

Resolution N----- of Academic Council of  
Shota Meskhia State Teaching University of Zugdidi



**Rules for planning/selection, working out, assessment and development of higher education programs of Shota Meskhia State Teaching University of Zugdidi**

Zugdidi, 2018

## Article 1. General Provisions

1. The present rule defines the procedures of planning/selection, working out, assessment and development of academic higher education programs (hereinafter “program”), including individual education programs/plans (hereinafter “IEP”) at the legal entity of public law- Shota Meskhia State Teaching University of Zugdidi (hereinafter “Teaching University”).
2. Academic Higher Education Program at the Teaching University comprises Master’s and Bachelor’s educational programs.
3. There are also one-year teacher training and Georgian language teaching educational programs at the Teaching University.
4. The educational program is the combination of teaching courses/modules necessary to obtain higher education qualification, which provides the program goals, learning results, teaching courses/modules with their corresponding credits, student evaluation system and the peculiarities of the teaching process.
5. The process of planning/selection, working out, assessment and development of education programs of the Teaching University involves Quality Assurance Service, Career Development Center, the academic personnel of the corresponding field, students, graduates, employers.
6. The educational program must comply with the mission of the Teaching University and must be based on the research analysis of interested parties (academic personnel, students, graduates, employers and other interested parties).
7. The effectiveness of the process of “planning/selection, working out, assessment and development” of education programs is coordinated by Quality Assurance Service, Career Development Center and the head of the program, who can be a professor, an associate professor or/and main educational unit (faculty) of the Teaching University.

## Article 2. The standard of the educational program

1. The educational program of the first, Bachelor’s stage of higher education comprises at least 240 credits and provides basics of the relevant field, which is a necessary qualification for a person to start work or continue education in Master’s program.
2. The educational program of the second, Master’s stage of higher education comprises 120 credits, provides scientific-research elements and aims at training the specialist of a higher level than bachelor's or is a prerequisite of training a researcher, it also prepares a person for employment with the obtained qualification.
3. The one-year teacher training educational program comprises 60 credits and, in accordance with the current legislation, is intended for a Bachelor, Master and/or a person with the equivalent degree, who, according to their diploma, has no right to be a teacher.
4. The cover page of the educational program must indicate: the legal entity of public law- Shota Meskhia State Teaching University of Zugdidi, corresponding educational unit (faculty), stage of higher academic education, name of the educational program, requisites of

corresponding decisions of faculty and academic councils on the review and approval of the program, program implementation period.

5. The educational program (Appendix 1) must reflect:

- a) **Name of the program** – the name of the program must be indicated fully in Georgian and in English.
- b) **Teaching language** – teaching language is Georgian, the educational program may be conducted in a foreign language if it is provided by an international agreement or agreed with Ministry of Education and Science of Georgia.
- c) **Academic degree/qualification** (in Georgian and English) - according to the national qualification framework.
- d) **The credit volume of the program** – a relevant number of credits of the educational level is indicated (e.g., Bachelor – 240 credits, Master – 120 credits, Teacher Training Educational Program – 60 credits).
- e) **Head/heads of the program** –
  1. The head of the program is a professor or associate professor of the Teaching University, who has the academic degree, qualification, teaching and scientific experience relevant for the goals and results of the educational program.
  2. The head of the program: leads the process of making amendments in the development of educational program/current program; coordinates the activity of the academic and invited personnel involved in the implementation process of the educational program. Makes a systematic analysis of the implementation of the educational program, learning courses of the educational program; provides students and other interested parties with information about the educational program and courses within this program and consultation.
- f) **Program goals** – the goal of the educational program must reflect the final result of the program and its influence on the target group (students, graduates, employers, society). The goal of the educational program must comply with the mission, goals, and strategy of the Teaching University, must take into consideration the requirements of the labor market, the establishment of civil values, personal development and employment, the opportunity to continue education.
- g) **Prerequisites for acceptance to the program** – the prerequisites for acceptance are the cases envisaged by the Georgian legislation in accordance with the education level. In case of Master's educational program, taking additional specialty Master exams planned by the Teaching University.
- h) **Learning results** – must depend on qualification framework and the field characteristics developed on its basis (if any). It should be clearly established and compatible with the level of higher education and the qualifications awarded.
- i) **Teaching-learning methods** – must take into consideration the field specifics and provide the achievement of learning results.
- j) **The evaluation system of students' knowledge** - must take into consideration the field specifics and comprise adequate forms of evaluation, components, and methods, which help determine how learning outcomes defined by the components of the educational program are achieved. Besides, the general system of evaluation and methods of adequate evaluation must be described (different learning courses/modules in detail, widely, different combinations of the evaluation methods may also be

taken into consideration. Detailed information about the evaluation methods planned within learning courses/modules must be described in the syllabus of a specific course).

- k) **Employment fields indicate where a graduate can be employed.**
  - l) **The opportunity to continue education: indicate where a graduate can continue education.**
  - m) **The material-technical base of the program: indicate the infrastructure and technical equipment necessary to achieve the learning outcomes defined in the educational program.**
  - n) **The human resource of the program:** the educational program is implemented by human resources consisting of academic personnel, teachers, researchers or invited personnel with a relevant qualification. A person is considered as having the relevant qualification if he/she has the competence necessary to achieve learning outcomes defined by the program, which can be determined by the academic degree of this person, acquired field education, publications or professional experience.
  - o) **Program structure** – the component of the program, including credits, should be indicated: the list of main specialty compulsory modules and learning courses/subjects, main specialty optional modules and learning courses/subjects, free learning courses, etc. with the indication of credits.
  - p) **Program subject load** – comprises all the components which award qualification. There must be a logical connection between the components, their combination should ensure that a student with average academic achievement is able to achieve the learning outcomes of the program within a reasonable timeframe. The program subject load indicates the name of the component, its credit volume, code, acceptance prerequisite, contact and independent hours.
  - q) **The map of learning outcomes** – the program subject load must be attached to the map of learning outcomes which includes all components of the program and their relationship with the competencies defined in the program.
  - r) **Information about the head(s) of the program:** the head's name, surname, academic degree, position, contact information (telephone number, e-mail).
  - s) **Information about human resources:** information about the implementers of the learning courses, including which component they teach, their name, surname, academic degree, position, qualification.
  - t) **The description of any kind of activity defined in the educational program** (practice diary, Bachelor's and Master's paper, seminar, etc.).
6. **The program must be attached by:**
- a) **Syllabi of the learning courses;**
  - b) **Information about the human resources and material resources necessary for the implementation of the educational program;**
  - c) **Information (CV) about the head(s) of the educational program;**
  - d) **The number of students to be admitted to the program** – According to the methodology of determining student contingency in the Teaching University, the number of students applying to the educational program should be determined by considering the

market research of employment, graduate employment index, material-technical base, human resources practice and financial resources.

7. In Bachelor's educational program (except regulated educational programs) the main specialty must be assigned at least 120 credits. From the overall volume of the program, 5/10 credits must be assigned to Bachelor's paper, 5/10/12 credits to the practice component (several variants are available: a) compulsory Bachelor's paper, b) practice component – compulsory and Bachelor's paper – optional, c) compulsory practice component) due to the program specificity. Within the framework of the program, the students can choose a 60-credit additional specialty or optional courses of the specialty or any learning course of their interest from any (relevant level) educational program within free credits, or the combination of learning courses and free credits of optional modules/modules.
8. The educational program must take into consideration optional courses and students must be given the opportunity to combine main and additional specialty/optional courses in the following ways:
  - a) The main specialty, additional specialty and optional courses (within the framework of free credits) within the framework of the educational program.
  - b) The main specialty and free components.
  - c) The combination of the constituent learning courses of the main specialty, additional specialty and optional modules/modules and free credits.
9. The Teaching University must have a separate list of approved free optional learning courses, which will take into consideration the optional learning courses from all educational programs within one level.
10. The additional specialty/educational program is a shortened version of the main educational program. It does not provide qualification and is oriented on developing a certain component for the student.
11. The regulated educational program is focused on training students for a relevant regulated profession. At least 75% of the educational program must be assigned to working out the competencies necessary for regulated professions.
12. Master's program must take into consideration research component, which is at least 20% of the full volume of the program.
13. The syllabus of the learning course must be prepared in accordance with the syllabus preparation instructions and formats (Appendix 2).
14. The syllabus must include the following information:
  - a) Faculty
  - b) Educational program
  - c) Higher education level
  - d) Name of the learning course/module
  - e) Status of the learning course/module
  - f) Code of the learning course
  - g) Teaching language

- h) Acceptance prerequisites
- i) Implementers of the learning course (name, surname, scientific degree, position, contact telephone number, e-mail, the day of consultation)
- j) Students' learning load
- k) The goal of the learning course/module
- l) Learning outcomes
- m) Teaching-learning methods
- n) Evaluation of the level of student's learning outcome
- o) Evaluation forms and components
- p) The content of the learning course according to weeks
- q) Main literature
- r) Additional literature
- s) The author of the syllabus

#### Article 2. Individual educational program (plan)

Individual educational program (plan) will be worked out at the Teaching University in accordance with the current "Methodology of working out the plan for the individual program".

#### **Article 3. Procedures of evaluation, working out, modification/development, approval and suspension/termination of educational programs**

1. The current educational program at the Teaching University is evaluated by the head of Quality Assurance Service of the Teaching University in cooperation with relevant structural units.
2. In order to evaluate the educational program, Quality Assurance Service
  - a) Evaluates the learning outcomes of the educational programs, which includes **monitoring of the learning process and monitoring of learning outcomes of the educational programs**, including monitoring of examination process.
  - b) Interviews and conducts satisfaction research of students, academic and administrative personnel, employers, graduates.
  - c) Monitors the update of learning materials, equipment, laboratories, main literature defined in syllabi.
  - d) Analyses of the students' academic achievement.
  - e) Analyses the data of evaluation statements

3. Working out/modification of educational programs and their preparation for accreditation is based on the recommendations of Quality Assurance Service.
4. The recommendations of Quality Assurance Service are based on:
  - a) the analysis of the research results conducted by Quality Assurance Service
  - b) the statement of the faculty council, initiated by the head of the educational program, about implementing amendments in the program
  - c) external evaluation of the quality.
5. In order to work out/modify and prepare the educational program for accreditation, Quality Assurance Service presents the recommendations to the Rector for further action.
6. On the basis of the recommendations of Quality Assurance Service, the Rector assigns faculty deans with an administrative-legal act to create a working group within the framework of the educational program, whose members are determined by the faculty council. The working group works out the working plan which determines possible activities, dates of implementing the work and people responsible for the implementation. The working group includes academic, administrative and invited personnel (if necessary, other personnel, including students, graduates, employers, field specialists/independent experts). The Rector assigns Quality Assurance Service, head of administration with an act to cooperate with the working group.
7. In the process of working out/modification of the educational program, the working group depends on the analysis of the research outcomes conducted by Quality Assurance Service and relevant structural units of the Teaching University, recommendations, external evaluation and the indicators of the following researches conducted by other people/organizations: requirements of employment market, research analysis of employers and graduates' satisfaction (if any), requirements specified by field specialists, employment indicators according to specialties, information about material-technical, practice objects, library, human, financial resources and scientific projects/researches in relevant directions.
8. The working group prepares educational program/programs, relevant syllabi, documents necessary for accreditation and presents them to the faculty council, which will give this material to Quality Assurance Service for evaluation/conclusion.
9. Quality Assurance Service reviews the materials prepared by the working group and returns them to the faculty council with relevant recommendations and remarks (if any) for further action.
10. The main educational unit (faculty) council presents the final educational program to the Academic Council for approval. The Academic Council, if necessary, is authorized to invite field specialist/independent expert.
11. The educational program approved by the Academic Council is sent to National Center for Educational Quality Enhancement for accreditation. Following the positive decision of the Center, in accordance with the legislation, the accredited program announces acceptance.
12. The decision on suspension/termination of the educational program is made by the Academic Council, on the basis of argument submissions of the Quality Assurance Service and the head of Administration of the Teaching University.

13. The submission on suspension / termination of educational program made by the Quality Assurance Service/head of Administration of the Teaching University must be based on the results of monitoring the learning process or/and the research of the requirements of labor market or/and the study of graduates' index or/and the analysis of financial sustainability or/and the evaluation of material resources.