2019 - 2020
Participation in the contests for the academic and invited personnel (with involvement of the HR Department)	Discussing documents, evaluating the qualification requirements, participation in the interview process - 23	2019 - 2020
Meetings with the academic and invited personnel	Introducing the contract types and the rule of affiliation and of taking academic positions – 16	2019-2020
The process of international accreditation	Involvement in the scope of competence of the Quality Assurance Department, providing needed materials, participation in the meetings with international experts.	2019-2020
Meetings with representatives of the Students' Self-Governance	On the authorization process; On the statute of the Students' Self-Governance	2019
Disciplinary Commission sittings	Participation, involvement in the decision-making process - 3	2019
Participation in the project “Integrity”	Elaborating the Code of Academic Integrity; participation in the working meetings; making appointments with the academic personnel and the students	2019-2020
Participation in the labor market research (a joint project of 4 Georgian universities)	Applying the research findings for the educational programs enhancement	2019
The process of transition to the remote learning	Involvement in the working process; monitoring the quality assurance process; coordinating/participating in the process of preparing relevant letters	Spring, 2020
Visits to the National Center for Quality Enhancement	To clarify issues of various kinds; participation in the conferences, trainings and working meetings	2019 - 2020



Consulting/advising and recommending the University staff/personnel	Discussing current issues of various kinds	Systematically
Students' applications	Involvement in the process of discussion and decision-making	Systematically
Monitoring the accuracy of the qualification awarded when conferring an academic degree	Revision of the letters submitted by the schools and correcting them when needed	Systematically
Involvement in the process of elaborating the joint/exchange educational programs	Monitoring compliance with the established standards and other legislative requirements; clarifying various issues; participating in the process of elaborating the contract projects.	2019 - 2020
Introducing to the legislative developments	Disseminating new developments related to the authorization/accreditation/educational processes	Systematically
Preparing letters	Preparing letters and sending them to the Center - 104 (59 - 2019; 45 - 2020)	Systematically



Marketing and Public Relations Department

- Activities carried on the undergraduate (bachelor's) level

Activity	Description/Comment	The period
Enrollment analysis, freshman questionnaire decryption, quote identification and processing	Tuition fees for the programs have been changed, and the terms of CU funding have been updated accordingly	September, 2019
Presentation with entrants (Tbilisi, Batumi)	Last year presentations were edited	
Brochure (Tbilisi, Batumi)	Edited and published information brochure (Tbilisi) and flyer (Batumi) which is distributed to entrants	October, 2019
Advertising video Top 501	Edited video made last year - has up to 85 000 views	February, 2020
Campaign on social network	Various advertising activities take place throughout the year	September-July, 2019-2020
Presentations in schools	Representatives of the Marketing Department, Deans and the President made presentations on undergraduate programs in public and private schools in Tbilisi and the regions.	November-February, 2019-2020
Visiting the CU campus	We hosted graduate students from various schools and training centers	November-February,
Events for entrants	Trainings, workshops, competitions were held for entrants interested in various programs	2019-2020
Lectures for entrants	Applicants attend ongoing lectures with students	November-February,
Campus tours	Campus tours are organized for the entrants who came to the information meeting	2019-2020



Advertising page in the electronic directory of entrants	In the directory of entrants, an advertisement was made at the top of the pages of Caucasus University	March, 2020
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• Activities carried out at the graduate (Master's) level

Activity	Description/Comment	Period of Execution
Stories of CU grants on social media	In order to popularize the CU grant, grantees were interviewed and content was obtained about obtaining the grant and posted on the social network	October, 2019
Electronic brochures were made	The master's program campaign coincided with the transition to remote learning mode, therefore making an electronic brochure became necessary	April 2020
Informational video on funding opportunities	An animated video was made showing the possibilities of obtaining funding	April, 2020
Online presentations of master's programs were held	School Deans / Program Principals conducted online presentations with applicants interested in obtaining Master's Degrees	March-June, 2020
Online webinars were conducted	Webinars were held by leading speakers of the field invited by the schools	March-June, 2020

• Grenoble Master's Program - Implemented Activities

Activity	Description/Comment	Period of Execution
An informational video was made	4 Grenoble graduates talking about the program and the benefits they received were recorded	December, 2019



Campaign on social network	Excerpts from the video were made and shared on social media	December, 2019 January, February, 2020
Made social network images		November, 2019
An information brochure was published		November, 2019
Information meetings were announced and then adjourned		November-February,

- **Activities implemented on the University level**

Activity	Description/Comment	Period of Execution
Official opening of Caucasus University European Campus	A Caucasus University campus has opened at the Rennes School of Business in Rennes, France	April, 2019
CU Employment Forum	Local and international companies were invited	May, 2019
Presentation of Batumi University Campus and start of school construction in Batumi	Up to 100 employers	July, 2019
June 1, International Children's Day	The presentation of the construction of the Batumi campus was held, which was attended by the President of Georgia - Salome Zurbishvili	June, 2019
Diploma Award Ceremony for Graduates		July, 2019
Freshman party (Undergraduate)		September, 2019
Admission for master's, doctoral freshmen and lecturers		September, 2019
Halloween at the CU campus		October, 2019
Strategic cooperation with the Bank of Georgia		November, 2019
Admission of Bank of Georgia students		November, 2019



Valentine at the CU campus

February, 2019

Events

- Public lectures
- Visits by private and public sector representatives
- Memoranda
- International conferences
- Internal school conferences
- Workshops
- Different types of information meetings
- Visits of international partners
- Employment forums (job Fairs)
- Opening nominal auditoriums
- Morning meetings with the President



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• Activities performed during remote working mode

Activity	Description/Comment	Period of Execution
Online webinars	Webinars were held where speakers from various fields were the keynote speakers In some cases, school deans were called in	March - June, 2020
Talks about Literature	The program CU Lit Talks was made with Levan Kakliani, a student of Georgian philology. The show is visited by various speakers from the field of literature and leads a discussion on various topics	March-June, 2020
Online presentation of master programs	Online program presentations led by school representatives (deans / program principals)	March-June, 2020
Presentation of the Certified Physician Program	The presentation of the program to the entrants was held remotely	March-April, 2020
CUGoesOnline for entrants	Created a group of remote activities for entrants where we add entrants and share all the information about current activities	March, 2020
CU Masters 2020 - Facebook Group	A group has been created for Master's degree applicants where we add interested applicants and share news, announcements, offers	March, 2020
Production of electronic brochures for master programs	Communication with students about the need for computers was made, a list was made and handed over to the relevant services to try to get computers. The transfer of the computer by TBC was a sign of gratitude on the university's Facebook page.	March, 2020
Career Week with the Big Four	Organized by the Human Resources Department, we hosted a Career Development Week for Business School and Technology School students.	April-May, 2020
Pedagogy competition	The competition for blogs aimed at popularizing the pedagogical program was launched remotely	May, 2020



Popularization of the pedagogical program	An informational video on CU funding was produced and disseminated	May, 2020
Master's video	Live information meeting for entrants	May, 2020
Facebook Live for entrants	We bought the program needed for Facebook Live streaming, through which we were able to launch quality content on the Facebook page	May, 2020

Community activities for various stakeholders

- Food supply to socially vulnerable families
- Catharsis help in the new year
- Catharsis help at Easter
- Inviting socially vulnerable children to Chugureti district at the June 1 event and giving gifts
- Charity auction
- Supply of products to socially vulnerable families in Chugureti district for the New Year
- Providing Lado Abkhazava students with internet
- Assistance to the Fund "Support"
- Providing material assistance for dog shelters
- "Whatever is to come, let it all be yours" - Laboratory of Democracy
- "Magic New Year" on the CU campus
- World Book Day
- World Down Syndrome Day Activity
- Plagiarism campaign
- New Year gifts for partners - collaboration with Georgian brands
- What? Where? When? Business League
- World Run
- Conversations about climate
- Campus planting
- Collection of waste paper
- Cleaning action
- Tsnori Knowledge Cafe



- Visits of NGOs - "Power is in Europe" "Transparency International Georgia"
- Presentation of the new lyceum IX-X grade students - "I am a child"

- Website and social media

Activity	Description/Comment	The period of execution
IAUP Conference Page	A conference page has been created for the IAUP Conference	January
Update menus	Updated administrative staff data in relevant menus	
Update bilingual content	The entire content of the website became bilingual and was translated from Georgian to English and vice versa	
Online Chat	Online chat has fully moved to the information center.	December
Newsletter	Active from 09:00 to 21:00	
Technical support	Updated Newsletter format, sent monthly until January, once every 3 months from January	



Student Events and Alumni Relations Office

Activity	Description/Comment	The period of execution
#CU Welcome Party 2019	Undergraduate students	August - September, 2019
#CU Welcome Party +	Master's and doctoral students	September, 2019
Freshmen hike	Undergraduate students of all schools (Armazi gorge, Birtvisi, Dmanisi town, Uplistsikhe)	August - September, 2019
CU beating	Second, Third and Fourth Year Students Excursion (25)	August – September, 2019
CU Kazbegi	Excursion for students of all levels	August, 2019
Tour in Italy	Guided tour - 3 cities, 50 students	September - October,
CU Halloween Party	Decoration, AfretParty (150)	September - October, 2019
CU Bakuriani	For students of all levels (170)	September - November, 2019
CU Secret Santa	For students of all levels (200)	December, 2019
#CUonXmas	For students of all levels (370)	December, 2019
#CUSecretValentine	Decoration, messages to students (20)	February, 2020

+ 15 events organized independently by the Office:

- Masterclass of Georgian Traditional Dishes;
- Italian film screening;
- Policy Seminar - Tsotne Koberidze in CU;
- Giga Bokeria public lecture;
- Public Lecture - Mediation and Arbitration;

- Culture Day;



- Panel discussion - God and freedom;
- Information meeting with IDFI representatives

Events held with the involvement of the Office (12):

- Visit of Sacramento Audit Officers to CU;
- Public Forum - Climate Talks;
- Information meeting - Staracademy Company;
- Presentation of 5 books by Paata Gergaia;
- Motivation Club - meeting with Davit Kenchadze;
- **Project** Over the Mountains - Closing.

Various offers for students (45) - Competition, Training, Workshop, Exhibition, Championship, Discount

- Certificate course "Hotel Case Management";
- Informal meeting with the President of Caucasus University;
- Photo contest # city in character;
- Student Conference - Students for Freedom;
- Competition - bookshelf (media);
- Meeting with the Young Diplomats Initiative (JDI);
- Information - Establishment of the Youth Parliament of Abkhazia; • Essay Competition - 6 years of association; Competition - GeoYouth 2020.

Student Clubs:

- Club of Young Psychologists;
- Movie Club;
- Football Club;
- Debate and Mock Trials Club;
- CU Latino Dance Club;
- Motivation Club.



University Sponsored Clubs:

- Caucasus University Theater Company (Medical University Stage - "Illegals"; Caucasus University Stage - "Illegals")
 - Caucasus University Choreographic Ensemble (30 students, 12 numbers;
 - Caucasus University Folk Ensemble (October - International Wine Festival; November - National Casting "Discover a New Star"; December - Winter Fantasy Festival)
 - CU Lit Club (Internet magazine, 43 young writers, published publication).
- Research Facilitation Department



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Research Facilitation Department

Activity	Description/Comment	The period of Execution
Creating / updating the database of research papers for affiliated academic staff for 2015-2019, funding received from local donor organizations; Collection of information on protected master / doctoral theses	Posted on the University website;	2019-2020
Develop approaches to the classification of scientific journals / events	Attached to the authorization documents	2019-2020
Survey of academic staff to determine the topic of the research skills development event	Information provided to schools	2019-2020
Participate in organizing activities for the development of research skills of academic staff	<ul style="list-style-type: none"> • Managing the profile of a scientist, finding a scientific journal (number of attendees - 20); • Information meeting with the director of Shota Rustaveli National Science Foundation (number of attendees - 100); • Analyze and predict data using R (number of participants – 5) 	2019-2020
Participate / attend MoESCS events	<ul style="list-style-type: none"> • Conference on the EU Framework Program for Research and Innovation; • Scientific Forum on Science Development Perspectives • Trainings related to the implementation of the EURAXESS platform in HEIs; • Annual Events of the German Academic Exchange Service (DAAD) and Shota Rustaveli Georgian National Science Foundation 	2019-2020



Organizing / supporting international / student scientific events	<ul style="list-style-type: none"> • July 2019: Changing political-economic environment and its impact on the country's competitiveness; Neurocomputer advances in brain research; International Conference on Accounting and Auditing Reform • September 2019; Images from the maze of the mind May - June 2019: Student Scientific Conferences 	2019-2020
AACSB information processing	Data processing according to the research activities of the academic staff of the business school in accordance with the requirements of the second standard of accreditation	2019-2020
Participate in the development of terms of employment contracts for academic staff	Hourly workload was defined for each activity of the academic staff (teaching, research, administrative / consulting); Minimum university load;	2019-2020
Database of Annexes to the Employment Contracts of Academic Staff Development work	A technical assignment has been prepared to create a database of academic staff attachments to the academic staff; Each activity in the workload distribution table was reflected.	2019-2020
Administer internal research funding competitions for research	3 competitions were administered (December 2018; June 2019; December 2019); Competition in Support of Skills Development Activities Beyond Student Education Program Announced	2019-2020
Participate in the preparation of documentation of the sixth standard of authorization	In accordance with the requirements of the Sixth Authorization Standard, a self-assessment form was prepared and the required documentation was collected.	2019-2020
Stakeholders Satisfaction Survey (using Survey Monkey software)	The surveyed groups: students, academic staff, visiting lecturers, administrative staff, alumni, employers.	2019-2020



Strategic Development Department

Activity	Description/Comments	The period of execution
Develop a strategic planning methodology	The strategic planning model was defined as: <ul style="list-style-type: none"> • Strategic Map • Balanced Scorecard 	May-July, 2019
SWOT (internal and external factors) analysis	A total of 40 respondents were interviewed: <ul style="list-style-type: none"> • Administrative staff (40) 	June, 2019
Develop mechanisms for monitoring strategic development and implementation of action plans	The monitoring mechanisms included: <ul style="list-style-type: none"> • Evaluating the action plan twice a year • Review of the strategic development plan 2-2.5 years after implementation • Monitoring the implementation of the strategic and action plan through software 	August -September, 2019
Develop a strategic development plan (7 years) and an action plan (3 years) for pilot authorization	The structural units and schools of the University were defined: <ul style="list-style-type: none"> • Strategic Objectives (140) • Measuring Indicators (KPIs) (274) • Target landmarks • Activities 	July-September, 2019
Develop a methodology for calculating the maximum number of students	The criteria for planning the student contingent were defined as: <ul style="list-style-type: none"> • Dynamics of student enrollment, mobility, status suspension / termination / resumption • Program completion rate 	August-September, 2019



Update strategic planning methodology	The methodology included: <ul style="list-style-type: none"> • Develop a strategic development and action plan at the university level • Develop a bottom-up action plan with strategic objectives and activities 	November-December, 2019
SWOT (internal and external factors) analysis	A total of 526 respondents were interviewed: <ul style="list-style-type: none"> • Academic and Invited Staff (68) • Students (382) • Graduates (66) • Employers (10) 	November, 2019
Conducting extended working meetings with the inter-functional working group	Agreement on strategic tasks to be submitted to the meeting of partners; 2 meetings were held, the first meeting was attended by 18 employees, the second - 16 employees	15 November, 2019 22 November, 2019
Holding individual meetings with representatives of structural units	<ul style="list-style-type: none"> • Agreement on planned action plan activities, measurement indicators and target benchmarks. • Meetings were held with representatives of 25 structural units (face-to-face meetings, online meetings with ZOOM platform) 	February, 2020 – ongoing
Update mechanisms for monitoring strategic development and action plan	The monitoring mechanisms included: <ul style="list-style-type: none"> • Evaluating the action plan once a year. Review of the strategic development plan 2-2.5 years after implementation. Establish implementation of strategic and action plan monitoring software 	February, 2020 – ongoing
Update-approve strategic development and action plan	Defined by the University: <ul style="list-style-type: none"> • Strategic tasks (30) (instead of 140) • Measuring Indicators (KPIs) (111) (instead of 274) • Activities 	April, 2020



Entrepreneurship Development Center

Activity	Description/Comment	Period of Execution
Grant projects	Won projects: Multilingual spellchecker, Inventor, Vadac, Smart Bicycle	2019 - 2020
C10 hosted 850 entrants	Applicants got acquainted with the work of the accelerator, startups and their projects.	March, 2019 - February, 2020
Trainings	Trainings on various topics were conducted for students, schoolchildren and other stakeholders.	March, 2019 - February, 2020
Festival of Innovations	Organized by the Ministry of Education, an innovation festival was held, hosted by C10	September, 2019
Information meetings with students	Information meetings were held with students from different schools to engage them in the accelerator	September, 2019 - December, 2019
C10 Information Meeting at Caucasus University (Meet the startupper)	The C10 startups shared their experiences with interested students and provided business model advice.	February, 2020
Students of the School of Business, Humanities and Social Sciences, Economics, Media and Technology were consulted on various issues	Students received comprehensive information on the questions they asked. Several of them were actively involved in the process of creating their own startup.	November, 2019 - May, 2020
Business camp in Borjomi	Students from Caucasus University School of Humanities and Social Sciences won at Butkemp	December, 2019
Working with Caucasus University graduates	C10 assisted alumni in participating in the GITA grant competition and developing a business plan.	December, 2019 - February, 2020
EUCAINVEST project	Research prepared: Analysis of Support Organizations of Georgian Startup Ecosystem. <ul style="list-style-type: none"> Part C10 of the final report, which is part of the project report, was prepared. 	2019



International Accreditation Office

Activity	Description/Comment	The period of Execution
Visit of the International Accreditation Mentor	The purpose of the visit was to identify the strengths and weaknesses of the business school, to make recommendations regarding the accreditation process and to plan the next steps.	January, 2019
Business School Accreditation Workshop	The aim of the seminar was to discuss changes in accreditation standards, work on examples and share the experience of schools already accredited / in the process of accreditation.	March, 2019
Academic Staff Standards and Spreadsheet Management Workshop	In order to study one of the three important standards of accreditation and to provide the required information in the standards correctly, B. Lezhava attended the Academic Staff Standards Workshop	December, 2019
Initial self-assessment report	In accordance with the second stage of accreditation, work on the self-assessment document began	2019 – present
Business School Mission Update	The Self-Assessment Report (ISER) includes a detailed description of the operation of the Business School in accordance with 15 AACSB Accreditation Standards	February, 2020 - March, 2020
Promoting School and University Research Capacity Building (Standard 2)	Due to the requirements of the AACSB Accreditation Standards, it became necessary to update the mission and vision of the Business School.	November, 2019 - February, 2020
Defining financial strategies	Participated in the development of the renewed mission b.	September, 2019 - June, 2020
(Standard 3)	Lezhava, E. Jgharkava, R. Bitsadze, T. Daraselia	September, 2019 - June, 2020



Students and Statistics (Standard	Important documents were developed, a database of research papers of academic and invited staff was created, new labor contracts were developed	September, 2018 to date
Academic / Invited and Administrative Staff (Standard 6,7)	Establish a school financial strategy, align goals and resources	January, 2020 - May, 2020
Quality Assurance (Standard 8)	Detailed description and analysis of student admission and attendance statistics	March, 2020 - June, 2020
Curriculum and curriculum (Standard 9, 11)	Systematize, control and implement recommendations on the qualifications of academic and visiting staff	April, 2019 - December, 2019
Student Involvement in Academic Process, Student-Lecturer Relationship (Standard 10,12,13)	Description of Effectiveness of Learning Methods, Student-Lecturer Relationship Description	January, 2019 - March, 2019



The Library

Activity	Description/Comment	The period of execution
Training course "Modern Library Case"	The training was held at the National Science Library, the training was attended by all library staff Certificate for successful completion of the training course "Modern Library Business "	June, 2020
Shifting to the new library program - Koha	Advantages of Koha program: <ul style="list-style-type: none"> • Volumetric base • Enter extensive information • Booking a book • Send an email about the debt automatically • Ability to view recent corrections and correctors • Better visuals • Ability to do inventory 	December, 2019 – present
Receiving and distributing new textbooks for the English language classes	Received 1465 books	September, 2020 - present
Opening a corner of Professor Valeri Silogava's books	An auditorium named after him was opened	February, 2020
Opening a corner of Professor Roin Metreveli's books	An auditorium named after him was opened	February, 2020
Opening a corner of Professor Mzia Mikeladze's books	An auditorium named after her was opened	February, 2020



Student Services and Learning Process Monitoring Department

Activity	Description/Comment	The period
Quick response to student requests	The department, with the help of various means of communication, is constantly focused on responding quickly to students' requests (which is facilitated by shared files and the involvement of a manager at all levels). Common electronic databases have been set up to record applications received by the department.	2019-2020
Control and accounting of daily lecture process	The lecture process is controlled through continuous monitoring	2019-2020
Missing lectures / marking recovery	The lecture process is controlled through continuous monitoring	2019-2020
An electronic file of midterm and final exams has been developed	All attendees have electronic access, any changes made to the table will be reflected automatically.	2019-2020
An exam book was developed according to the academic semester	By taking the lecturer's signature and setting the date, control is taken over the passing / returning of the exam. This, in turn, allows us to control and strictly adhere to deadlines.	2019-2020
Participation in e-learning planning	<ul style="list-style-type: none"> Managers monitor each lecture prescribed by the academic schedule, which is described in the database. The manager monitors the course of the lecture, in case of drawbacks provide appropriate assistance to the lecturer and the students, if necessary, addressed the IT department to get involved. Individual cases are reported to the school. The manager attends seminars / tests / quizzes, monitors all activities prescribed by the syllabus and monitors how certain activities are completed in a particular subject, ensures attempts of cheating are prevented. 	2019-2020



Provides services to international students	Provides services to degree-seekers and exchange students	2019-2020
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Human Resources (HR) Department

- 16 meetings were held with academic and interested staff at each school level to update them about the innovations introduced at the University. Types of contracts, rules for affiliation and academic positions (with the Department of Research Promotion and Quality Assurance).
- Orientation meetings were held during the reporting period, with presentations to newly invited and academic staff at the beginning of the semester;
- During the reporting period, 2 orientation meetings were held, presentation with the newly hired administrative staff;
- During the reporting period, 23 programs were accredited, we hosted 2 monitoring sessions and a visit to 2 programs is planned. The HR Department was involved in the preparation of documents related to the personnel issues of the above programs and the processing of statistical data;
- Analysis of personal files of administrative, academic and visiting staff and individual communication with schools and staff;

Documents created:

- University regulations;
- Regulations of the structural subdivisions of the University: schools, departments, services, centers - 36 regulations (in English and Georgian);
- Update job descriptions and qualification requirements for each position;
- Structure and upgrade of structural units;
- Updating the labor regulations for administrative and academic staff;
- Create / update other documentation required for authorization; Perform relevant activities for accredited programs;
- Significant updating of the personnel management policy document;
- Update the regulations on the rules of the competition;
- Update the methodology for determining the number of staff;
- Updating employment contracts and affiliation rules;
- Participate in the development of strategic and business continuity plan documents;



• Trainings

Activity	Description/Comment	The period
"Excel" "Use of Email" "Food Safety Management" "Hotel Case Management" "Export Managers Certificate Course" Library Case - 4 Students	Employees are trained as needed.	2019
"Accredited Occupational Safety Specialist Training Program"	6 occupational safety managers were trained	January, 2019
"Conversational English" and "English Express Course"	The training was co-financed by 15 employees	March, 2019
IE Business School Masterclass at CSB - Masterclass	pillars of peak and performance “IE Business School Professor Mario Berta	8 October, 2019
"Occupational Safety, Fire Safety, Emergencies and Evacuation"	Training for administration and academic staff	27-29 November, 2019
Compulsory evacuation training, simulation training / evacuation in connection with proper fire safety	Training for administration and academic staff	28 February, 2020
Team management and people management	Training for administration and academic staff	9 June, 2020



Career Development and Employment Promotion Office

Activity	Description/Comment	The period
MOUs signed with companies	56 memoranda were signed. In total, the number of partners is a memorandum of understanding with 154 local and international organizations, as well as school memoranda, which are included in the school reports.	January, 2019 - present
Large-Scale Employment Forum 2019	About 100 employers were represented. We covered all the directions in the university and invited 4 speakers (A. Jejelava, A. Dgebuadze, M. Tabatadze, L. Bibilashvili).	May, 2019
"HR VS Job Seeker"	Public lecture by Teona Baghaturia. Traditionally, a similar meeting is held twice a year. The planned meeting could not be held due to the pandemic, as it is mostly simulated, so it is planned to be held in September.	November, 2019
Career Day @ Hilton Garden Inn - Employment Forum from Hilton Garden Inn	The Hilton Garden Inn Hotel opened in Tbilisi and hosted an employment forum hosted by CU. We were given the opportunity to start the recruiting process exclusively from CU. Were presented on the forum up to 150 vacancies.	November, 2019
Scholarship program	Wave XI Scholarship. Traditionally we identified 2 winners who were given 100% and 50% financing. Alliance Group Holding (AGH) Traditional Program	December, 2019
Survey of students, graduates and employers	Coordinated studies with the Research Facilitation Department.	March, 2020
Career Week with the Big Four	Big Four Online Meetings for CU Students. It was the first precedent of the unification of the four.	April, 2020



Paid internship programs	BOG, TBC, Credo, Toyota, Philip Morris, JTI, Pepsico, Diplomat Georgia, Wissol, Azry, UGT, Arch, BDO, NEXIA TA, Gorgia, GWP, Mcdonalds. Goodwill, Heidelbergcement. GDG Holding, National Bank and others.	2019 -2020
State Internship Program	Organized by the Civil Service Bureau, it is held every semester for high-ranking students. Autumn intake was delayed due to the pandemic.	January, 2020 – December, 2020
Update CU database and mail groups	As a result of the work of the Registry and Student Activities and Alumni Relations Office, hundreds of alumni contact data were updated and entered in the database. With our involvement, the relevant email groups were sorted out.	June-July, 2020



Department of Information Technology

- Server room and server infrastructure risks were assessed and their reconstruction was planned.
- Updating virtual servers, installing patches a security bug fixes on all servers that worked with the 2012 updates and posed a major threat. Update access to the Central Firewall (Fortigate) and lock unnecessary services as much as possible to ensure that cyber-attacks are kept to a minimum.
- Back up physical servers with backup links and reorganize the network, which increases productivity and reduces the likelihood of inaccessibility to the University's e-services.
- Software upgrade to Central Firewall (Fortigate) that worked with an outdated system and was a weak point in the network.
- Clustering of domain controller, DNS, DHCP services and placement on two different physical servers, which provides access to basic Internet services in case of complete shutdown of one server.
- Integration and configuration of a backup copy system, allowing us to store a copy of the University Information in a separate location and restore it within two weeks of changes.
- The University's IT infrastructure electronic monitoring system has been introduced, which allows us to instantly detect deficiencies in the system and respond in a timely manner.
- Due to the need for distance learning caused by the pandemic, we have introduced two different programs Zoom & Microsoft Teams.
- Developed a user guide for both PDF and Video applications.
- Zoom app training was conducted for lecturers, which lasted until the declaration of the state of emergency.
- The scope of this training was also retrained for academic managers. Despite the training, there was a request for an online lecture from the university, so the COM CLASS on one of the C floors was dismantled and placed entirely on the C and B floors.
- Up to 5000 Microsoft users (students, academics, staff) were created
- 1703 Teams Group created - including 1623 currently active group
- An online support group onlinesupport@cu.edu.ge has been set up to assist all of our representatives as well as students.
- Currently, more than 750 cases have been closed via email alone.
- Technical assistance specialists are regularly trained to improve their skills.
- For students who did not have the computer equipment to enroll in online tuition, 46 computers were specially allocated for them. 41 of them were mastered.
- Due to the online transition, both the lecturers and the staff did not have the technical means to work remotely, due to the given situation, we found resources and met their requirements.
- 100% of the equipment requested by the service staff was satisfied. Additional problems were found and delivered in my professional opinion without request.



- An information technology warehouse has been set up, in particular, special shelves have been installed, and after the warehousing, another complete inventory is planned.
- We have purchased 15 IP phones with official Cisco licenses that will be installed in pre-designated offices in the near future.
- The method of requesting programs in the com classes was changed and at the same time all the classes were prepared for the spring semester.
- Changes to IT regulations.
- Purchased a black and white professional printing press (Cannon BIO)

Software Development Office

Activity	The period
New lecturer profile page	2019 - 2020
Employee profile page	2019 - 2020
Data management system for the Human Resources Department	2019 - 2020
IAUP Conference Registration Page	2019 - 2020



Registry and Clerk Department

Activity	Description/Comments	The period
Announcing vacancies for undergraduate programs	Identify vacancies as a result of student contingent and status analysis, submit to EMIS and NAEC. Numbers cannot be changed after submission	December, 2019
Announcement of vacancies for admission to Master's programs	Identification of vacancies as a result of analysis of student contingent and status, change of numbers after submission is possible in September of the year of admission	February, 2019 February, 2020
Announcing vacancies for semester outgoing mobility	Identify vacancies as a result of student contingent and status analysis and upload to EMIS database	Spring, 2019 Autumn, 2019 Spring, 2020
Announcing vacancies for semester internal mobility	Internal mobility is declared 2 weeks before the start of the educational process and lasts for 2 weeks after its start	Spring, 2019 Autumn, 2019 Spring, 2020
Enrollment of students: bachelors, masters, doctors, mobility, foreign citizen / Georgian citizen educated abroad	Preparation and execution of student enrollment order on various legal grounds (NAEC data, University School interview results, EMIS data, Minister of Education orders on granting the right to study)	2020
Creating a student database, personal file and constant updating and control	Working in online mode on the personal records	Systematically
Prepare and issue copies of student personal files / grades transcripts / certificates	We prepare the mentioned documents according to the request	Regularly
Making changes in student statuses	Two weeks after the start of the semester, based on the registration results, the status changes are detected and reflected in the databases	2019 - 2020



Accounting for academic achievement, calculation of semester and annual results, reflection in the database of credits including of the mobility students	Calculating the students/ ratings (semester, annual)	Regularly
Identification of potential graduates	Upon completion of the semester, as a result of calculating academic performance ratings	2019 - 2020
Preparation, printing and issuance of diplomas and appendices for graduates	Based on the quality award protocol by school boards and school report cards	2019 - 2020
Preparation and issuance of training orders	Student staff, approving and modifying new programs, introducing and changing university rules, holding conferences	Regularly
Facilitate the organization of document circulation and the process of internal archival production through a unified system.	Registration of incoming / outgoing correspondence, internal correspondence, alignment and performance control, archiving of existing documents at certain intervals	Regularly
Working with electronic databases a) University database	Administer vacancies, student enrollment and mobility data, statuses, academic results, diplomas and diploma attachments, other processes and display information	Regularly
Providing information containing student data to education and / or other institutions.	Relevant letters are prepared: for the Ministry of Education, for the National Center for Education Quality Development, for the Education Management Information System, for the Ministry of Internal Affairs, for the Commissariat ...	Regularly
Preparation of various statistical data	The data are prepared: A) for the National Bureau of Statistics B) for the State Bureau of Internships ...	2019 - 2020



Ombudsman's Office

Activity	Description/Comment	The period
AESOP - Meeting of project participants in Kiev.	A meeting was held in Kiev between the representatives of the participating universities of the AESOP project.	March, 2019
AESOP - Meeting of the project participants in Baku.	A meeting was held in Baku between the representatives of the universities participating in the AESOP project.	May, 2019
AESOP - Final Conference of the Project in Kutaisi.	AESOP project concluding conference was held in Kutaisi.	July, 2020
Ombudsman meeting with students (training).	A meeting was held with the students of Caucasus University.	October, 2019
Meeting of the Ombudsman with the academic staff.	A meeting was held with the academic staff of Caucasus University.	February, 2020



Training Center

- For corporations

The company	The training title	Number of attendees	The period	The duration
As-Georgia Ltd	IFRS	8	January, 2019	3 weeks
Agency "Produce in Georgia"	Certificate Course for Export Managers	40 25	May, 2019 November, 2019	1 month
New Hospitals Ltd	MS Excel	10	October, 2019	3 weeks
"100 Marketing Solutions" Ltd	Finances for non-financiers	13	October, 2019	1 week
Heidelberg Cement Ltd	managment	14	December, 2019	4 weeks



- Retail Trainings

The training title	Number of attendees	The period	The duration
Accredited Occupational Safety Specialist Training Program	34	January, 2019	2 months
	17	March, 2019	
	17	May, 2019	
	20	June, 2019	
	54	August, 2019	
	29	September, 2019	
Hotel management	16	January, 2019	2 months
	13	April, 2019	
	13	September, 2019	
	14	December, 2019	
HR Management	9	March, 2019	3 weeks
	9	June, 2019	
	14	September, 2019	
	9	January, 2020	
Marketing Management	11	May, 2019	6 weeks
	11	October, 2019	
MS Excel	9	March, 2019	3 weeks
	20	September, 2019	
Logistics and supply chain management	10	March, 2019	3 weeks
English Express Courses	11	January, 2019	1 month
Food Safety Management	4	February, 2019	3 days



PR - your way to modern communication	5	October, 2019	3 weeks
project management	17 18	December, 2019	4 weeks

- For corporations in online mode

The company	Training Title	Number of attendees	The period	Duration
VTB Bank	Corporate Finance	12	February, 2020	1 month
	Sales		April, 2020	1 month
	Effective communication		May, 2020	1 month
DS Aege Pharmaceuticals	Marketing management	3	June, 2020	1 month



- Individual Trainings in online mode

Training Title	Number of listeners	Period	Duration
Management 2020	22	March, 2020	2 months
Hotel Reception-Accommodation Management	7	May, 2020	1 week
Logistics and supply chain management	7	May, 2020	1 month
Food Safety Management	5	May, 2020	1 week
Management of Georgian Brand Hotels	4	June, 2020	2 weeks





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