



Self-Evaluation Form of Higher Institution for authorization

Shota Meskhia State Teaching University of Zugdidi





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Part I: Introduction

1. Description of the Institution

On July 13, 2007, on the basis of the decision N 145 of the Georgian Government, LEPL Higher Educational Institution was founded on the basis of the Institutions having three totally different missions in Samegrelo region- Zugdidi Branch of Ivane Javakhishvili Tbilisi State University, LEPL Zugdidi Professional Lyceum and LEPL Senaki Agrarian-Economy College.

Under the decision №122 of the Government of Georgia on May 15, 2008, the higher education institution was named after the famous Georgian historian and public figure Shota Meskhia and Shota Meskhia Zugdidi State Institute was founded.

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Under the decision №182 of the Government of Georgia on October 9, 2009, Shota Meskhia State Institute was given a status of teaching university and changed its name into Shota Meskhia State Teaching University of Zugdidi.

Under the decision №456 of the Government of Georgia on December 1, 2011 Legal entity of Public Law – Shota Meskhia State Teaching University was reorganized into non-profit (non-commercial) legal entity –Shota Meskhia State Teaching University of Zugdidi.

Under the decision №185 of the Government of Georgia on July 1, 2013 non-profit (non-commercial) legal entity –Shota Meskhia State Teaching University of Zugdidi was reorganized into Legal entity of Public Law – Shota Meskhia State Teaching University.

Teaching University is located into two addresses: Janshia 14 , Zugdidi, Mshvidoba str.N192 Senaki.

Activities of teaching university are implemented by Management bodies, academic, administrative, invited, support and other staff. University has an equal environment for getting vocational and higher education. There are 3 Master, 8 Bachelor, Teacher Preparation, Georgian language preparation, 28 vocational programs and 28 short-term training/retraining courses. In the university Educational programs are implemented by 40 academic staff, 24 affiliated, 4 administrative, 45 support staff, 43 invited professor/teacher specialist and 110 teachers on vocational educational programs. 536 students are getting an education on higher educational programs, 475 on vocational education programs, more than 6 thousand beneficiaries trained/retrained under lifelong learning principles. Modular vocational educational programs among them new model –dual education (work-based learning) was developed and is being implemented. Teaching university. Under the demand of labour market, the agrarian field is



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still priority of the Teaching University, that's why modular (dual) vocational and higher education programs will be prepared and implemented under the framework of agrarian field, which will make possible to recognize credits obtained at the vocational educational cycle with the purpose of higher education.

Teaching University has been involved in various international projects for creating a unified European educational space since 2012. These projects provide the objectives of internationalization within the framework of strengthening student and staff mobility and institutional capacity

2. General Information about Institution

Please indicate the factual information about the institution that is applicable at the time of making authorization application

Name	Shota Meskhia State Teaching University of Zugdidi
Name in English	Shota Meskhia State Teaching University of Zugdidi
Legal Form	Legal Entity of Public Law
Status	Teaching University
ID number	220407888
Main Address (Street, N, City/municipality, postal index, state)	Janashia №14, Zugdidi, 2100, Georgia Mshvidoba str, № 192, Senaki.
Website	www.zssu.ge
E-mail address	zssuedu@gmail.com
Phone number	
Head	Teona Khupenia
Head's e-mail address	rector@zssu.edu.ge teateo3@gmail.com
Head's mobile phone	+995 577 41 90 41
Head of Administration	Zaal Korcula
E-mail address of the head of administration	admi@zssu.edu.ge zaalqortua@gmail.com
Mobile Phone number of the head of administration	+995 93 33 66 40
Head of quality assurance department/person responsible for quality assurance function	Bela Mosia
E-mail address of the head of quality assurance department/person responsible for quality assurance function	belamosia@zssu.edu.ge bellamosia@gmail.com
Mobile Phone number of the head of quality assurance department/person responsible for quality assurance function	557342000
Information about the authorization of the institution (if applicable)	
Date and number of the decision	21.08.2012



Authorization expiration date	06.11.2018
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3. Quantitative data

3.1 Programs¹

Number of educational programs	13
Bachelor	8
Master	3
One-cycle	-
Doctoral	-
Teacher training programme (60 ECTS)	1
Georgian language preparation programme	1

Number of accredited programmes	12
Number of accredited programmes by an international organization	-
Number of joint educational programs	-
Number of exchange programmes	-

3.2 students²

Estimated number of students	1000		
The actual number of students	1000		
	Active	Suspended status	Program graduation rate
Total factual number of students	517	19.69 %	60.95 %
Bachelor	490	18.30 %	64.14 %
Master	23	35.21 %	25.34 %
One-cycle	-	-	-
Doctor	-	-	-
Teacher training programme (60 ECTS)	4	-	-
Georgian Language Preparation programme	-	-	-
Number of International Students	-	-	-
Number of the students with special educational needs	-	-	-

3.3 Staff³

Information about staff	
Total number of the staff (including academic, scientific, invited, administrative, support staff)	132

¹ The detailed information about the programs according to faculties should be presented in the form given in Appendix 1

² The data about students according to faculties should be presented in the form given in Annex 2

³ The data on the academic and invited staff employed in the HEI (with reference to the affiliated personnel) according to the faculties should be presented in the form given in Appendix 3



Total number of the academic staff	40
- Professor	6
- Associate professor	34
- Assistant professor	-
- Assistant	-
Number of scientific staff	
- Scientist	-
- Postdoctoral	-
Number of the affiliated academic staff	
- Affiliated professor	5
- Affiliated associate professor	18
- Affiliated assistant professor	-
- Affiliated assistant	-
Number of international academic/invited staff	-
The number of international academic/scientific/invited staff involved in the research.	-
Invited staff involved in the educational process	43
Administrative and support staff	49

3.4 Other quantitative data

Number of researches conducted within the latest authorization period and ongoing researches	198
Number of scientific-research institutes	-
Total Budget of HEI	3.535652
Budget allocated for research-scientific activities	10 000
Budget allocated for functioning and development of library	12 000
The use of international scientific library bases	240 (NEJM, Elgaronline, Bioone, Dukeupress)
The number of students enrolled in the student dormitory	25

4. Total area of a building⁴

A total area of the institution in sq.m	218 378. 53
Total teaching area of the institution in sq.m	4985.4
Total support area of the institution in sq.m	213 393.13

5. Benchmarks⁵

	Actual Benchmark	Target benchmark	Estimated date for target benchmarks ⁶

⁴ Detailed information about total area of a building per each address should be presented in the form given in Annex 5

⁵ Information about benchmarks according to faculties should be presented in the form given in Annex 4

⁶ The expected date of achieving benchmarks should not exceed 6 years



The ratio of the academic and scientific staff to the total number of the administrative and support staff	40/49	1/1.25	2023
The ratio of the academic scientific staff to the total number of the staff	40/132 (1/3.33)	1/3,3	2021
The ratio of the academic and scientific staff number to the number of the invited staff	40/43 (1/1.07)	1.05/1	2021
The ratio of the academic, scientific, invited staff number to the number of students	83/517 (1/6.23)	1/6.23	2021
The ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	83/12 (6.92/1)	8.19/1 (The factual rate will be changed in case of all program implementation)	2023
The ratio of the administrative staff number to the number of students	4/517	1/129.25	2023
The ratio of the affiliated academic staff number to the total number of academic and invited staff	24/83	1/3,60	2023
The ratio of affiliated academic staff number to the number of students	23/517	1/22.47	2023
The ratio of number of supervisors and doctoral students	-	-	-
The ratio of retention of academic staff	96%	96%	2021-2023
The ratio of retention of invited staff	80%	83%	2021-2023
The ratio of retention of administrative and support staff	76%	78%	2021-2023
Alumni employment rate (during the last authorization period) ⁷	64% (39% of alumni was interviewed)	70%	2023
Alumni employment rate by granted qualification(during the last authorization period)	45% (39% of alumni was interviewed)	50%	2023

⁷ Employment rate of Graduates should be presented in the form given in Appendix 1



The ratio of the defended doctoral dissertation during the last authorization period	-	-	-
The ratio of administrative expenses to the total budget	2 401 949/3 535 652	0.68/1	2023
The ratio of the budget allocated for research/art, developmental, creative activities to the total HEI budget	0.003 %	0,006%	2021
The number of alumni within the time frame of the program	61.25%	70%	2021
Number of Registered students	829 - total number of first choice entrants in 2013-2017 -	200 – the number of first choice entrants	2021
Analysis of the satisfaction survey for administrative and support staff about the availability of material-technical basis.	94 % (was interviewed 51%)	97 %	2021
Satisfaction survey indicator of the availability of material-technical base.	72,57 % (is interviewed 54%)	90 %	2021
An indicator of learning continuity	39% of alumni were interviewed. 11% of them are continuing studying. (the survey is in progress)	51% of alumni were interviewed	2021
Professor productivity indicator	Mostly average	Completely average	2021
The indicator of learning outcomes of the educational program	91-100 points- 5,89% 81-90 points - 10,41% 71-80 points -22% 61-70 points - 31,82% 51-60 points - 29,66% (Percentage score is calculated from the	ა) Number of best students(91-100 points) should not exceed 10% of total number of students ბ)Number of students with low academic performance(51-60 points) should not exceed 10% of total number of students გ) Number of students with	2021



	total number of students. Data of 2017-2018 / year Spring semester)	average academic performance 1 (81-90 points) should not exceed 25% of total number of students 2. (71-80 points) should not exceed 30% of total number of students 3. (61-70 points) - should not exceed 25% of total number of students	
The financial ratio between academic and administrative staff	293600 / 401160 0,73 / 1	401160 / 403700 0,99 / 1	2021
Student contingent planning criteria	517	800	2023

6. Self-evaluation group and a brief description of the self-evaluation process

Under the orders N 01-01 / 13 as of March 31, 2015, order 01-01 /14 as of April 20, 2015, N 01-01 / 26 15 October 2016 and order N01/01/03 as of January 30,2017 of the Rector of Shota Meskhia State Teaching University of Zugdidi, coordination groups were created to carry out preparation works for authorization/ accreditation and tasks were given. The group created for achieving the authorization goals was headed by the Head of the Administration and the group formed with the purpose of accreditation was led by the head of the Quality Assurance Office. Based on those orders, short and long-term strategic plan was planned to be elaborated.

For the purpose of supporting the process of elaborating Strategic Development Plan, the Strategic Planning Specialist was invited and the labor agreement(# 59/1 of April 02, 2016) was signed. Based on the above-mentioned orders, the draft Strategic Development Plan was designed. Under the regulation N38 as of 26 December 2016 of Academic Council, drafted short and long-term strategic plan was recognized for further development in accordance with the new standards of authorization. Under the report N 02-10 / 26 as of January 27, 2017, of Internal Audit, the conclusion of the internal audit of Shota Meskhia State Teaching University of Zugdidi 2016" was submitted to improve university activities through recommendations. The conclusion was considered into the strategic planning process.



Under the order N77 of the Minister of Education and Science of Georgia as of May 5 2017 about the changes in the order N 99n of the Minister of Education and Science of Georgia as of October 1,2010 on the approval of the Educational Institutions Authorization Charter and of Authorization fees, and under the regulation N38 of academic council as of September 4 2017 was established „ Permanent Coordinating Group for responding demands of Renewed Authorization standards of HELs” The group was ordered to held self – evaluation, preparing and filling questionnaires, provision of the appropriate processes (determination and elaboration of the structure of strategic plan, working on mission, vision, values, strategic aims, defining and elaborating action plan, assessment of university environment - SWOT analysis), resource analysis, taking into account the renewed authentication standards. Coordination group composed of the heads of structural units of the teaching university and other responsible staff according to the standards of authorization. The working groups were established with the purpose of answering the demands of renewed authentication standards under the order N01-01/24 of the rector as of September 5, 2017. They were obliged to cooperate with the coordination group which was established under the regulation of the academic council, as well as complete involvement in the elaboration of strategic plan and provision of a participatory system. The groups have worked under the guidance of the people responsible for the specific standard within the coordination group.

№	Tasks	Responsible person	Position
1	Part I: Introduction	Teona Khupenia	Rector
2	Description of the institution, General information about the Institution	Teona Khupenia Zaal Korona Bela Mosia	Rector Head of Administration Head of Quality Assurance Office
3	Quantitative Data	Dali Berandze	Learning Process Management Office
	Programmes	Dali Berandze	Learning Process Management Office
	Students	Dali Berandze	Learning Process Management Office
	Staff	Dali Berandze	Learning Process Management Office
	Other quantitative data	Zaal Kortum Bela Mosia Khatuna Gogia	Head of Administration Head of Quality Assurance Office Head of Science Office
	The total area of building per each address	Zaal Kortua Bejan Akobia	Head of Administration Head of Material Resources Management office
	Benchmarks	Teona Khupenia Zaal Kortua Bela Mosia Dali Berandze	Rector Head of Administration Head of Quality Assurance Office Learning Process Management Office



Self –evaluation group and a brief description of the self-evaluation process	Bela Mosia	Head of Quality Assurance Office and other structural units
Part II: Assessment of compliance with authorization standards	Bela Mosia	Head of Quality Assurance Office
Mission and Strategic development of the HEI	Teona Khupenia Ketevan Lataria	Rector Head of Public Relations Office
Mission of HEI	Teona Khupenia Ketevan Lataria	Rector Head of Public Relations Office
Strategic development	Teona Khupenia Ketevan Lataria	Rector Head of Public Relations Office
Organizational structure and management of HEI	Teona Khupenia Zaal Kortua Manan Samushia	Rector Head of Administration Head of Vocational Education Development Office
Internal quality assurance mechanisms	Bela Mosia	Head of Quality Assurance Office and other structural units
Observing principles of ethics and integrity	Rona Pertia	Head of Legal Office
Educational Programmes	Bela Mosia Ketevan Lomaia	Head of Quality Assurance Office Coordinator of Quality Assurance of vocational programs
Designs and development of educational programmes	Gela Svirava Ekaterine Antia Nino Makatsaria Badri Naneishvili	Professor Dean of Faculty Dean of Faculty Dean of Faculty
Structure and content of educational programmes	Ekaterine Antia Nino Makatsaria Badri Naneishvili	Dean of Faculty Dean of Faculty Dean of Faculty
Assessment of learning outcomes	Bela Mosia	Head of Quality Assurance Office
The staff of the HEI	Zaal Kortua	Head of Administration
Staff Management	Zaal Kortua	Head of Administration
Academic/ Scientific and Invited Staff Workload	Ia Sartania Dali Berandze	Head of Human Resource Managment Office Learning Process Management Office
Students and their support actions	Dali Berandze Ketevan Lataria	Learning Process Management Office Head of Public Relations Office



The Rule for obtaining and changing students status, the recognition of education and students rights	Dali Berandze	Learning Process Management Office
Student and their support services	Ketevan Lataria	Head of Public Relations Office
Research, development	Khatuna Gogia	Head of Scientific Department
Research Activities	Bela Mosia Khatuna Gogia	Head of Quality Assurance Office Head of Scientific Department
Research support and internationalization	Bela Mosia Khatuna Gogia	Head of Quality Assurance Office Head of Scientific Department
Evaluation of Research Activities	Bela Mosia	Head of Quality Assurance Office
Material, information and financial resources	Zaal Kortua	Head of Administration
Material resources	Zaal Kortua Bejan Akobia	Head of Administration Head of Material Resources Management office
Library Recourses	Klara Svirava	Head of Library
Information Resources	Besik Pertia	Head of IT Centre
Financial resources	Nazibrola Baramia	Head of the financial office
Part III Annexes	Bela Mosia Zaal KortuaF Dali Berandze	Head of Quality Assurance Office Head of Administration Learning Process Management Office

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During the working process information/data from structural units of administration, faculty and working groups were collected and processed.

Through cooperation with structural units Quality Assurance Office has prepared appropriate questionnaires relevant to the indicators. Surveys and SWOT analysis were conducted with the participation of all interested parties.

The information about the existing situation was presented by the responsible persons on the meetings of the coordinating group and the interim reports were presented at the enlarged meetings of the Academic Council for discussion. Under the recommendations and comments, staff responsible for preparing self-evaluation report reviewed information and reflected it in the self-evaluation report. The draft version of the self-evaluation report was elaborated in a reasonable timeframe for all interested



parties and was publicly discussed on the meeting with consultation group. This group was established especially under the N138(February 21, 2018) order of Director of National Center for Educational Quality Enhancement to visit teaching university for preparing authorization process. The issues regarding all standards were specified in the meeting and self-evaluation questionnaire was created as presented.

The works of Coordination group was based on the following documents: Methodology of monitoring management effectiveness and evaluation system of Shota Meskhia State Teaching University of Zugdidi" approved by N43 decision of academic council on December 26, 2016

The results and recommendations of the surveys conducted with the indicators and questionnaires were approved by the N46 decision of academic council on December 26, 2016. Those results and recommendation were provided by the Quality Assurance Office in a different time frame: reports: N01-10/510 on 23 September 2017, N01-10/600 December 12,2017and N01-10/113 of 2 24 April,201

The analysis of the survey was used to describe benchmarks and quantitative indicators in the process of filling self-evaluation form

The ratio of the academic staff to the number of invited staff 40/43 - 1/1.075 is almost equal. It is expedient to change above-mentioned ratio by increasing the number of academic staff, which provides the quality of teaching university in both academic and financial field.

The ratio of the academic staff to the total number of the staff 40/136 - 1/3.4 completely ensures to achieve intended goals defined by the strategy. In order to achieve new strategic goals, it is possible to add academic as well as other staff if necessary. In this case, it is desirable to keep the above-mentioned ratio.

The ratio of academic staff to the administrative and supportive staff 40/49 - 1/1.25 completely ensures to achieve goals defined by the strategy. In order to achieve new strategic goals, it is possible to add academic as well as other staff if necessary. In this case, it is desirable to keep the above-mentioned ratio.

According to the „Methodology of defining estimated and acceptable number of students/vocational students of Shota Meskhia State Teaching University of Zugdidi and „Rule of defining number of academic/invited staff,' if teaching university implements 5-15 academic educational programs 1 affiliated/associated professor for 60 students and one staff (academic/invited) for 16 students is enough.

The ratio of academic and invited staff number to the number of students 83/536 - 6,45 / 1 ensures the quality of the educational process, in case of increasing the number of students up to 1328 the administration has the possibility to keep 16/1 ratio with the help of existing academic /invited staff and provide/maintain quality. In case of 19/1 ratio, the number of staff should be increased and the administration must care about improving the quality.

The ratio of affiliated academic staff to the number of students is 24/536 - 22,33 / 1. Under the status of teaching university, this number completely ensures the promotion of research component.



Ratio of academic and invited staff to the number of the higher education programs is 83/11 - 7,54 / 1. The ratio of academic and invited staff to the number of the higher education programs will change as soon as all the 11 educational programs are fully implemented.

The ratio of the affiliated academic staff number to the total number of academic and invited staff is 24/83. In case of 1/3.46 ratio teaching university fully provides all planned activities to support research.

Academic Staff retention rate – In 2013 number of academic staff was 23, in 2018 22 is maintained. Accordingly, the staff retention rate is 96%.

The ratio of retention of invited staff - In 2013 the number of invited staff was 35, in 2013 28 is maintained. Accordingly, the ratio of retention of invited staff is 80%.

The ratio of retention of administrative and support staff – In 2013 the number of administrative and support staff was 46, 35 is maintained in 2018, accordingly the ratio of retention of administrative and support staff is 76%.

The ratio of retention/recruiting of academic/administrative and support staff is satisfactory.

Alumni employment rate – The survey was conducted among alumni of 2013-2017. 251(39%)alumni took part in the survey. The number of respondents isn't enough for analyzing, that's why the research is in progress. 64% of interviewed respondents are employed, among them, 45% is employed under granted qualification.

Number of alumni within the program time frame is currently 61.25% which is satisfactory. But independent survey should be conducted about factual circumstances of learning suspension (social condition, low academic performance, mobility, employment, etc.).

The number of registered students / first choice entrants- in 2013 -2017, there is an increasing number of applicants (totally 829) This indicator emphasizes the rating of the university in the region and the trust from the stakeholders toward the university.

Student satisfaction survey results regarding material-technical resources - Student satisfaction survey about material-technical resources was conducted through Google forms. The aim of the survey was to assess student's satisfaction about material-technical resources. 54% of students took part in the survey. On average 72.57% of respondents expressed satisfaction with material-technical resources.

Administrative and supportive staff satisfaction survey results regarding accessibility of material-technical resources – Administrative and supportive staff satisfaction survey about **the accessibility** of material-technical resources was conducted under google forms. The aim of the survey was to assess the satisfaction of administrative staff about material-technical resources. 51% of administrative staff took part in the survey. On average 94% of respondents expressed satisfaction with material-technical resources



The indicator of Learning Continuity - Only 39% of graduates took part in the survey, among them 11% continues studying. The survey is in progress.

The rate of Professor's Productivity - Under the assessment scale of academic staff which is based on the reports, the productivity of academic staff is currently mostly average.

In the three-year strategy, it is desirable to achieve the average rate of academic productivity completely.

Learning outcomes of educational programs- Under the regulations of teaching university:

- a) The number of best students (91-100 points) should not exceed 10% of the total number of students.
- b) Students with low academic performance (the lowest point 51-60) should not exceed 10% of the total number of students.
- c) The student with an average academic performance:

81-90 point - should not exceed 25% of the total number of students

71-80 point - should not exceed 30% of the total number of students.

61-70 point - should not exceed 25% of the total number of students.

The actual rate of learning outcomes of educational programs is as follows:

91 -100 point -5,89%

51-60 point -29,66 %

81-90 point - 10,41%

71-80 point - 22%

61-70 point - 31,82%

Based on the assessment criteria of learning outcomes: Educational programs in the Teaching University are difficult / part of students has low academic performance / student employment rate is high / social condition is worse / motivation is low etc. Complex surveys are in progress

Financial Ratio is the following:

Actual ratio between the expenses of academic and administrative staff is 1/1

Ratio between administrative expenses and total budget is (2 401 949 / 3 535 652) - 0.68 / 1.

The ratio between the amount of money allocated for research activities with the entire budget is 0.003 % - 0,003 / 1



Student contingent planning – Student contingent planning criteria in teaching university are defined by , Methodology of defining estimated and acceptable number of students/vocational students of Shota Meskhia State Teaching University of Zugdidi.

Teaching University has already enrolled and planned appropriate estimated number of students under the following factors: analysis of the labor and education market demand, the number of administrative/support, academic and invited staff , financial resources employment rates, material-technical base equipped with modern technologies, the strategic goals and priorities of the university/faculty, number of students graduating this year, practice institutions.

The ratio of Administrative staff to the number of Students is 4/536 – 1/134

Administrative units of the rector, head of administration, head of quality assurance office and faculty dean are considered as an administrative position in the Teaching University under the Law of Higher Education. On the above-mentioned positions, 4 staff member is elected under the rules of competition. They carry out university activities together with the supportive structural units

Factual number - 1/134 ratio provides effective management of the university.

The ratio of the funding received from the state budget with the overall budget - Ratio of the funding received from the state budget with the overall budget in 2013-2017 years is shown in the table

Name	2013	2014	2015	2016	2017
1 Total Incomes	1,923,924,0	3,067,396,0	2,473,086,0	2,123,783,00	2,569,688.00
2 funding received from the state budget	356,111	1,835,164	1,595,723	1,331,265	1,591,340
3 Ratio %	18,51%	59,82%	64,52%	62,68%	61,92%

The ratio of the funding received from the state budget with the overall budget shows state interest toward university as a strategic institution. The existing actual ratio does not exceed 100%. State funding for different educational cycles is different which gives an opportunity to highlight the strategy of vocational education at the teaching university. The strategy of teaching university is to implement higher and professional education programs equally, which was reflected in determining the estimated number of students / vocational students. Currently teaching university has the possibility to enroll 1000 students and 987 professional students.



Part II: Assessment of compliance with authorization standards

The self-evaluation form shall indicate an in-depth analysis and critical view of the work done by the HEI, as well as the ways and means of improvement. The self- evaluation must be written in a clear and sound manner. Statements presented in the self-evaluation form must be proven arguments and be based on the relevant evidence, quantitative and qualitative data. In order to provide more clarification of the statistical data and factual information, the HEI can include relevant graphic images in the text:

In order to recognize the institution as an applicant for authorization, the presented self-evaluation form must be filled out completely. The form is meant to be completely filled out if :

- all the fields are filled out (in case of the lack of particular information in the self-evaluation period and appropriate explanation is presented)
- the information presented in the self-evaluation form directly refers to the requirements of the criteria of particular standards components.
- while presented the evidence for the information provided the documents and types of information listed in the (evidence/ indicator) Column of the standards document are taken into consideration. All the documents indicated in the self-evaluation form should be numbered and presented as an annexes
- Strengths and Areas for improvement is considered and presented concerning all the components of each standard

1.Mission and Strategic development of the HEI

The mission statement of an HEI defines its role and place within higher education area and broader society. Directions for strategic development of HEI corresponds with the mission of an institution, are based on the goals of the institution and describe means for achieving these goals.

1.1. Mission of HEI

- Mission Statement of HEI corresponds to Georgia's and European higher education goals, defines its role and place within higher education area and society, both locally and internationally.

Description and evaluation

Mission Statement of HEI corresponds to Georgia's and European higher education goals, defines its role and place within higher education area and society, both locally and internationally.

Under the regulation N38 of academic council as of September 4, 2017, was established , Permanent Coordinating Group for responding demands of Renewed Authorization standards of HEIs" The group was ordered to prepare Teaching University Institutionally for authorization (determination and elaboration of the structure of strategic plan, working on mission, vision, values, strategic aims, defining and elaborating action plan, assessment of university environment - SWOT analysis), resource analysis, taking into account the renewed authorization standards. The amendment has been made into the mission, due to the existing challenges in higher and vocational educational field, analyzing the authorization standards of the higher education institution and the Development Strategy of Ministry



of Education and Science of Georgia. Under the Rector's order №01-01/24 as of September 5, 2017, the working groups were established to satisfy the requirements of renewed authorization standards of HEI. The coordinator of each group was considered to be the person responsible for the relevant standard within the coordination group established by decision of the Academic Council. Working groups were entrusted to cooperate with the coordinating group effectively and to ensure the fulfillment of the tasks in a set timeframe. Coordination and working groups have raised awareness of the university community to ensure their engagement in the strategic planning process. The Coordination Group organized meetings with the purpose of determining the vision of the university and developing the mission. A draft version of the mission was sent to all structural units, academic staff, students, alumni and employers with the purpose of introducing and sharing it. Public discussions were arranged at different sessions (at the academic council, faculties), was defined as the timeframe for submitting proposals and recommendations. Based on the comments and feedback given to the coordination groups the mission was corrected and values were formulated. The final version of the Mission was formed by the Coordination Group by considering the views of university society and was submitted to the enlarged session of the Academic Council. The mission clearly defines the status of the teaching university and its role on regional, national and international level, in particular, to train person oriented on democratic, humanist ideal and personal development, competitive, highly qualified staff with higher and vocational education both on internal and external labor market, training / retraining of the active member of society. Mission confirms the basic direction of activities of the teaching university: to create educational and employment environment under labor market demands, which will be based on satisfaction of students, staff and any other beneficiaries, educational programs oriented on research and study, projects supporting internationalization, short-term training/retraining courses. To inspire the establishment of optimism and future belief, to contribute for the quality assurance constantly; to establish effective flexible and rapidly developing educational institution that will have a positive influence on development and welfare of the country; to become a regional center in the educational field. Objectives for achieving goals stated in the mission are explained in details in the Strategic Development Plan, and the activities carried out to achieve the objectives is written in the Action Plan.

Evidence/Indicators

1. Decision №39 of the academic council of Shota Meskhia State Teaching University of Zugdidi on December 26, 2016, on approval of , Strategic Planning Methodology of Shota Meskhia State Teaching University of Zugdidi
2. Decision №38 of Academic Council of Shota Meskhia State Teaching University of Zugdidi as of September 4, 2017 "On establishing a permanent coordination group to meet requirements for Higher Education Institutions Renewed Authorization Standards"
3. Order №01-01/24 of the rector of Shota Meskhia State Teaching University of Zugdidi of September 5, 2017, about "Creation of working groups and distribution of tasks to meet the requirements of renewed authorization standard of higher education institution"
4. Midterm report of work done by the coordination and working group. October 25, 2017
5. N1 Minute of coordination group. The group is established under decision №38 of the academic council of Shota Meskhia State Teaching University of Zugdidi on September 4, 2017
6. The mission posted on the website



1.2. Strategic Development

- HEI has strategic development plan (7 years) and action plan (3 years).
- Knowledge accumulated in the institute promotes the implementation of life-long learning principle
- HEI assesses the implementation of Strategic Development and Action Plans and reacts to the results of the assessment

Description and assessment

University has strategic development plan (7 years) and action plan (3 years).

The Strategic Development Plan of the Teaching University is designed under the methodology of strategic planning. The methodology was approved under the decision N39 (December 29, 2016) of Academic Council of Shota Meskhia State Teaching University of Zugdidi.

Members of the Coordination and Working Groups established under the decision of the Academic Council of the Teaching University and the Rector's Order have analyzed draft strategic development plan which was approved under the decision #38 (December 26, 2016), as well as existing challenges, version of mission and strategic development plans, annual reports of Rector and the Head of Administration which were approved under the decisions of Academic and Representative Councils, the annual conclusions of Internal Audit and the Head of Quality Assurance Office, and survey results. (Rector's order #01/01/03 (January 30, 2017) and orders №02-01/07, № 02-01/09, № 02-01/08, № 02-01/04, № 02-01/06, № 02-01/05, №02-01/09 as of February 16, 2017 and order #02-01/11 as of March 15, 2017 of the Head of Administration were issued to improve Teaching University activities under the annual reports of fulfilling action plan of 2016 and 2017 approved under the decision #44 (December 26, 2016) and decision #54 (December 21, 2017) of Academic Council, as well as under the conclusions/ recommendations of 2016 of Internal Audit which was presented in the report #02-10/26 as of January 27, 2017, of Internal Audit). They have also considered the dynamics of the fulfillment of the tasks defined under the orders created for the improvement of activity. They have cooperated with the group established under the Rector's order #01-01/36 as of October 27, 2017 (some changes about groups members were made in the order №01-01/09 as of October 13, 2018). The aim of the abovementioned group was to monitor the implementation of the strategic plan)

Under the orders # 01-01/41 (December 30, 2016), #01-01/40 (December 01, 2017) and #01-01/12 (April 20, 2018), permanent working group (supervised by the Head of Quality Assurance Office) was established to conduct surveys (interviewing) and to ensure analysis of the survey and reveal the problems. This group became obliged to implement the surveys concerning the student/alumni/employer/staff needs and satisfaction, as well as the internationalization of the programmes, activities carried out within the frames of the international projects, demands of the labor market and employers, evaluation of the learning outcomes of the educational programmes and other kinds of surveys. The survey was carried out in accordance with the acting assessment methodology of the Teaching University. The group implemented this surveys in cooperation with the structural units.

Survey analysis submitted by the Head of Quality Assurance Office revealed that the teaching University has the following needs: improvement of management by introducing the internal quality mechanisms in all structural units, implementation of management policy based on staff development accountability and control system, improvement of student services, integration of study and research,



planning research component into educational program, strengthening practical component, sustainability of material, information and financial resources etc. for effective and efficient functioning.

Strategic development goals were developed under the abovementioned needs. 7 strategic goals and corresponding tasks and activities were defined based on the analysis of the results of labor market survey and priorities of the strategy of Ministry of Education and Science of Georgia, and in accordance with the existing methodology of strategic planning.

The draft version of Strategic Development Plan of Teaching University was sent to the staff, students, alumni, and stakeholders via e-mail in order to disseminate information rapidly and receive feedback. On the enlarged meeting of the Academic Council, the draft version of strategic Plan was discussed among students, staff and other stakeholders publicly. Considering their proposals, the text was modified and the final version of strategic development plan was designed. Under the decision #07 as of January 29, 2018, strategic development plan (2018-2024) of Teaching University was approved.

While working on the draft version of Strategic Development Plan of Teaching University, coordination group was working on designing Action plans (3-year, 1-year). Working group has defined necessary tasks and activities and sequence of their implementation to achieve strategic goals. The group has also determined responsible persons for the implementation of the Action Plan activities, their functions, implementers of the activities, and financial, material and human resources.

Indicators/ evidence of the fulfillment of tasks and activities were defined to monitor the process of implementation of the Action Plan. This action plan was sent to all structural units and management bodies. Considering their proposals, the draft version was modified and the final version was discussed on the enlarged meeting of Academic Council. Considering the recommendations, the final document of the action plan was prepared for approval. Under decision #11 as of February 02, 2018, 3-year and 1-year Action Plans of Teaching University were approved. (Rule of monitoring)

In the strategic development plan (7 years) and action plan of the Teaching University (three-year) the tasks and activities for achieving the goals of the mission are given in details. The Action Plan describes the ways of achieving goals – tasks, activities, terms of implementation, implementer structural bodies, indicators.

The main focus of the Strategic Development Plan of the Teaching University is to support the accessibility of education based on the lifelong learning and internationalization of educational programmes, prepare highly qualified personal relevant to the labor market demands in accordance with the modern standards. Teaching University plans to design permanent quality development mechanisms, which involve the development of educational programmes, perfection of survey instruments for monitoring and evaluation of educational programmes, student academic performance, analyze of alumni employability, assessment of the performance of academic and scientific staff, as well as improvement of evaluation system of material-technical base, support and administrative staff.

The Strategic Development Plan provides the development of infrastructure in terms of learning, teaching and student life requirements, improvement of management and preparing educational programs for supporting internationalization (language courses, modules, programs) with the help of trained staff under international capacity building projects) Teaching University plans to establish lifelong learning center, which will organize the training courses for any beneficiaries.

Teaching university evaluates the implementation process of strategic and action plans and responds to the assessment results properly. The Working Group established to monitor the fulfillment of the



Strategic Plan at the Teaching University is monitoring the implementation of the activities envisaged by the Action Plan.

On the basis of the conclusions prepared by the monitoring group, the Rector issues annual reports and submits to the Academic Council.

Rector's order #01-01/07 (March 05, 2018) on creating working group for the evaluation of learning outcomes of the educational programmes was issued under the report #01-10/82 (March 01, 2018) of the Head of Quality Assurance Office on evaluation of learning outcomes of Bachelor programmes of "Business Administration" and Master programme of " Small Business Management" Under the Rector's abovementioned order, working group became obliged to conduct complex survey of learning outcomes of the educational programmes. Under the decision #18 (March 26, 2018) of Academic Council (on the basis of the report of Head of Quality Assurance Office), new indicators for the assessment of university activities and relevant forms of student/ alumni/employer surveys were approved. Under the abovementioned decision, Head of Quality Assurance Office became obliged to conduct the surveys.

Rector's order №01-01/14 as of April 24, 2018, on taking measures for improvement was issued under the following documents: Report №01-10/114 as of April 24 of Internal Audit and midterm report №01-10/113 as of April 24, 2018, of Head of Quality Assurance office.

Under the decision #16 (April 20, 2018) of Representative Council, report of the 1st quarter of the Head of Administration was approved. It was based on monthly reports of structural units. Accordingly, under the order #02-01/14 (April 20, 2018) of the Head of Administration, activities for the improvement were planned and tasks were given to the responsible persons.

The Teaching University contributes to the development of the society, Shares with the society the knowledge gathered in the institution, promotes the implementation of lifelong learning principles.

The main research activities of the Teaching University are limited to applied (practical) research, which is the 3rd essential function of the Teaching University together with the main two functions of the Regional Universities (teaching and research support).

Regarding to this issues Teaching University is involved in the discussion of researches together with National Office of Erasmus + and shares the role of Regional Universities in the development of the region on the example of Kutaisi and Batumi. It is planned (strengthening institutional capacities)to design projects for this purpose through sharing international experience of Erasmus + . The Teaching University has full readiness for cooperation and participation in these projects.

Public lectures are conducted regularly in the university around interesting issues such as "Constitutional state and fundamental rights", "Forming philosophy as an independent system of thinking"; "Cicerone as the most important philosopher, rhetor and politician of old Rome", "Directions and Priorities of Foreign Policy", «Goals of Sustainable Development", "State, Policy, Religion", "Peace and Safety", "State, Law, People", "Online Media Manipulations and Digital Safety Issues", "How to Plan Future", "Theory of culture", "Client Representation in Mediation" "Exotic Plants of Zugdidi Botanical Garden", "Christianity as a Religion of Freedom", "Tragic Culture and Tragic Human (Apollo-Dionysus mysteries and reborn of tragedies)", "Freedom of religion and the law", "The new model of taxation and taxes in tax legislation", "Old and modern concepts of tolerance", "Freedom of expression", "From dignity to rights", "Gender stereotypes in Georgia", "Jury trial", "Georgian script", "Drug crime and fight against it".



Since 2016, under the Memorandum of Cooperation signed between the Teaching University and the Center for Cultural Relations ("Caucasian House to Public University") and within the project, online public lectures are conducted three times a month about social and political events in the Caucasus, and about the history of the Caucasian people, cultural heritage and values.

Project "Support of Interdisciplinary Research and Teaching of Law Theory and Social Sciences" was implemented

The project, Resilience and inclusive Disaster Risk Reduction (DRR), with the cooperation of Arbeiter-Samariter-Bund (ASB) Georgia" was implemented

Evidence/Indicators

1. Decision #39 (December 29, 2016) of Academic Council of Shota Meskhia State Teaching University of Zugdidi on "approval of strategic planning methodology of Shota Meskhia State Teaching University of Zugdidi".
2. Decision #38 (September 4, 2017) of Academic Council of Shota Meskhia State Teaching University of Zugdidi on "establishing permanent Coordination Group to meet requirements for Higher Education Institutions renewed authorization standards".
3. Rector's order №01-01/24 (September 05, 2017) on , the establishment of working groups and distribution of tasks to meet the requirements set out under the Renewed Authorization Standards of higher educational institutions".
4. Decision N54 (December 21, 2017) of Academic Council of Shota Meskhia State Teaching University of Zugdidi on "approval of the annual report of the Action Plan of Teaching University (2017)".
5. Minute N3 (November 30, 2017) of the extended meeting of Academic Council of Shota Meskhia State Teaching University of Zugdidi on " review of the Strategic Development Plan of Shota Meskhia State Teaching University of Zugdidi".
6. Minute N4 (December 26, 2017) of the extended meeting of Academic Council of Shota Meskhia State Teaching University of Zugdidi on "review of the draft Strategic Development and Action Plan of Shota Meskhia State Teaching University of Zugdidi".
7. Midterm report of Coordination and Working Groups. (November 30, 2017)
8. Midterm report of Coordination and Working Groups. (December 25, 2017)
9. Decision N7 (January 29, 2018) of Academic Council of Shota Meskhia State Teaching University of Zugdidi on "approval of Strategic Development Plan 2018-2024 of Shota Meskhia State Teaching University of Zugdidi".
10. Conclusion / Recommendations of 2016 of Internal Audit submitted under the report №02-10/26 (January 27, 2017) of Internal Audit
11. Decision N11(February 2, 2018) of Academic Council of Shota Meskhia State Teaching University of Zugdidi on "approval of three-year and one-year (2018) Action Plans (monitoring rule)"
1. "Methodology for the monitoring of effective management and assessment system of Shota Meskhia State Teaching University of Zugdidi", approved under the decision #43 (December 26, 2016)



2. Questioners approved under the decision N46 of Academic Council
3. Rector's order №01-01/36 (October 27, 2017)) on , the establishment of working groups for the purpose of monitoring implementation of the strategic development plan of Teaching University.
4. ლექტორი №01-10/114 (April 24, 2018) of Internal Audit.
5. Midterm report №01-10/113 (April 20, 2018) of Quality Assurance office
6. ლექტორის ორდერი №01-01/14 on the implementation of improvement measures

Strengths and areas for improvement

Strengths

- The only State Higher Educational Institution
- Geographical location/Political importance
- Mission statement of the Teaching University defines its special role in the region to create higher education area on the basis of higher educational, vocational and lifelong learning principles.
- The mission statement of ZSSU defines its special role to develop knowledge, skills and social-cultural values through the academic sphere.
- Experience of the partners (both locally and internationally) and educational institutions with the same mission.
- Quality assessment instruments
- Methodology for strategic planning, working groups, the experience of implementation of the strategic planning process

Areas for improvement

- Increase the involvement of external actors in the mission and strategic planning process
- Social, cultural, economic and other environmental programmes and activities for the promotion of continuous education (lifelong learning).
- Engage young generation, external actors, and stakeholders participating in the development of the region;
- Making the right strategic decisions: ensure the priorities defined by the Strategic goals and tasks.

2. Organisational structure and management of HEI

Organizational structure and management of HEI is based on the best practices of the educational sector, meaning effective use of management and quality assurance mechanisms in the management process. This approach ensures implementation of strategic plan, integration of quality assurance function into management process, and promotes principles of integrity and ethics.



2.1 Organizational structure and management

- The organizational structure of HEI ensures implementation of activities described in Teaching UnIversity goals and strategic plan;
- Procedures of election/ appointment of the management bodies of HEI are transparent, equitable, and in line with legislation;
- HEI's leadership/ management bodies ensure effective management of the activities of the institution;
- The leadership of the HEI supports international cooperation of the institution and the process of internationalization according to the mission and goals of HEI.

Description and evaluation

The organizational structure of HEI ensures implementation of activities described in Teaching UnIversity goals and strategic plan;

The organizational structure of management of the Teaching University is approved under the decision of Representative Council and consists of Management bodies of the Teaching University (Academic and Representative Councils), as well as main and support structural units in order to implement the strategic development plan. All the structural units function under the "law of higher education" and statute of the Teaching University. Regulation rules of structural units are approved under the decisions #01 and #02 (January 03, 2018) of Academic Council and decision #01 (January 04, 2018) of Representative Council

2 new structural units were added to the structure of the Teaching University to implement the goals described in the strategic development plan. These units are Lifelong Learning Centre and Development office.

"Rule of the distribution of responsibilities, and accountability" regulates the distribution of responsibilities, delegation, and accountability on the basis of Teaching University structure.

Management bodies of the university and their competencies are given in the statute:

Academic Council- highest representative body of the Teaching University. Powers of Academic Council are defined in the statute of HEI and regulation rules of Academic Council.

Representative council - the representative body of the Teaching University. Powers of Representative Council are defined in the statute of HEI and regulation rules of Representative Council.

Rector is the highest academic official in the Teaching University and is the chairman of the academic council. დეცტორ სუბმიტს ან ანუაღ რეპორტ ფორ აპპროვალ ტო ტჰე ცადემიცი ლოუნცილ.

Head of Administration represents the Teaching University in financial-economic relationships.

გრეეჰენტს იზ ტჰე აცადემიცი სპაცე (related ტო ტჰე ფინანციალ ანდ ეკონომიცი ისსუეს) არე სიგნედ ბე ტჰე ეად ოფ დმინისტრაციონ ტოგეტჰერ წიტჰ ტჰე დეცტორ. ეად ოფ დმინისტრაციონ სუბმიტედ ტჰე ანუაღ რეპორტ ტო ტჰე დეპრესენტატივე ლოუნცილ ფორ აპპროვალ ანდ პას აცცოუნტაბილიტყ ტო ტჰე ცადემიცი ანდ დეპრესენტატივე ლოუნცილს.

Head of Quality Assurance Office is accountable to the Academic and Representative Councils, Rector and Head of Administration. Ensures the quality of Teaching University activities based on the continuous and systematic evaluation.

Faculty Council is the representative body of the main educational unit (faculty) and its power is determined in the statute and regulation rules of the main educational unit (faculty)



Dean of the main educational unit(faculty) is head of Faculty Council and his/her powers are determined in the statute and regulation rules of the main educational unit. Dean is accountable to the Faculty Council/Rector/ Head of Administration/ Management bodies. His/her powers are determined in the statute and regulation rules of the main educational unit(faculty). Dean is accountable to the faculty council/rector/head of administration/management bodies.

The academic staff of the teaching University is composed of professors and associate professors. Their power is determined by the rules of electing on academic positions, and labor contracts. Academic staff is accountable to the Faculty Council and Rector/ Academic Council.

Support staff of the Teaching University- powers of heads/ specialists of structural units, job descriptions, and responsibilities are determined in regulation rules of appropriate structural units, labor contracts, rules and methodologies of the Teaching University.

Support staff (invited staff under the rule of hourly pay)-powers, job descriptions, accountability, and responsibilities are determined in the labor contracts, regulations, and methodologies of the Teaching University.

Management bodies of the Teaching University ensure the publicity and accessibility of reports of management bodies, as well as administrative, academic and support staff.

Under the order of Rector/ Head of Administration (on the basis of Georgian legislation, subordinate acts and regulation rules of structural units), responsible persons for the material assurance of the Teaching University, as well as registry of professors and students, issuance of public information, and issuance/ storage of strict accounting documents are determined in regulation rules of structural units in correspondence with job descriptions. Accordingly,

Responsible persons for the material assurance of the Teaching University are determined under the order № 02-01/07 (March 2, 2018) of the Head of Administration.

Responsible persons for the registry of professors and students of the Teaching University, issuance of public information, issuance /storage of strict accounting documents, fire safety, different territories, rooms and other space are determined under the order № 02-01/10 (March 2, 2018) of the Head of Administration.

Responsible persons for the administration of networks and Learning Management System are determined under the order № 02-01/13 (April 7, 2018) of the Head of Administration.

According to the regulation rules, structural units have to cooperate with the Head of Quality Assurance Office of the Teaching University in the process of making survey questionnaires for the planned surveys and then conducting these surveys (self-evaluation/evaluation/satisfaction surveys) in order to ensure effective use of internal mechanisms of Quality Assurance Office;

(Note: Regulation rules of structural units are reapproved annually under the decisions of Management bodies)

The statute with amendments was approved under the order №08/n as of January 31, 2018, of the Ministry of Education and Science of Georgia, upon submission of Representative Council.

Optimization/ reorganization of faculties - Under the order #10 (February 02, 2018) of the Academic Council, 3 main educational units (Business and Law, Humanitarian and Health) were abolished and Faculty of Social Sciences and Health was established.



Faculty budget and regulation rules were created under the decision #05 (February 16, 2018) of the Council of Faculty of Social Sciences and Health, and then approved under the decision #10 (February 21, 2018) of the Representative Council. Under the decision #06 (February 02, 2018) of the Representative Council, hierarchy and structure of the Teaching University was established, staff schedule and payroll fund were approved, as well as the regulations of Faculty Council, rules of defining and spending the sources of funding, budgets of the Teaching University and Faculty.

Temporary substitute for the dean was appointed. Processes related to selecting the appropriate management bodies in the set terms and rules are being carried out. Student self-governance elections were conducted.

"Rule for the distribution of responsibilities, delegation, and accountability of Shota Meskhia State Teaching University" was created under the decision #17 (March 26, 2018) of Administration of the Teaching University on the basis of management policy and regulation rules of Internal Audit. This rule was approved under the decision #13 (March 28, 2018) of the Representative Council. Administration of the Teaching University enhanced the Internal Audit mechanisms in order to improve the system of financial management and control. "Rule for establishing the system of financial management and control" was created and approved.

Business Continuity rule/business continuity plan was created for the effective management. Under the Decision #13 (March 28, 2018) of the Representative Council, existing regulation rules and other kinds of regulations shall be in compliance with the rules approved under the same decision in order to improve the management system.

Accordingly, job descriptions of the structural units have added the obligation of the cooperation with Quality Assurance Office in order to improve management process through introducing internal quality mechanisms, as well as cooperation with the Head of Administration to ensure business continuity. Management policy based on the accountability is being introduced. Teaching University has the mechanisms of responsibilities and delegation based on accountability.

According to the amendments, regulation rules of all the structural units were reapproved:

Under the decision #15 (April 20, 2018) of the Representative Council, existing regulation rules were declared invalid, and new regulation rules were approved under the Decision #14.

Under the decision # 20 (April 16, 2018) of the Academic Council, existing regulation rules were declared invalid, and new regulation rules were approved.

Under the decision # 16 (April 20, 2018) of Representative Council, report of the Head of Administration covering the first quarter of 2018 was approved on the basis of reports of structural units.

Under the Rector's order № 01-01/10 (March 30, 2018), the commission was created to define the time frame for the document storing and the process of selecting them for keeping or destroying.

Document processing rule, nomenclature, and indexes are in compliance with the new structure, on the basis of reorganization of faculties. Under the decision #17 (April 20, 2018) of the Representative



Council, "rule of document processing(nomenclature)" was created and submitted to the regional archive to be agreed.

Under the decision #18 (April 30, 2018) of the Representative Council, " rule of document processing"(nomenclature) was approved.

Under the Rector's orders №01-02/118 (December 29, 2017), №01-02/09 (April 14, 2018), №01-02/18 (February 28, 2018), highly-qualified staff was invited under the hourly payment rule to ensure modification, development and learning process quality of the educational programmes.

Under the orders №01-02/26 (March 30, 2018), №01-02/26 (February 28, 2018), №01-02/39 (April 30, 2018), staff on academic positions was elected on the basis of competition.

The threshold workload and mechanisms to increase the productivity of affiliated academic staff are planned and defined.

The electronic system of attendance is being introduced.

Learning Management System is being introduced.

The process of local networking is completed and this is the prerequisite to introducing electronic document processing system.

Electing/ appointing process in management bodies of the Teaching University is transparent, equitable and in line with the legislation.

Administration/ management bodies ensure the effective management of performance of the Teaching University.

Procedures for electing/ appointing in the management bodies of the Teaching University is transparent, equitable and in line with the legislation. These procedures are regulated under the "rule of electing the Rector, Head of Administration, Head of Quality Assurance Office, Dean of the main educational unit, Academic Council and Representative Council" which is created by the Academic Council and approved by the Representative Council.

The leadership of the Teaching University supports international cooperation of the institution and the process of internationalization.

Internationalization Policy at Shota Meskhia State Teaching University of Zugdidi is defined by the management bodies and is directed by the Quality Assurance Office. The Quality Assurance Office leads with the following documents: Law of Georgia on higher education", Law of Georgia on vocational education" Georgian Laws and subordinate acts, the statute of Teaching university and regulation rules of the unit. Quality Assurance Office is accountable to the Head of Rector and Administration of the Teaching University in the implementation of the Internationalization Policy. He/she performs the duties imposed by the Rector and the Head of the Administration. Internationalization policy in the Teaching University is directed by sharing the international experience of higher education and facilitating strengthening institutional capabilities within the framework of Erasmus + and participating in international credit mobility projects. Internationalization policy is implemented through effective planning, communication, and coordination with the main academic entities and administrative units, with properly selected staff (having good knowledge of language, modern technologies, best communication skills, project management experience, with the ability to seek learning and innovation).



Within the framework of Internationalization policy priorities of the action plan, monitoring means, quality of administrative involvement, advertising (website information, leaflets, etc.), internal communication, sources of funding, international conferences, students and staff awareness regarding to mobility are defined (Filling the application form, visa issues, living conditions, insurance, arrival, social activities, arrangement of the orientation week, preparation of learning agreement, filling transit of records, assessment, monitoring of learning process, management of mobility educational program, recognition, presenting reports after mobility) arrangement of summer/autumn/winter schools, hosting representatives of different countries.

Various activities are held regularly under the international projects including business trips abroad on training and conferences with the purpose of capacity building, information meetings, implementation works, promotional events, purchasing software and hardware laboratory equipment etc.

Under the Rector's orders, #01-01/34 (October 27, 2017) and #01-01/13 (April 20, 2018), the head of administration and Foreign Language Learning Center became obliged to train 5 staff members and 2 students in foreign language annually (free of charge) for the purpose of internationalization.

For the internationalization purposes, within the framework of international projects, the Teaching University has conducted following activities:

Within the framework of international projects the Teaching University has conducted activities for internationalization:

Teaching University has been involved in international partnerships since 2012. The process of internationalization began in 2012 from the EU Regional Summit held in Kiev (Ukraine). Teaching University participated in a number of the regional summit, 2013 Kaunas, (Vilnius), 2017 Kiev (Ukraine). Two main directions of internationalization within the framework of the partnership process were defined and taken into account the mission and strategy of the Teaching University.

Mobility within ERASMUS MUNDUS and institutional capacity building under TEMPUS projects. Projects of ERASMUS MUNDUS in which university was involved are the following:

2012

EMINENCE I –Erasmus Mundus Integration of Neighboring Eastern Regions through Cooperation in Higher Education, Coordinator- Adam Mickiewicz University in Poznan, Number of grant agreement N 2012-2735 / 001-001 EMA2 Students and Staff (Academic, Administrative) Mobility

2013

EMINENCE II –Erasmus Mundus Integration of Neighboring Eastern Regions through Cooperation in Higher Education



Coordinator- Adam Mickiewicz University, Poland, number of grant agreement 2013-2526/001-001 EMA2 Students and Staff (Academic, Administrative) Mobility

EMBER Erasmus Mundus Broadening Educational Opportunities (EU/ENPI East), number of grant agreement **2013-2525/001-001**, Coordinator **Spain** Students and Staff (Academic, Administrative) Mobility

(EFFORT) Education Force: Driving Mobility for EU-East Europe Cooperation, number of grant agreement **2013-2527/001-001**, Coordinator **Greece** Students and Staff (Academic, Administrative) Mobility

HERMES, Humanities Education Revitalized via Mundus Experience", number of grant agreement **2013-2596/001-001**, Coordinator **Greece** Students and Staff (Academic, Administrative) Mobility

TEMPUS Capacity Building

Developing Student Career Services in Georgia (acronym – **CASEDE**)

Developing Student Career Services in Georgia project number 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001) **15/10/2012** _ **14/10/2014**. Under that project, structural changes were implemented in the teaching university. Was established career development center which works not only for staff and students of teaching university but other beneficiaries of the region. Under the project training was conducted, was trained, two trainers. Within the framework of the project, five staff (including 3 administrative staff, 2 academic personnel, 2 teachers) used the possibility of mobility.

Within the framework of the program, equipment was bought with the purpose of the project also was purchased the library resource/literature and guide. Was prepared for short-term courses, one-day seminars/training topics, university courses in Georgian and English. The staff was retrained.

PICASA "Promoting Internationalization of HEIs in Eastern Neighborhood Countries through Cultural and Structural Adaptations" -

Project number: 544125-TEMPUS-1-2013-1-AM-TEMPUS-SMGR (2013-4588/001-001),
Coordinator Erevan State University, Armenia, 01/12/2013-30/11/2016, budget 43,027,91 Euro

Within the framework of the program was established the structural unit , Foreign Language Learning Center "FLLC", which is conducting free English lessons gradually for the academic and administrative staff. Under the project was created the document , internationalization guide-book" and English-language learning course, the educational program of is involved into the(NISPACEE) The network of Institutes and Schools of Public Administration in Central and Eastern Europe

Within the framework of the program, the Teaching University hosted a monitoring team from Vilnius, whereby the administrative staff of the university was able to get acquainted with the European experience of the internationalization process.

For the purpose of internationalization, 2 undergraduate educational programs were selected: "Business Administration" and "Public Governance"



In the Bachelor Educational Program of Business Administration syllabuses of two courses were prepared in English: "Career Management" and "Citizenship and Democracy". Within the scope of this project, seven staff (including 5 administrative staff, 2 academic staff, 2 teachers) used the opportunity of mobility.

Within the framework of the program, was bought equipment for the purpose of the project.

"DARE" „Developing programs for Access of Disadvantaged groups of People and Regions to Higher Education", contract requisites are: (561547-EPP-1-2015-1-IL-EPPKA2-CBHE-JP (2015-2951/001-001), coordinator: University of Haifa (Israel), the deadline : 15/10 / 2015-15 / 10 / 2018, financing 71,054 euros 561547-EPP-1-2015-1-IL-EPPKA2-CBHE-JP (2015-2951 / 001-001

The above-mentioned project aims to establish the student support service for disadvantaged groups at the Teaching University. **For this reason, the Student Support Services were established at Teaching University / "Life Long Center "(Student Service-Center).** The structural unit "Dare" was established within the international project "DARE".

, Laboratory of student support services with well equipped audio and video materials was established under the project DARE. It is oriented toward students with special needs (physically and mentally), students with kids (university provided a special room for kids according to standards of kindergarten), minorities (university developed special study programmes, graphs, e-lectures for IDPs), An electronic teaching programme (mixed) has been designed and an electronic lecture course has been developed and approved.

Due to the goals of the project, a special survey was held at the Teaching University to determine the needs of students. There are four main directions (students with kids, students with learning problems, IDPs, students with physical disabilities), they were offered different social packages, including a kindergarten room for students with kids and staff as well.

In June 2017 within the framework of the programme the Teaching University hosted the consortium. Within the framework of this project, ten employees used the mobility (including 4 administrative staff members, 4 academic staff members, 2 teachers). In June 2018 three students will use the mobility for the first time.

Within the same project, the training about the methods of services for students with special needs will be conducted at the Teaching University in May 2018. The following training was conducted at the Teaching University: Training on sharing information about International Practice of Student Services of Administrative and Academic staff, also the training about the further services that will be established within the particular activities.

The results of this project were also very beneficial for the activities of the Examinations Center.

(**STAR**) "Sustainable Learner-Centered Teaching - Advanced Resource for Georgia and China", the requisite of the contract is: (573777-EPP-1-2016-1-CZ-EPPKA2- CBHE-JP (2016-3619 / 001-001), Coordinator Masaryk University (Czech Republic), the validity period is between 15/10 / 2016-15 / 10/2019, funding 60,920,00 Euros.

The goal of the project is to enhance student-oriented learning and teaching methods at the Teaching University.

Within the above-mentioned project, two trainers of the teaching university have been already retrained. It is planned to prepare two additional trainers for the training that will be held



in China and Tbilisi in October 2018. Due to the goals of the project all necessary equipment and inventory, including the printer of Braille Font, has been purchased.

"Academic Integrity for Quality Teaching and Learning in Higher Education Institutions in Georgia" (**INTEGRITY**) Coordinator Ilia State University. The term of validity is 15/10 / 2017-15 / 10/2019, financing 30 469 EUR.

The aim of the project is to introduce academic integrity in the university to eliminate plagiarism.

Under the project, Ilia State University will purchase plagiarism program within 2 years. Within the framework of the program, the Teaching University creates the conditions for research/survey that the academic staff of the university did not fall behind the world standards.

Erasmus+(Credit Mobility) Bilateral Partnership

2016 - 2018 Poland, Lodz University, student and staff (academic, administrative) mobility

University of Porto (Portugal) Students and staff (academic, administrative) mobility

Opel University (Poland) student and personnel (academic, administrative) mobility

With gained experience in strengthening institutional capacity enhancement within the framework of the international projects, retrained personnel, through the financing within the project, the teaching university improves its management system.

Evidence / indicators

1. The statute of Shota Meskhia State Teaching University of Zugdidi;
2. Structure of Shota Meskhia State Teaching University of Zugdidi;
3. Regulation Rules of structural units;
4. "Rules document processing of Shota Meskhia State Teaching University of Zugdidi approved under the decision # 18 of the Representative Council on April 30, 2018;
5. Regulations and procedures for election/appointment to the management bodies
6. "Regulation and format for the distribution of responsibilities, delegation, and accountability of Shota Meskhia State Teaching University of Zugdidi approved by the decision N13 of the Representative Council on March 28, 2018;
7. Decision No10 of February 2, 2018, of the Academic Council, Decisions N05 of February 02, 2018 of the Representative Council on the establishment and annulment of Faculties.
8. Decision N 05 of February 16, 2018, of the Faculty of Social Sciences and Health on Approval of Faculty Budget and Provision.
9. "Election rules of Rector of Shota Meskhia State Teaching University of Zugdidi, Head of Administration, Head of Quality Assurance Service, Dean of Basic Educational Unit, Academic Council, Representative Council" approved by the Decision of the management bodies.
10. Memorandums and Agreements signed under international projects.
11. Provision of Career Development Center.
12. The provision of Foreign Language Learning Center.
13. The Provision of Life Long Learning Center.

2.2 Internal Quality Assurance Mechanisms

- The internal mechanisms of quality assurance are effectively implemented in the HEI. The HEI Leadership constantly cares about strengthening the Quality Assurance function and promotes quality culture in the HEI.



- The HEI has a mechanism for planning the student contingent/body, which will give each student an opportunity to get a high-quality education.

Description and Evaluation

The internal quality assurance mechanisms are implemented in the Teaching University. The Teaching University Administration constantly cares about strengthening the quality assurance function and promotes to establish the quality culture in the institution.

Head of Quality Assurance Service ensures quality at the Teaching University. Head of QA acts according to the annual Strategic/Action plan and regulation rules approved by Academic Council. Within its function, he/she promotes the establishment of quality culture, facilitates the learning process and the enhancement of studying research/survey. He/she designs, introduces quality improvement mechanisms, procedures, evaluation and other (among them related to management policy) methodologies based on Deming Cycle: plan, act, check, carry out and is time-bounded, relevant, valid and reliable in the vocational and higher educational direction.

Through cooperation with structural units of the Teaching university head of quality assurance develops self-evaluation/evaluation, survey questionnaires of academic, administrative, support, Invited staff, vocational teachers, student/vocational student, graduates, employers and other stakeholders.

Through cooperation with structural units of the Teaching university head of quality assurance conducts self-evaluation/evaluation survey of academic, administrative, support, Invited staff, vocational teachers, student/vocational student, graduates, employers and other stakeholders;

Analyzes the results of self-evaluation/evaluation survey of academic, administrative, support, invited personnel, vocational teacher, student / vocational student, graduates, employers and other stakeholders with the involvement of relevant structural units;

On the basis of the survey, analysis results, Head of QA prepares recommendations for further improvement of scientific activities, educational programmes, learning process, human, library, material-technical resources, student support activities.

Descriptions/Provisions of Structural Units Works (under the Academic Council Decision No.20 of April 16, 2018) were declared invalid and provisions, rules of structural units with new regulations were approved. Under the Representative Council Decision N 15 of 20 April 2018 the existing were declared invalid and under the decision N14, the provisions and rules of structural units with new regulations were approved. Through the establishment of internal quality mechanisms, mandatory cooperation with the Head of QA service was added to the provisions to promote the establishment of quality culture at the Teaching University. In order to implement surveys while working on questionnaires and the implementation of surveys Head of Quality Assurance Service cooperates with structural units. To enhance Quality Assurance Service of the Teaching University permanent working group was established under the Orders №01-01/41 of December 30, 2016, №01-01/40 of 01 December 2017, N 01-01/12 of 20 April 2018. The permanent working group works on the basis of evaluation methodology indicators to conduct a survey (questionnaires/interviews). In order to conduct monitoring of the implementation of a strategic plan under the order №01-01/36 October, 27, 2017 and



Nº01-01/09 of March 13, 2018, Head of Quality Assurance Service was ordered to cooperate with the internal audit.

The Teaching University has student contingent/body that enables each student to get a high-quality education.

On higher and vocational programmes contingent/body defining Methodology of students/vocational students/entrants is approved by Representative Council and is based on the following criteria: Analysis of labor and education market requirements; Material-technical base equipped with modern technologies, Administrative/Support/Academic staff, Affiliated Professor, Number of invited professors, Financial resources, alumni employment indicators; Duration of the programme, strategic goals and priorities of the teaching university/faculty/vocational service in accordance with the object of practice, the number of graduate students in the current academic year.

In case of determining the limit of Vocational students: within each vocational educational program, duration of the program, material-technical base, including: in accordance with the standards, the learning environment, equipment, practice object, number of teacher / instructors, and the sum of the marginal amount of admission to vocational educational programs.

The above-mentioned methodology determines the ratio of the number of students in the teaching university with the number of affiliated/ academic / invited / administrative / support staff, it also determines the number of academic / affiliated/invited staff with the number of educational programs.

Evaluation indicators of the Teaching University activities have been developed with consideration of international experiences and the survey conducted by the Quality Assurance Service of the Teaching University.

1. UNHCR "IDP Education Indicator 2003" developed by the UN IDP Committee
2. "Education Standards and Indicators Guidelines 2006" developed by The UNHCR
3. Marshall Smith and Steve Kagan newspaper letter on education quality indicators (representatives of the US Department of Education, and Education Research, America)
4. UNESCO Institute of Statistics, Education Indicators, Technical Guide, 2009

Evidence / indicators

1. The provision of Quality Assurance Service
2. Quality Assurance Service Action Plan
3. Intermediate and annual reports of quality assurance service activities
4. Orders N 01-01 / 41 of December 30, 2016, N 01-01/40 of December 01, 2017, N 01-01 /12 of April 20, 2018, on the establishment of a Permanent Working Group for conducting the survey (Questionnaire/ Interview).
5. The Rector's Orders Nº01-01/36 of October 27, 2017, and N 01-01 / 09 of March 13, 2018, on Head of Quality Assurance Service Cooperation with the Internal Audit Office in order to monitor the implementation of the Strategic Plan.
6. On higher and vocational programmes contingent/body defining Methodology of students/vocational students/entrants is approved by Representative Council.
7. Evaluation Methodology



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2.3 Observing principles of ethics and integrity

- HEI has developed regulations and mechanisms that follow principles of ethics and integrity. Such regulations are publicly accessible.
- HEI has implemented mechanisms for detecting plagiarism and its prevention;
- HEI follows the principles of freedom.

"Codes of ethics" and "students ethic codes" has been approved under the decision of Representative Council of the Teaching University and they regulate the protection of ethical principles and integrity by students and staff. The Code of Ethics establishes rules related to the general and academic process of conduct. Any person involved in academic and/or pedagogical activities of the Teaching University, as well as an employee of the administration, can initiate disciplinary measures against the student on the facts of violation of rules related to the general and academic process of the ethics.

Any person involved in academic and/or pedagogical activities of the Teaching University, as well as an employee of the administration, or a support staff can initiate disciplinary measures against the academic, administrative, support staff or teacher on the facts of violation of rules related to the general and academic process of the ethics.

The Code of Ethics and the Code of Student Ethics provide the protection of the principles of ethics and integrity in the teaching university.

In the case of violation of the general and academic process of ethics, the establishment of appropriate commissions and imposing sanctions on disciplinary liability measures shall be regulated by the Code of Ethics, the Code of Student Ethics and the Regulations and Disciplinary Liability Norms. All of these Regulations are publicly available;

The teaching university has implemented mechanisms for detecting plagiarism and its prevention;

Until 2016 the mechanisms for detecting plagiarism and its prevention were included in the Code of Ethics, contained one article and had no systemic character. Because of the absence of "detecting plagiarism and its prevention" programs, to avoid plagiarism the Academic Council suspended publishing the collection of scientific works 2016, which was then published in 2017. Under strengthening institutional

capacity teaching university has been involved in the international project of Tempus INTEGRITY, within which the Academic Council has been approved"rule for detection of Plagiarism and its Official Responsibility within the Field of Academic Ethics of the Employees of Shota Meskhia Zugdidi State Teaching University Educational Function. The academic writing syllabus was created and in 2018 it is planned to purchase the plagiarism program under the project, special training is conducted for the staff who will use academic writing and program, informational meetings were held with the aim of preventing the plagiarism. Establishing the mechanisms of Plagiarism prevention is underway.

Rules and regulations of the university is determined by the protection of academic freedom This is reflected in the rights of academic staff, accordingly the academic staff is involved in the management of the University, including the elections of the governing bodies, academic staff independently carries



out teaching, research processes and publication of scientific papers, independently determines the program (syllabus) content of the course within educational programs, learning methods and other ways.

The academic freedom of the student is protected by rules and regulations of the teaching university: "student's rights and obligations", "agreements", "regulatory rule of study process".

Evidence / indicators

1. "Codes of Ethics"
2. "Students Rights"
3. The decision of Academic and Representative councils
4. The "rule for detection of Plagiarism and its Official Responsibility approved by the Academic Council within the Field of Academic Ethics and job activities of the Employees of Shota Meskhia Zugdidi State Teaching University Educational Function.
5. Samples of contracts signed with students
6. Rules of regulation of the studying process

Strengths and areas for improvement (amendments)

Please provide HEI's strengths and areas for improvement in compliance with the requirements of the standard components.

- Work-oriented structural units with experience of mutual cooperation.
- Management Stability
- Compliance of structure with a mission
- Sharing international experience gained in international projects for strengthening institutional capacities in management policy
- Care about the staff and promotion mechanisms
- Mechanisms for attracting younger staff
- Assessment Tools of Performance Quality
- Academic Freedom
- Regulations, Ethics Code
- Methodology for planning student body



Areas for Improvement:

- Effective structural arrangement and involvement of all units by integration quality assurance mechanisms
- Establishing Mechanisms against plagiarism
- Management Policy-oriented on the development of staff
- Information-advertising activities
- Integration of quality assurance function into management process (regarding/establishing the best practice in the field of education)
- Improving monitoring mechanisms with the tools of quality evaluation of activities. Creating a continuous assessment system and further development of the university activities by relying on this system.
- Constructive implementation of the results of international co-operation and internationalization processes in the management system.
- Protecting the principles of ethics and academic integrity (plagiarism);
- Introduction of modern technologies in ZSSU management activities;
- Attracting highly qualified staff;

Establish a flexible system of informing the educational services, consumers, employers and other stakeholders.

3. Educational programmes

HEI has procedures for planning, designing, approving, developing and annulling educational programmes. Programme learning outcomes are clearly defined and are in line with the National Qualifications Framework. The programme ensures achievement of its objectives and intended learning outcomes

3.1. Design and development of educational programmes

- HEI has a policy for planning, implementing and developing educational programmes.

Description and assessment

HEI has a policy for planning, implementing and developing educational programmes.

Academic Council of the Teaching University has approved the “rule of planning/ selecting, designing, evaluation and development of higher educational programmes”.

The educational programmes assessment process is carried out by the Head of Quality Assurance Office cooperation with appropriate structural units.

To evaluate the educational programmes, Quality Assurance Office evaluates the learning outcomes of the educational programmes which include monitoring process of the learning process and learning outcomes, including exam process monitoring. Head of Quality Assurance office conducts surveys/ satisfaction surveys/ interviews of students, academic and administrative staff, employers,



alumni; monitors learning materials, equipment, laboratory, the process of updating proper core literature in syllabuses; conducts an analysis of student academic performance and student grade sheets. The process of designing/modification of educational programmes and preparing them for the accreditation is based on the recommendations of the Quality Assurance Office.

Recommendations of Quality Assurance Office are based on the analysis of results of conducted surveys; statement of Faculty Council, initiated by the head of the programme, on the amendments in the programme; external evaluation of quality.

Head of Quality assurance office submits the Rector for the further respond the recommendations on designing/ modification and preparation of the programme for the accreditation to the rector for the further respond.

Under the administrative law act, Rector gives the order to the Dean of faculty to establish the working group on the basis of the recommendation of Quality Assurance Office. Members of the working group are elected by the Faculty Council.

Working group develops the working plan which describes activities, terms of work implementation and responsible persons. Working group consists of academic, administrative and invited staff (other staff members, including student, alumni, employer, field specialist/ independent expert, in case of necessity).

Under the Rector's Act, Head of Quality Assurance Office and Head of Administration have to cooperate with the working group.

Working group activities in the process of designing/ modification of educational programmes are based on the analysis of survey results, recommendations and external evaluation conducted by the Quality Assurance Office and other appropriate structural units, as well as the results of the following surveys conducted by the other organizations: requirements of employer market, analysis of employers and alumni satisfaction surveys (in case of existence) needs of field specialists, employment rate according to the speciality, data of material-technical base and practice locations, library, human, financial resources, and scientific projects/ researches of appropriate directions.

Working group prepares educational programme/ programmes, syllabuses and documents for the accreditation, and submits to the Faculty Council. Faculty Council provides this material to the Quality Assurance Office to be evaluated and made conclusions.

Quality Assurance Office reviews the material prepared by the working group and returns to the Faculty Council with appropriate recommendations and comments (in case of existence) for the further activities.

Finally, Faculty Council submits the educational programme to the Academic Council. Academic Council is able to invite additional field specialist/ independent expert in case of necessity.

The educational programme, approved by the Academic Council, is sent to the National Centre for Educational Quality Enhancement. After the positive decision, Teaching University announces enrollment on the accredited programme in line with the legislation.

The decision on suspension/ annulment of the educational programme is made by the Academic Council, on the basis of argumentative submission of the Head of Quality Assurance Office and the Head of Administration.

Submission of the Head of Quality Assurance Office/ Head of administration on suspension/ annulment of the educational programme should be based on the results of learning process monitoring



and/or survey of labour market demands, and/or studying alumni rate, and/or analysis of financial sustainability, and/or evaluation of material resources.

Teaching University implements the following programmes: Master's (3), Bachelor's (8), Georgian Language Training Programme and Teacher Training Educational Programme, Subjective vocational programmes (28), Modular programmes (10), including Dual (based on the work) programme(1) and short-term training/retraining courses (18)

Master's 2 programmes, Bachelor's 8 programmes, Georgian Language Training programme, Teacher Training Educational Programme, 10 modular programmes, including 1 dual (based on the work) are submitted for the authorization.

Higher educational programmes are implemented on Zugdidi Base. Vocational educational programmes are implemented on Zugdidi and Senaki base, on two legal addresses.

Under the Rector's orders №01-01/13 (March 31, 2015), № 01-01/14 (April 20,2015), № 01-01/26 (October 15, 2016), № 01-01/03 (January 30, 2017), coordination groups were established to conduct preparatory works for the authorization/ accreditation.

Group of authorization was headed by the Head of Administration. Group of accreditation was headed by the Head of Quality Assurance Office.

In the coordination group, which is created under the decision #38 (September 04, 2017) of Academic Council, Head of Quality Assurance office is determined as the responsible person for the fulfillment of programme standard.

Under the orders #01-01/41 (December 30, 2016), №01-01/40 (December 01, 2017) and #01-01/12 (April 20, 2018), the permanent working group is created to conduct researches (surveys/ interviews) and analysis. The group is led by the Head of Quality Assurance Office. Surveys are conducted in cooperation with her/him.

Head of Quality Assurance Office provides the preparation of analysis and recommendations according to the regulation rules and abovementioned orders. Surveys were conducted on the basis of "methodology for the monitoring of effective management and assessment system of Shota Meskhia State Teaching University of Zugdidi", approved under the decision #43 (December 26, 2016) of Academic Council, and questionnaires approved under the decision #46 (December 26, 2016) of Academic Council.

Under the report #01-10/510 (September 23, 2017) of the Head of Quality Assurance Office on analysis of survey results and recommendations, Rector's order # 01-01/35 (October 27, 2017) was issued. Under the Rector's order, the Dean of the faculty of Social Sciences and Health was ordered to establish working group to bring the Bachelor programme of "Business Administration" and Master programme of "Small Business Management" in accordance with the new standards, and conduct effective planning, optimal allocation of resources, accreditation and self-evaluation surveys for the reaccreditation of the programmes.

Under this order, decision #28 (October 28, 2018) of Faculty Council was issued on creating the working group. Working plan and timeframes are defined. Working group became obliged to assure full involvement of all the stakeholders (academic, administrative and support staff, students, employers, alumni) in the process of programme planning and implementation, as well as to cooperate with the Quality Assurance Office, prepare self-evaluation questionnaires and ensure conducting relevant process.



Works and results of the group working were described in the minutes. Final programme, which was submitted under the minute #06 (March 05, 2018) of the working group meeting, was submitted to the Faculty Council for approval and further actions, considering "rule of Shota Meskhia State Teaching University of Zugdidi on planning/ selecting, designing, evaluation and development of higher educational programmes". Under the decision #8 (March 10, 2018) of Faculty Council, on the basis of the conclusion of Quality Assurance Office and abovementioned minute, Bachelor programme of "Business Administration" and Master programme of "Small business Management" was submitted to the Academic Council for approval.

Under the decision #16 (March 12, 2018) of Academic Council, Bachelor programme of "Business Administration" and Master programme of "Small business Management" were approved. Head of Quality Assurance Office became obliged to submit self-evaluation report of accreditation of higher education programs to the National Centre for Educational Quality Enhancement.

Head of Administration became obliged to provide financial support to submit self-evaluation report of accreditation of higher education programmes.

Under the report #01-10/600 (December 12, 2017) of the Head of Quality Assurance office on the basis of analysis of survey results and recommendations, Rector's order # 01-01/41 (December 15, 2017) was issued on "giving tasks to the Deans of the faculties of Business and Law, Humanitarian and Health, and the Head of vocational education development office to modify vocational, bachelor and master educational programmes for the authorization". Recommendations were related to the following changes on the basis of survey analysis of academic and vocational programmes:

- To change assessment system and become more flexible
- To grow credits of value-oriented university subjects
- To become more flexible the mechanisms for the credit recognition on the basis of free subject credits
- To grow credits of the practice component to enhance practical skills
- It is advisable that research component-Bachelor thesis be elective.
- To introduce Blended Learning method (within the international project DARE, Blended learning is defined as the method in the subject "Career Management" which includes e-learning. Students can present written tasks and particular seminars in an electronic way and get advice and consultations.)
- To introduce individualized education programmes, individual schedules, timetables and consultation hours as the social and other kinds of services for the learning-teaching process.
- To invite/ elect highly-qualified staff under the hourly payment/ competition rule in order to modify, develop and assure the quality of educational programmes.
- To renew literature of the educational programmes.
- To modify modular educational programmes on the basis of National Qualification Framework, in case of necessity.
- To develop working plan-schedule/ strategy to bring existing subjective vocational educational programmes in compliance with the modular educational programmes which are created under the National Qualification Framework.



Rector's order #01-01/07 (March 05, 2018) on creating working group for the evaluation of learning outcomes of the educational programmes was issued under the report #01-10/82 (March 01, 2018) of the Head of Quality Assurance Office on evaluation of learning outcomes of Bachelor programmes of "Business Administration" and Master programme of " Small Business Management" Under the Rector's abovementioned order, working group became obliged to conduct complex survey of learning outcomes of the educational programmes.

Rector's order #01-01/14 (April 30, 2018) on conducting activities to improve the Teaching University performance was issued under the interim report # 01-10/113 (April 24, 2018) of the Head of Quality Assurance Office. Under the abovementioned order, the Head of Quality Assurance Office became obliged to continue conducting surveys in order to prepare survey analysis and recommendations, as well as the proposals to create new higher and vocational education programmes.

Under the decision #22 (April 24, 2018) of Academic Council, modified Bachelor programmes of "Georgian Philology", "English Philology", "History", "Health", "Public Governance", "Law", "Elementary Education", and modified Master programmes of "History of Georgian Literature" and "History" were approved.

Under the Rector's orders #01-01/51 (December 31, 2014), #01-01/11 (March 30, 2015), #01-01/28 (September 2, 2015), #01-01/12 (May 3, 2016), coordination groups were established to introduce, monitor, support and implement pilot modular vocational programmes.

Teaching University has introduced 10 modular programmes, including 1dual (based on the work) educational programme. Subjective vocational programmes are being modified and transferred into modular programmes which are created on the basis of National Qualification Framework.

Bachelor's programme of "Elementary Education" is being implemented in mile mode. Students enrollment is not announced.

Integrated Bachelor-Master program of Teacher Training (300 ECTS) is in the working process and it will be submitted for the accreditation to the National Center for Educational Quality Enhancement by the Administration of the Teaching University.

Working group has been established under the competition rule of academic staff, and timeframes and responsible persons were defined.

Master programme of "History" is being implemented in mile mode and finishes no later than September 20 of the current year - before beginning the new academic year in the timeframes of authorization.

Existing subjective vocational programmes are implemented in the mile mode and finish no later than September 25 -in the timeframes of authorization.

Evidence/Indicators

1. „Rule for the planning/ selection, designing, evaluation and development of higher education programmes of Shota Meskhia State Teaching University of Zugdidi"
2. Analysis of student surveys; analysis of employers' survey results; Student survey results; monitoring of student academic performance

3.2 Structure and content of educational programmes

- Learning outcomes of the programme are defined clearly and are in line with the proper cycle of higher education and the awarding qualification



- Through the individualized education programmes, HEI takes into account students' special requirements, needs, and academic readiness, as well as their uninterrupted involvement in the educational process.

Description and evaluation

Learning outcomes of the programme are defined clearly and are in line with the proper cycle of higher education and the awarding qualification;

On the basis of recommendations, the number of subjects and credits have increased. Instead of 30 ECTS, subjects consist of 45 ECTS. 40 obligatory credits and 5 credit is elective from 25 credits. University subjects have become more optional.

45 ECTS of university subjects are compulsory. University subjects give Bachelor students generally transferable applying knowledge which can be utilized successfully in the process of mastering in the profession and establishing social values.

Students have to gather 45 ECTS from the component of university subjects. University subjects include Information Technologies, Foreign Language, Academic Writing, Philosophy, Democracy, and Citizenship. University subjects give students all the necessary skills to develop communication skills and values which are defined in the learning outcomes. These skills help students to respect cultural diversity and share the values in the global environment.

The student will develop written and verbal communication skills and the skill of creative using of information-communication technologies.

Within 20 ECTS of the foreign language, students learn English and German languages (in most programmes students are able to select one of them) and develop communication skills in these languages. This enhances the elements of internationalization of educational programmes.

To enter the programmes, students don't need to pass the English language on Unified National Entrance Examinations. Teaching University divides the groups according to the level of knowledge and the language they have passed. Accordingly, students learn the language which they have chosen and they elect the proper level of this language using free credits. From university elective subjects student chooses one subject - 5 credits out of 25.

Component of university subjects offers the subject of "Career Management" in Georgian and English languages (students have the possibility to select this subject either in Georgian or in English. In English, the subject has prerequisites). The abovementioned subject in Georgian and English languages was designed in the frames of International projects CASEDE and PICASA. This subject gives students opportunity to use Blended Learning as a method. Pilot version is developed in the frames of international project DARE.

60 ECTS of minor specialty - students have the chance to learn the subjects of a major specialty of "Business Administration", "English Philology", "History" and "Georgian Philology" within 60 ECTS.

Free 60 ECTS - Instead of 60 ECTS of minor specialty, free 60 ECTS make the procedures of credit recognition for the internal and external (international) mobility students (students who have spent at least one academic year abroad and learned within the project erasmus+(credit mobility)) more flexible and relevant.

Description of educational programmes:



Educational programme of “Georgian Philology” was accredited under the decision #621 (November 8, 2012)

Bachelor programme of “Georgian Philology” consists of

45 ECTS credit - university subject, 40 credit compulsory and 5 credits elected from 25 credits;

120 ECTS of major specialty;

15 ECTS of elective subjects of the major specialty;

60 ECTS of minor specialty or free 60 ECTS

Students are able to use the following arrangement of the programme:

1. 180 ECTS (45 ECTS- university subjects, 120 ECTS – subjects of major specialty, 15 ECTS – elective subjects of the main specialty, 60 ECTS –subjects of minor specialty), or
2. 180 (45 ECTS -university subjects, 120 ECTS – subjects of major specialty, 15 ECTS – elective subjects of specialty) and 60 free ECTS

Educational programme of “History” was accredited under the decision #620 (November 8, 2012)

Educational programme of “History” consists of

45 ECTS - university subject, 40 credit compulsory and 5 credits elected from 25 credits;

120 ECTS – subjects of major specialty;

15 ECTS – elective subjects of major specialty;

60 ECTS of minor specialty or free 60 ECTS

Two new subjects of „Political thought of Modernity” and “Mythological beliefs of the ancient population of Georgia” were added to the educational programme of “History”.

Bachelor programme of “English Philology” was accredited under the decision #622 (November 8, 2012)

Educational programme of Georgian philology consist of:

45 ECTS – university subjects (compulsory credits of English Language is changed into compulsory credits of German language);

120 ECTS - subjects of major specialty;

15 ECTS -elective subjects of major specialty;

60 ECTS of minor specialty or free 60 ECTS;

Outcomes of the Bachelor programme of English Philology is oriented on the enhancement of practical skills and preparation of interpreter. Foreign language learning center provides learning based on the methods of simultaneous translation.

Educational programme of Georgian philology consist of:

45 ECTS - university subjects, 40 credit compulsory and 5 credits elected from 25 credits

For university foreign language in the programme of English Philology used the German Language as a second language.

The major study courses 120 credits. Which consist of English Language practical course and separate study courses

Elected subjects of main programme 15 credits



Minor specialty 60 credits or free credits 60

Students are given the chance to arrange their own study programme:

180 credits (university subjects 45 credits, major compulsory subjects 120 credits and 15 credits for elected subjects and 60 minor specialty

Or

180 credits (university subjects 45 credits, major compulsory subjects 120 credits and 15 credits for elected subjects and 60 free credits

120 credits for the major subject study which consist module of English Language practical courses and separate study courses

Bachelor programme of “Law” consists of:

(A) component of nonspecialty/university subjects; (B) component of Foreign language (German or English); (C) Modules of basics and methods of Law; (D) module of Public Law; (E) module of Private/Business law; (F) module of Criminal Law; (G) component of practical skills.

All study courses combined in one module are related to each other and to get the knowledge on each of them and it is possible there would be the prerequisite of other courses defined by the educational programme

Bachelor programme of Business Administration was accredited under the decision # 624 (November 8, 2012)

Bachelor programme of Business Administration consists of:

45 ECTS - university subjects, from which 40 credits are mandatory and 5 is elective from 25 credits.

135 ECTS- subjects of major specialty which consist of main subjects from major field of study and separate elective subjects.

Students are allowed to make the combination of the credits in different ways:

1. 180 (45 university credits, 135 credits for major discipline and elective subjects and minor specialty for 60 credits.
or
2. 180 (45 credits for university subjects, 135 credits for major discipline and elective subjects and 60 credit combination of different subjects, like:
 - a) 20 credits for free credits (free credits can be chosen from the university free subject list and 40 credits from the modules from the specialty or separate subjects).
or
 - b) 180 (University 45 credits, major study 135 credits for obligatory and elective subjects from the main speciality and 60 free credits (student has the ability instead of minor specialty to choose any other subjects from another Bachelor educational programme without any united scheme and to gain the knowledge of another field which is with compliance with his or her interest).

Master programme of Small Business Management was accredited under the decision #625 (November 8, 2012)

Master programme of Small Business Management consists of:

62 ECTS –compulsory subjects



28 ECTS –elective subjects
5 ECTS -production practice
25 ECTS - research component - Master’s thesis

Bachelor programme of Business Administration and Master programme of Small Business Management are modified for the accreditation and submitted to the National Centre for Educational Quality Enhancement

Master programme of History of Georgian Literature was accredited under the decision #626 (November 8, 2012)

Master programme of History of Georgian Literature consists of:

70 ECTS credits for the main study, which consist of separate subjects of the history of Georgian literature

20 ECTS credits for elective subjects

30 ECTS credits for research skills, master thesis

70 ECTS – subjects of major specialty which are represented in separate subjects of the programme "History of Georgian Literature".

20 ECTS - elective subjects of major specialty

30 ECTS – research component - Master thesis

Master programme of History was accredited under the decision #260 (August 21, 2012)

Master programme of History consists of

65 ECTS - subjects of major specialty as separate study courses of Georgian history.

25 ECTS – elective subjects of major specialty

30 ECTS - research component

Bachelor programme of Elementary Education was accredited under the decision #265 (December 13, 2014).

Bachelor programme of Elementary Education consists of:

30 ECTS –university subjects.

120 ECTS – subjects of major specialty which are represented in 5 modules (Subject group module (mathematics), Subject group module (Informatics) , Subject group module (Georgian) , Subject group study module (nature study), Teacher preparation module - 60 credits) and separate courses, 20 ECTS- elective subjects of major specialty, 10 ECTS -free credits.

Teacher Training Educational Programme was accredited under the decision #137 (December 14, 2016) of Accreditation Council.

Teacher Training Educational Programme consists of:

1. Disciplines of pedagogy and psychology- 35 ECTS (all of them are compulsory)
2. Disciplines of methods of subject teaching-15 ECTS (all of them are compulsory)
3. School practice- 10 ECTS (all of them are compulsory)

The programme consists of 4 modules of methods of subject teaching:

1. Georgian language and Literature;
2. Mathematics:



3. English Language;

4. History:

Georgian Language Training Programme was accredited under the decision #619 (November 8, 2012) of Accreditation Council.

Georgian Language Training Programme consists of 2 modules and 6 subjects. 5 subjects are compulsory and 1 is elective. Module “Speech functions 1” includes 20 ECTS and consists of 4 subjects (writing, reading, listening, speaking). Each of these subjects has 5 ECTS. Module “Speech functions 2” consists of 15 credits and 3 subjects: (elements of functional writing, lexicology and writing strategies, strategies of speech). Each of these subjects has 5 ECTS.

Bachelor programme of “Public Governance” was accredited under the decision #80 (July 24, 2015).

Bachelor Programme of “Public Governance” consists of:

45 ECTS - university subjects, from which 40 credits are mandatory and 5 is elective from 25 credits

135 ECTS –subjects of major specialty, which consists of mandatory subjects of major specialty and some elective subjects of major specialty.

60 ECTS - free credits

Educational programme of Pharmacy was accredited under the decision #710 (November 27, 2012) of the Accreditation Council.

Educational programme of Pharmacy consist:

University subjects _ 45 credits, 40 obligatory credits and 5 credit is elective from 25 credits

165 credits for major specialty, which consist of four modules (chemistry, medical technology, pharmaceutical chemistry and organization of pharmacy) and separate subjects. There are 10 credits for elective subjects to enhance the major study.

Free credits _ 15 credits, 10 credit for practice in production

On the basis of programme requirements, Teaching University purchases books to modify educational programmes. Accordingly, this process provides updating the content of syllabuses.

Through the individualized education programmes, Teaching University takes into consideration students' different requirements, needs, academic readiness, and ensures their unhindered involvement in the educational process.

Teaching University has approved “methodology of designing individualized education programme”. The individualized education programme is the document which ensures the involvement of separate students/ vocational students in educational and university activities and mastering in the proper educational programme.

The individualized educational programme is:

1.Unity of subjects which consider students' interests, different requirements, needs and academic readiness.

2.Document for disabled students and students with special educational needs which helps them to achieve intended goals of proper educational programmes.



The individualized educational programme is student-oriented and gives them the possibility to plan each time period, considering contact and independent hours. Individualized education programme is designed under the regulations for students with special educational needs, disabled students, sick students, students who have not passed National Unified Entrance Examinations/ Unified Master's examinations, students participating in exchange programmes/ interim mobility students/ students with academic backwardness or special academic achievements, employed students, members of student self-governance body, status-restored students, convicted students, Master programme students to fulfil their research components.

Students can use individualized education programme through the motivated mediation of Faculty Dean, representatives of Lifelong Learning Centre and Vocational Education Development Office (on the basis of recommendations of the specialist of inclusive education, representative of Ministry of Education and Sciences).

Until the 2015-2016 academic year, the compulsory component of student attendance had 5 credits. Faculty ensured the mechanisms according to the students' interests in the frames of special timetables and consultation hours which are described in the minutes of meetings of Faculty Council. After modification of educational programmes, the component of student attendance was annulled. Students were given the possibility to plan their programme individually.

Individualized education programmes for mobility/ internal mobility students (complete/ per semester) are approved together with the educational programmes at the beginning of the academic year

Evidence/ indicators

1. "Rule of planning/ selecting, designing, evaluation and development of higher education programmes of Shota Meskhia State Teaching University of Zugdidi.
2. Learning process regulatory rule of Shota Meskhia State Teaching University of Zugdidi
3. Educational programmes, syllabuses
4. Catalog of educational programmes
5. Information booklets
6. methodology of designing individualized education programme

3.3. Assessment of learning outcomes

HEI has a law-compliant, transparent and fair system of learning outcomes assessment, which promotes the improvement of students' academic performance.

Description and assessment

HEI has the law-compliant, transparent and fair system of learning outcomes assessment, which promotes the improvement of students' academic performance. To study subjects in educational programme means students active performance and is based on the continuous process of assessment.

During the implementing educational programme, students' achievements can be evaluated according to the decision of the Ministry of Education and Science of Georgia N3, 2007 years 5th January Regarding "ECTS credit system calculation rules in HEI".

Learning components of the educational programme evaluation system of students achievements consist following forms - the midterm and final exams and the sum of those is final evaluation (100 scores)



Midterm and final evaluation forms consist of evaluation component(s), which is the tools for evaluating students knowledge and skills. Those tools are: writing/oral exam, writing/oral questionnaires, home works, practical/theoretical works and etc. evaluation components combine similar methods (test, essay, demonstration, presentation, discussion, working on practical/theoretical works, working in group, taking active participation in discussion, quiz and etc). assessment tools can be measured with assessment criteria, with scores which shows the level of achievement.

Each form and component of assessment has its maximum of the score from the final (100 score) score which is defined in syllabus and students will be informed from the beginning of the semester.

It is not allowed to assess the student with only one form (midterm or final) of assessment. Credit point will be gained by the students only in case of the positive mark.

The minimum score of the components of midterm and final evaluation must not exceed 60% of middle evaluations and 60% for the final exam. Head of each course will inform students about minimal competences of middle and final evaluation in the concrete syllabus at the beginning of the semester.

Assessment system forms:

Five types of positive grade:

- (A) excellent – 91-100 points
- (B) very good – 81-90 points of maximum grade
- (C) good – 71-80 points of maximum grade;
- ((D) satisfactory – 61-70 points of maximum grade;
- (E) acceptable – 51-60 points of maximum grade

Two types of negative grade;

(FX) fail with exam – 41-50 points of maximum grade, which means that student needs some more time before passing the exam and will be given chance to pass the additional exam once again

(F) fail – 40 points and less of maximum grade, it means that the work done by the student is not acceptable and he/she has to study the subject anew.

In case of FX grade, the additional exam may be appointed at least 5 calendar days after the announcement of the final exam results. the grade got in the additional exam cannot be added to the grade gained during the final exam. score gained in the additional exam is final score and will be inserted in the final evaluation. In case of getting 0-50 score as a final assessment after additional exam student will be assessed F – 0 score.

Evidence/indicators

1. Learning Process regulatory rule
2. Educational programmes and syllabuses

Strengths and area for improvement

Strengths

- Higher and vocational educational programmes oriented on the labor market and learning outcomes. Training/ retraining courses
- The policy of designing and development of educational programmes
- Experience in designing individualized education programme
- The fair system of students assessment



<ul style="list-style-type: none"> • Consultation system • The methodology of programme evaluation
<p>Areas for improvement</p> <ul style="list-style-type: none"> • Insufficient involvement of business sector, employers, alumni, students in the process of designing and implementation of educational programmes • Research of labor market • Funding, budget • Learning –teaching methods • Assessment system • Subjects for the process of internationalization • Research of labor market using assessment tools of performance quality. Identifying new professions. Designing/ modification of educational programmes. • Full involvement of individualized education programmes in the learning process • Flexible and fair assessment system oriented on the improvement of student academic performance • Designing joint educational programmes • Designing short-term training/retraining courses to ensure lifelong learning • Providing Learning Management System with complete information on educational programmes, catalogs.

4. A staff of the HEI

<p>4.1. Staff Management</p> <ul style="list-style-type: none"> • HEI has defined management policy and procedures that ensure the implementation of educational process and other activities defined in its strategic plan; • HEI provides procedures for hiring staff with relevant qualifications on academic/scientific/invited/administrative/support staff positions
<p>Description and evaluation</p> <p>The teaching university has elaborated management policy and procedures that provide the implementation of educational process and other activities of the strategic plan.</p> <p>"Management Policy of Shota Meskhia Zugdidi State Teaching University" has been approved at the Teaching University. And "rule of delegation and accountability, distribution of responsibilities of Shota Meskhia Zugdidi State Teaching University", provisions of structural units also have been approved at the teaching university. Management Policy defines procedures for improvement of staff management effectiveness, mechanisms for monitoring of university activities, using the analysis/reporting/recommendations of the survey results conducted on the basis of "Performance Monitoring and Evaluation Systems / Evaluation Methodology".</p> <p>The staff management policy is based on the internal aspects of university development and the peculiarities of environmental conditions determine the basis for working with human resource and the requirements set against them. Staff management policy helps: to unify the university society around the common goal, professional development of personnel, reveal the ability to maximize capabilities, to carry out innovative ideas and initiatives based on fairness, transparency, diversity and equality principles. "Rule of delegation and accountability, distribution of responsibilities of Shota Meskhia</p>



Zugdidi State Teaching University" ensures distribution of responsibilities, accountability, and delegation at university; Descriptions of the works defined by the provisions provide the implementation of other activities defined by the Strategic Plan.

Activities at teaching university are conducted by management bodies, academic, administrative, invited, supporters and other staff. The university is equipped with an equal learning environment for vocational and higher education. At the teaching university educational programs are carried out by 40 highly qualified academic staff, including 24 affiliate staff. Also, there are 43 hourly invited professors-teacher / field specialist, 4 teachers in higher education programs and on vocational educational programs there are 110 vocational teachers.

The administrative and support staff, including 20 freelancers (not staff member) staff with the qualification provided by 81 relevant structural units, are involved in the administration of the University's Teaching Activity.

With respect to the Labour Code of Georgia, administrative and support staff of the Teaching University have been appointed permanently on the Rector's Order 01-02 / 04 of January 08, 2016, Consequently, permanent labor agreements were signed.

Human Resource Management of the teaching university is managed by the Head of Human Resource Department of the Teaching University which is governed by the Regulation Rules of Human Resources Management and other regulations in the Teaching University and in its terms of competence its aims:

The promotion and coordination to establish the modern methods of human resource management, to care for development and permanent perfection of human resources in the university, the creation of the staff database of the teaching university, stability of the university staff, the movement and motion analysis, defining the main reasons and tendencies and to provide the Teaching University leadership with the relevant proposals; Systemic and business cooperation with the heads of educational and support structural units of the Teaching University; personal activities of the university staff, obtaining all necessary information, systematization, creation of information base and renewal.

In accordance with the acting legislation and labor market conditions the teaching university staff management policy is aimed to provide the optimal balance of the qualitative and quantitative renewal and maintenance of staff quality, provision of competitiveness and effectiveness of the teaching university. Due to the requirements of the teaching university, to achieve maximum effect, strategic planning of human resources is included into strategic development plan, as well as into one-year and three-year action plans: study requirements Identification of Human Resources, analysis and evaluation of the university capabilities (financial, infrastructural and material-technical) to provide the needs of human resources.

The teaching university administration constantly cares about the professional development and the improvement of working conditions of its staff and for this reason, there have been developed personal and professional development/improvement procedures of staff.

Based on survey results analysis implemented by the criteria and indicators of the Teaching University's Assessment Methodology the Head of Quality Assurance Service reveals the weaknesses of unsatisfactory work management and to improve the performance of the staff provides recommendations on behalf of the rector's name.



The Rector shall issue a legal act on the basis of recommendations presented by the Head of Quality Assurance Office and directs the head of the administration to take measures to improve the quality of the staff's performance(for example Individual / different plan for improvement of activity for the relevant structural unit: the Improvement Plan may apply to student support activities, material, financial, library resources, information security, professional growth-development of personnel, improvement of mechanisms for incentives, disciplinary liability and implementing other established needs). In addition to the analysis / recommendations of the surveys carried out by the Head of the Quality Assurance Office, the Rector guides the Annual Action Plan of Structural Units presented on the name of the Head of Administration(which is in compliance with the Annual Action Plan of the Teaching University) and their quarterly accounts implemented according to the plan(which is reflected in the annual reports of the head of administration).

At the teaching university, the selection/ election/appointment process of the staff on relevant position/positions is defined according to the selection/election/appointing rules in accordance with the acting legislation and regulates:

Under the rules of Rector of Shota Meskhia Zugdidi State Teaching University, Head of Administration, Head of Quality Assurance Service, Deans of main Educational Units, Academic Council and Representative Council Elections "

Under the rules of Rector of Shota Meskhia Zugdidi State Teaching University, Head of Administration, Head of Quality Assurance Service, Deans of main Educational Units, Academic Council and Representative Council Elections "

Employing the academic staff of Shota Meskhia Zugdidi State Teaching University, by determining the condition and amount of remuneration of labor rule.

Employing support and freelance(not staff-hired by the contract) members of Shota Meskhia Zugdidi State Teaching University on the staff units by determining the conditions and amount of labor remuneration rule.

Employing teachers and hourly invited professors/teachers(specialists) on the staff units at Shota Meskhia Zugdidi State Teaching University by determining the conditions and amount of labor remuneration rule.

At the teaching university, the selection/ election/attraction of staff procedures are based on the principles of competence, impartiality, and transparency.

On the basis of the intermediate report of the Head of Quality Assurance Service and internal audit, the rector's order N01-01/14 of April 30, 2018, was issued on the implementation of measures to improve the activities of the teaching university. Quality service intermediate report was based on satisfaction research, internal audit results, and on progress and implementation of the activities envisaged by the Action Plan 2018. In order to evaluate the staff, under the Rector's order, Head of Quality Assurance Service was assigned to develop collegial assessment questionnaires, and to continue surveys for the purpose of submission of recommendations and analysis; on the basis of structural units report approved by the Head of Administration's first quarter report 2018, regarding the analysis of staff performance assessment Head of Administration was assigned to implement sanctions imposed on



administrative and support staff based on internal regulations and disciplinary liability norms. Provide appropriate training for the purpose of introduction of electronic document turnover flow program.

On the basis of analysis and recommendations of survey results submitted by the Head of Quality Assurance Office N 01-10/510 of September 23, 2017, and N 01-10/600 of December 12, 2017, Rector's order N 01-01/41 of December 15, 2017, was issued about the modification of vocational, bachelor's and master's educational programs for the purpose of authorization and about issuing of tasks for the Deans of Business and Law Studies, Humanitarian and Health Faculties, Head of Vocational Education Development Office. Based on the analysis of survey recommendations were applied to the changes in the academic and vocational programs including the development of educational programs by attracting highly qualified staff, accordingly: under the Rector's order N 01-02/118 of December 29, 2017; N 01-02/09 of April 14, 2018; N 01-02/18 of February 28, 2018, highly qualified hourly paid staff was invited for the purpose of modification, development, and quality of educational programs of 2017, and by competition was selected on the academic position in different directions, also affiliated staff was selected under the orders N 01-02/26 March 30, 2018; N 01-02/26 of February 28, 2018; N 01-02/39 of April 30, 2018.

Based on the Rector's order N 01-01 / 34 of October 27, 2017, and N 01-01 / 13 of April 20, 2018, the staff will be gradually trained in English Language at the Foreign Language Learning Center (free of charge).

While selecting the staff, the priority of the Teaching University Administration is the goal of promoting internationalization, and it is desirable to attract foreign-language personnel with the competency of IT technologies. For this purpose the structural units of the teaching university and staff are filled with new personnel:

Under the order of 01-02 / 10 of February 28, 2018, the Head of the Internal Audit Office was appointed with the competence of practical experience to improve administrative activities; under the order N 01-02/114 of December 29, 2017, an accountant was appointed in the direction of vocational education; and network administrator, electronic system administrator of educational process management, English speaking specialist of webpage, English speaking specialist of science department, international program coordinator were appointed on the relevant structural units under their orders N 01-02/14 of February 28, 2018; N01-02/83 of November 01, 2016; N01-02/92 of December 30, 2016; N01-02/91 of December 30, 2016; N01-02/82 of October 31, 2016; N 01-02/75 of September 30, 2017; N 01-02/69 of September 01, 2017; 2018 N 01-02/07 of February 02, 2018; N 01-02/11 and N 01-02/12 of February 28, 2018.

The above-mentioned individuals are involved in international projects of TEMPUS for strengthening institutional capabilities, they were retrained at training and conferences in the activities defined by the project.

Structural unit "Career Development Center" was established within the framework of the International Project "KASEDE" at the Teaching University, the retrained staff was appointed at the head of the Center under the Rector's order N 01-02/49 September 30, 2014.

Structural unit "Foreign Language Learning Center" was established within the framework of the international project "Promotion of Internationalization" – "PICASA" the retrained staff was appointed at the head of the Center under the Rector's order N 01-02/60 of December 01, 2014.

Structural unit "Life Long Learning Centre (student service-center) was established within the framework of the international project "DARE". The center is served by the retrained staff.



In the frames of STAR International project, training of academic staff with modern methodologies for the purpose of improving student-oriented teaching has been conducted, the laboratory for the introduction of these methods has been established.

Introduction of the Plagiarism Program is underway within the framework INTEGRITY international project, elaborating and implementing methodologies and mechanisms for detection and prevention of plagiarism is planned.

The administration constantly improves staff working conditions. Periodically conducts surveys to identify needs and environmental assessment.

Satisfaction survey results are shown in the intermediate reports of conducted survey results. The intermediate report of Quality Service N 01-10 / 113 of April 24, 2018, confirms a high level of survey satisfaction.

Evidence / indicators

1. Evaluation methodology;
2. Provision of Quality Assurance Office;
3. Annex to the Academic Personnel Agreement;
4. Management Policy of Shota Meskhia State Teaching University of Zugdidi;
5. Rule of distribution responsibilities, delegation, and accountability of Shota Meskhia State Teaching University of Zugdidi;
6. under the rules of Rector of Shota Meskhia Zugdidi State Teaching University, Head of Administration, Head of Quality Assurance Service, Deans of main Educational Units, Academic Council and Representative Council Elections";
7. Employing an academic staff of Shota Meskhia Zugdidi State Teaching University, by determining the condition and amount of remuneration of labor rule;
8. Employing support and freelance(not staff-hired by the contract) members of Shota Meskhia Zugdidi State Teaching University on the staff units by determining the conditions and amount of labor remuneration rule;
9. Employing teachers and hourly invited professors/teachers(specialists) on the staff units at Shota Meskhia Zugdidi State Teaching University by determining the conditions and amount of labor remuneration rule;

4.2. Academic/Scientific and Invited Staff Workload

- Number and workload of academic/scientific and invited staff are adequate for HEI's educational programmes and scientific research activities, and also other functions assigned to them.

Description and Evaluation

Number and workload of academic/scientific and invited staff are adequate for HEI's educational programmes and scientific research activities, and also other functions assigned to them.

The number of the academic and invited staff is defined by the rule of "Defining the number of academic and invited staff of the educational programmes of Shota Meskhia State Teaching University of Zugdidi" and sets the methodology of defining the number of the academic/invited staff of the Teaching University. The criteria of defining the number of the academic /invited staff of the educational



programmes are as follows: the number of the contact hours within the educational programme, the number of the academic weeks within the frames of the educational programmes, the number of major and selected courses in the educational programmes, diversity of the academic courses/modules in the educational programmes, number of credits of the subject, specifics of the field, the number of subjects for one personnel, the number of groups on the educational programmes, considering other specifics of the educational programmes, general budget of the Teaching University, labour market demands, those criteria are for recommendation, the number of the academic/invited staff of the educational programmes are defined individually for separate educational programmes and several criteria shall be used, the ratio of the academic/invited staff of the educational programmes is defined by these criteria. The procedure/methodology of accounting the number of the academic/invited staff of the educational programmes is regulated by the rule.

“The rule of the marginal workload of the staff”, the minimal workload with the annex of the academic/affiliated academic staff is approved by the academic council. During the process of designing limited workload of the academic staff, the administration of the Teaching University leads by the following principles: the process of defining workload of the academic staff is open and fair, through consulting with the academic staff. Components /activities of the workload are relevant to the mission, goals, strategy and management policy of the Teaching University; HEI shares the best experience during the process of defining the workload.

The process of distributing the workload of the Professors/Associate professors shows the activities conducted by the academic staff, including the development of the curriculum and teaching methods, activities conducted in order to raise qualification, scientific activities, participating in the university events or other public activities, etc. Description of the work of the academic staff is defined in accordance with the limited workload scheme: Basic components of the activities of the staff are:

1. Teaching
2. Supporting activities of the Scientific-research and professional development
3. Administrative and public activities.

Evidence /indicators

1. The rule of the estimated workload of the academic staff
2. The rule of defining the number of academic/invited staff of the educational programmes of Shota Meskhia State Teaching University of Zugdidi

Strength and areas for improvement

Strengths

- Regulation of the staff management
- Retrained staff
- Retrained staff for the purpose of internationalization
- Evaluation instruments for the quality of the activity
- Encouragement mechanisms

Areas for improvement

- Appropriate academic staff with proper knowledge (Foreign language, information technologies) is essential to fulfilling the goals defined by the mission and the strategic plan



- Improper pedagogical skills of the field experts, teachers of the practice of (in) the professional educational programmes.
- Creating the united system of the management policy with the regulations of the staff management, which is oriented on the development of the staff and ensures its effective management
- Improving the staff policy and motivation system
- Raising the qualification of the staff locally and internationally
- Defining the workload of the academic/invited staff for the further effective management
- Defining the affiliation of the academic staff and Improving educational-research activities under defined benchmarks.

5. Student Support Services

Higher Educational Institution ensures the development of student-centered environment, offers appropriate services, including career support mechanisms; It also ensures maximum awareness of students, implements diverse activities and promotes student involvement in these activities. HEI utilizes student survey results to improve student support services.

5.1. The Rule for Obtaining and changing student status, the recognition of education, and student rights

- For each of the educational levels, HEI has developed regulations for assignment, suspension, and termination of student status, mobility, qualification granting, issuing educational documents as well as recognition of education received during the learning period.
- HEI ensures the protection of student rights and lawful interests.

The administrative staff of the Teaching University ensures creating the student-centered environment and protects their lawful rights. Offers students appropriate services, including career support mechanisms, It also ensures maximum awareness of students, implements diverse activities and promotes students involved in these activities. HEI utilizes student survey results to improve student support services.

Under the decision of the administration and the representative councils “ the rule of implementing internship of the LEPL Shota Meskhia state Teaching University of Zugdidi”, “the rule of the code of ethics of students at Shota Meskhia State Teaching University of Zugdidi”, “rights and obligations of the students’ ” ,The rule of conducting exams and appealing exam results”, “Methodology of designing individualized education programme”, the rules of introducing, registering-accounting and issuing forms of diplomas and documents of Master’s, Bachelor’s, higher education, higher vocational and vocational education are approved. The contract is signed between HEI and students.

„Regulation rules of the learning process” regulates basic issues related to the learning process of Shota Meskhia State Teaching University of Zugdidi: recognition of the education obtained abroad, recognition of received credits of students under the rule of mobility/restoration, enrolment of students through mobility/internal mobility, assignment of student status, restoration of student status, student support mechanisms in case of any changes or annulment of the educational programme, basics of the student status termination, basics of the student status suspension, using academic vacation by the



students, student concept of the additional semester, regulation of the tuition fee of the student involved in the exchange educational programme, rights and obligations of students, regulations of granting academic qualification, systems and criteria of evaluation. The rule of calculating and granting of the credits, incomplete workload of the teaching-learning schedule. All the participants, involved in the implementation of the educational programmes are guided under this rule.

The Rules related to the behavior of students and the academic process is regulated by the rules of “conducting master’s exams”, “Code of ethics of the students”, “rights and obligations of students and under the rule of “conducting exams and appealing the exam results” of Shota Meskhia State Teaching University of Zugdidi”. Issues related to the disciplinary responsibility regarding the general and academic process of ethics is regulated by the code of ethics of students of Shota Meskhia State Teaching University of Zugdidi.

University/vocational student of the Teaching University is eligible:

To receive the quality education; Actively participate in research activities; ensure equally available material and technical, library, information and other resources of the higher education institution in accordance with the procedures envisaged by the statute of the higher education institution, internal regulations, and provisions. The Representative shall be elected in the student self-governance, as well as in the main educational management units of the Teaching University on the basis of general, direct and equal elections, by secret ballot, in accordance with the procedure prescribed by the statute of a higher education institution; Freely establish or/and join student organizations in accordance with his/her own interests. Freely express his/her opinion and refuse to share those ideas, proposed there during the study process in a well-substantiated manner; Receive scholarship, financial or material aid and other benefits from the state, higher education institution or other sources in accordance with the procedure, envisaged by the Law of Georgia and the statute of the higher education institution; Choose the study programmes; study courses. Actively take part in the process of designing an individual study programme; Periodically evaluate the work of the academic staff and other rights as indicated in the above provisions and regulations.

Under the Rector’s order #01-01/15, April 30, 2018, of the Teaching University Rectors’ advisory was created in order to increase students’ involvement in the management of the Teaching University in which participated students, students of the self –governance and vocational students.

Evidence / indicators

1. The rule of the internship at Shota Meskhia State Teaching University of Zugdidi “
2. Code of Ethics of students of Shota Meskhia State Teaching University of Zugdidi”
3. The rights and obligations of students”
4. The rule of conducting exams and appealing exam results at Shota Meskhia State Teaching University of Zugdidi.
5. “The rule of the study process regulations “
6. “ The methodology of designing individualized education programme”



5.2 Student Support Services

- HEI has student consulting services in order to plan educational process and improve academic performance.
- HEI has career support service, which provides students with appropriate counseling and support regarding employment and career development.
- Higher Educational Institution ensures students awareness of various international university and local projects and events carried out outside of the institution, as well as supports student initiatives.
- HEI has mechanisms, including financial mechanisms to support low SES students.

Description and Evaluation

HEI has student consulting services in order to plan educational process and improve academic performance; has career support service, which ensures students with appropriate counseling and support regarding employment and career development. HEI ensures students awareness and involvement in various university-level, local and international projects and events, and supports student initiatives.

Within the framework of the International Project "KASEDE, structural unit "Career Development Center" was established, within this center employer and alumni database was established, as well as various researches are carried out.

Under the Rector's order Retrained personnel was appointed as the head of the career development center, who ensures free seminars and courses (two-month duration) regarding career development, Career management training courses (one day/one week) for students/vocational students, other stakeholders as well as high school students on the basis of the regulation rules of the center.

Teaching University has career support services for students, alumni and other stakeholders which help them to develop skills for employment, sharing experience in the career development process, searching their own interests, values, personal characteristics, skills and professional opportunities, finds information on potential employers, and ensures cooperation with them; Increasing student employability in labor market.

Within the framework of the international project "PICASA" structural unit "Foreign Language Learning Center" was established, Under the Rector's order retrained personnel was appointed as the head of the center. The aims of the center are: teaching Foreign Languages (English, German, Russian, French) at different levels (from A1 to C1 level) for students/professors and any other stakeholders. Teaching English with the unique method of Goga Askurava (simultaneous translation). Studying English language grammar by the method of G. Askurava according to the simplified English language course; Provide examination/testing to identify the level of knowledge of the foreign language; Under the Rector's Order of # 01-01/34, October 27, 2017, and #01-01/13, April 20, 2018 periodical retraining courses were planned for the staff and the students in the English language (free of charge) at the Foreign Language Learning Center of the Teaching University. Under the regulation of this center, flexible payment mechanisms of tuition for the students is defined. There are special benefits for students/vocational students and the staff of the teaching University including free service.



Within the framework of the International project “DARE”, the structural unit “Lifelong Learning Center” (student service center) was established, the aim of this center is to develop accessibility of higher education for SES students and regions. The aim of the Center is to ensure university and wide community to access the resources and experience of the Teaching University, for their professional and personal development, for their further quality improvement, availability of new professional skills without age limit. The main field of the Center's activities is: To access continuous education/short term, long term training, retraining courses/ programs, accessibility of training courses/ service delivery/administration.

The important area of the Center's activities is to provide student counseling services with the purpose of introduction of LMS (Learning Management System) in the learning process. The activities of the Center are: Strengthening the role and importance of the teaching university by offering the services of the lifelong learning center to the general public. Offering Academic Writing Courses for any applicants, organize training/ courses/seminars in order to raise relevant qualifications for professional development of the university. Facilitate strengthening the Student Services with short-term certification for students / vocational students, including career development and foreign language courses. Planning consulting services for the professional development of the students, vocational students, farmers and people involved in agricultural business, cooperate and prepare projects with Georgian/ foreign organizations and public/private structures.

The center effectively implements: defining the priorities of the Lifelong learning center and planning relevant courses and programs with public/private structures, business sectors, with the representatives of professional organizations, employers, international organizations and with other stakeholders, awareness campaigns about the University programmes.

Informing the university community about the opportunities for their involvement in lifelong learning programmes.

„ Under the international project –DARE, a laboratory for Student support services was created, equipped with audio and video lectures, oriented on students with special needs (Physical and mental), mothers with kids (special room in accordance with kindergarten standards), minorities (special programs for IDPs, schedules, E-lectures). Special E-learning method was designed (mixed). Electronic lecture course was designed and approved.

Within the frames of the international project “STAR”, Retraining of the academic staff with modern methods have been created with the purpose of improving student-oriented teaching process, the laboratory was established for implementing those methods.

Under the international project “INTEGRITY” Institution has implemented mechanisms for detecting plagiarism and its prevention.

Bachelor's Educational Program for “Public Governance” has been incorporated into the Network of Institutes and Schools of Public Administration in Central and Eastern Europe (NISPACEE).

Institution implements E-Learning method as the teaching method (Blended Learning). (in the course of “Career management” (University), E-Learning is defined” as the form of teaching method) under the international project “DARE”, this method gives the students opportunities to perform electronic written works and theoretical materials, as well as receive electronic consultation services from the lecturer.



Within the frames of the educational programme, the institutions' priority is to implement individualized education programmes, individual schedules, timetables, consultation hours, as well as the different social and other types of student services to support teaching and learning process.

“Methodology of designing individualized education programme” regulates to plan time management process oriented on individual university students and vocational students, considering independent and contact hours.

Individualized education programme can be designed under the existing rules for students with special needs, disabled students, students with health problems, without taking Unified national examinations/ Unified Master's examinations, exchange students , mobility/internal mobility, students with low academic performance or students with special academic performance, employed students, students in the self-governance ,students with restoring status ,convicted students, master's students (based on their research component)lifelong learning center, Dean of faculty,/on the base of motivated mediation of the department of the professional education development as an exception ,under the regulation rules of the academic council it is possible for different category students and vocational students to transfer to the individualized education programme. The individualized education programme is created for one student and it should be for the specific students. In the process of designing/approving individualized education, programmes are involved: Lifelong Learning Center, Dean, head of the educational program, teaching process management office and Faculty Council/ professional education development office.

Within the framework of UNDP, the Structural Unit Extension Center was created for the purpose of professional development and consultation services for farmers, people involved in the agribusinesses, students / professional students of the region.

Teaching University has mechanisms to support socially vulnerable students, as well as financial support mechanisms:

“The rule of encouraging gifted students and giving financial and other benefits for low SES students regulates the issues connected with financial and other benefits to encourage gifted students/vocational students, low SES students at Shota Meskhia State Teaching University of Zugdidi. “The rule of granting stipend to students of Shota Meskhia State Teaching University of Zugdidi “regulates the conditions for appointing and granting stipend to students of Shota Meskhia State Teaching University of Zugdidi.

“The rule of GPA calculation at Shota Meskhia State Teaching University of Zugdidi “regulates the GPA calculation of students at Shota Meskhia State Teaching University of Zugdidi. Under the Rector's order #01-04/36, April 20, 2018, Low SES students will be granted financially, under the order #01-04/37, April 20, 2018, University students/vocational students will be granted with the university stipend and stipend (one-time scholarship) of Shota Meskhia state teaching university.

Teaching University ensures informing students and their involvement in the different university, local and international projects, events.

Teaching University supports Student initiatives /projects approved by the student self-governance-winter/summer/autumn schools, public lectures, scientific conferences of students, creative-sports activities, support activities for the choreographic ensemble of the Teaching University, student days, etc.

Head of the Quality Assurance Office and head of the Public Relations Office assure student involvement in local and international projects and activities



Quality assurance office participates in the process of choosing students for international exchange programmes of Erasmus+ (credit mobility) and ensures students awareness through information meetings, publishing information on the web-page, booklets, leaflets, individual consultations and various sources of information. Within the reporting period Teaching University with ERASMUS+(credit mobility) 2016-2018 cooperates with:

Poland, University of LODZ, student and staff (academic, administration) mobility.

University of Porto (Portugal) student and staff (academic, administration) mobility.

University of Opole (Poland) student and staff (academic, administration) mobility.

Quality assurance Office improves management process of the Teaching University through strengthening institutional opportunities, with the experience gained through international projects, retrained staff and through funding within the project. Has three partners of European University, Opole, Porto, LODZ and 24 Erasmus+ exchange students.

Quality assurance office ensures internal communication, funding sources, international conferences, informing students and the staff about mobility rules (filling application forms, visa, living conditions, insurance, arrival, social activities, orientation meetings, preparing Learning agreement, filling transit of records, evaluation, monitoring of learning process, managing the mobility of educational programmes, returning, recognition, introducing reports at the end of the mobility process).

Evidence/Indicators

1. Regulation rules of the Career Development Center
2. Regulation rules of the Foreign Language Learning Center
3. Regulation rules of the Lifelong Learning Center
4. Rules of GPA calculation of students at Shota Meskhia State Teaching University of Zugdidi
5. Rules for encouraging gifted students, financial and other benefits for SES students
6. Rules of appointing stipend to students of Shota Meskhia State Teaching University of Zugdidi
7. Implementing Winter/summer/autumn schools, public lectures, scientific conferences of students, creative-sports activities.

Strengths and areas for improvement

Strengths

- Educational programmes and areas oriented on students
- Student support services
- Protection of student initiatives and rights
- Career support mechanisms for students (training courses for students regarding employment and career development based on the international experience)
- Supporting student initiatives
- Socio-economic support mechanisms for students
- Consultation system
- Creating the Flexible system of Recognition of credits for students (locally and internationally)
- Quality assessment of the student support mechanisms
- Constant care for the flexibility of the learning process regulations



Areas for improvement

- Learning Management System(LMS)
- The non-existence of the fully adapted environment for students with special needs
- Insufficient activity and involvement of students in the management process
- Individualized education programmes
- Increasing student support as well as the financial support activities
- Internationalization of the student contingent
- Improving the student support service mechanisms
- Arranging fully adapted environment for students with special needs
- Increasing the student motivation in order to strengthen their activity and involvement in the management process
- Supporting student initiatives/ needs through the legislative amendments, quality educational programmes, student support service centers, individualized education programmes, encouragement and support mechanisms.

6. Research, Development and /or other creative work

Higher education Institution, considering its type and specifics of field(s), works on the strengthening of its research function, ensures proper conditions to support research activities and improve the quality of research activities.

6.1 Research activities

- Higher Education Institution based on its type and specifics of its field(s), carries out research/creative activities.
- Ensuring the effectiveness of doctoral research supervision
- HEI has public, transparent and fair procedures for the assessment and defense of dissertations which are relevant to the specifics of the field.

Description and assessment

Shota Meskhia State Teaching University of Zugdidi has the status of “Teaching University” and carries out the higher educational programmes (except doctoral programmes) under the law of Georgia "About Higher Education". Teaching University definitely carries out the second Cycle-Master's-educational programme/programmes;

Scientific department is established at the Teaching University in order to carry out scientific activities, which supervises under the regulation rules of the department and ensures to implement scientific researches oriented on the quality and result, Integration of research component and learning process, involvement of the academic staff in the local and international scientific conferences, designing suggestions on the bachelor and master's cycle in order to strengthen the research components, coordination of scientific-research activities within the frames of the department's competences with affiliated and other academic/invited staff of the faculty, in order to increase library with scientific literature, prepare the suggestion cooperating with the scientific head of the library, with basic educational unit, professors, controlling the relevance of the scientific literature of the library



with the literature given in the syllabi, preparing activities for the local and international scientific conferences held at the Teaching University, registering the annual scientific works of the academic staff of the Teaching University and preparing scientific volume of works for publication, preparing mechanisms for detecting and prevention of plagiarism, facilitating the involvement of the academic staff and professor-teachers of the university in the international scientific electronic system(Elsevier). The head of the scientific department prepares periodic reports on the basis of the analysis of the results of the scientific-research activities on behalf of the Rector. Cooperates with the Quality Assurance Office in the process of evaluation of the projects of the scientific research. Presents annual report about the library activities to the Rector of the Teaching University, with the scientific head of the library, introduces the library in relation with other organizations with the science department. Administration of the Teaching University ensures publishing the annual volume of works and conference materials.

Teaching University has approved the rule of “conducting master’s exams”, Master regulation rule, the regulation rule of the head of the master’s/bachelor’s educational programmes, indicators of the ratio of the number of supervisors and masters are defined.

Under the agreement of the state procurement of the University N6, N10, N 11, N19, N46, N54, N55, N58,2018, books, and auxiliary literature/books were purchased on the basis of the issue of the head of the scientific department for developing educational programmes.

Basic research activities are defined by the applied(practical) research with 2 functions of the regional University (supporting study and research activities)(participating in the development of the region) is the third essential function of the University.

The domain of the Teaching University zssu.edu.ge ensures the accessibility to the international library base, mail-services are active for the staff and the students.

Training courses are held periodically for the staff and the students to use mail-services.

Evidence/Indicators

- 1 Regulation rules of the scientific department
2. The rule for conducting master’s exams
- 3.Regulation rules of master’s programmes
4. Regulation rules of the head of the master’s/bachelors educational programmes
5. Conference materials
6. Document for accessibility to the international library bases of the Teaching University (Scopus, Mendeley) N 2018/48

6.2 Research support and internationalization

- HEI has an effective system in place for supporting research, development and creative activities
- Attracting new staff and their involvement in research/arts-creative activities.
- University works on internationalization of research, development and creative activities.

Description and assessment

Teaching University has the effective support system of research and development of the activities “The rules of publishing, funding, and regulations of the scientific research" is approved by the Teaching University



The rule of declaring and funding of research projects was designed at Shota Meskhia state Teaching University of Zugdidi, which will regulate the rule of declaring and funding the research projects at Shota Meskhia state Teaching University of Zugdidi.

The Rector of the Teaching University announces the competition about the projects annually and is relevant to the fair, public, transparent and equal principles of the competition.

On the basis of the statement of the head of the scientific department funding of the research 2018 was implemented, the volume of works, additional literature, materials of the international conferences will be published.

Under the decision of #40, December 26, 2016, of the academic council, the action plan of the science department was designed within the frames of the events dedicated to the 10 year anniversary of the LEPL Shota Meskhia State Teaching University of Zugdidi and 850 year anniversary of Shota Rustaveli.

Under the decision N41 on December 26, 2016, scientific-editorial board of the seventh and eighth scientific volume of the professor-teachers was approved. Under the decision of N42, December 26, 2016, was created University organizational committee in order to conduct international scientific conference dedicated to the 10-year anniversary of the Teaching University and the 850-year anniversary of Shota Rustaveli.

The conference was held, on the 1-4 October 2014; Shota Meskhia State Teaching University hosted ISFNR (International Society for Folk Narrative Research) BNN (Belief Narrative Network) conference "natural souls"-continuous changes", where 36 representatives from 17 countries were attending. The organizer of this conference was the member-professor of International Society for Folk Narrative Research, since 2011. The conference was held under the funding of Shota Rustaveli national scientific fund and Shota Meskhia State Teaching University of Zugdidi. Within the frames of this conference, scientific works were published by the teaching university in 2015 in the English language, which is shared by the International Society for Folk Narrative Research.

The professor was funded to participate in the international conference in the USA in 2016.

Higher education programmes were modified and bachelor's thesis was added to the structure of the programme, as the chosen component for the purpose of integration of teaching and research. For the development of this program and for ensuring quality of learning process, highly qualified staff was invited under the Rector's orders of N 01-02/118, December 29,2017,N01-02/09 April 14,2018,N01-02/18,February 28,2018 and were elected on the academic position through competition, under the order of N01-02/26, March 30,2018,N01-02/26,February 28,2018,#01-02/39, April 30,2018 in different directions, as well as affiliated staff.

Under the decision of the academic council, #14, April 13, 2013, scientific project "Theory and research of Literal comparativists "of the group of scientists was approved, and it was published under the decision of the representative council in 2014.

Scientific picnic and exhibition of the programmes were held under the initiatives of Georgian Government and within the support of Ministry of Education and Science within the frames of the festival of innovation and science at Shota Meskhia State Teaching University, Senaki branch.

The project is created about applied research by the academic staff in order to present it in the fund of Shota Rustaveli



Evidence/Indicators 1. Regulation rules of funding, publishing of scientific publications at Shota Meskhia State Teaching University of Zugdidi 2. http://www.isfnr.org/files/bnn_zugdidi-photos.html 3. Rules of funding and declaring research projects 4. Conference materials.
6.3 Evaluation of Research Activities
HEI has a system for evaluation and analyzing the quality of research/creative-arts activities, and the productivity of scientific-research units and academic/scientific staff.
Description and Evaluation Under the decision #57 of the academic council, December 21, 2017, annual report of the head of the scientific department was approved on the fulfillment of the obligations undertaken by the academic staff of the Teaching University. “The rule of the threshold workload of the academic staff”, “the rule of evaluation of scientific productivity of the affiliated academic staff of the Teaching University “acts in the teaching university, approved by the academic and representative council. The minimal workload of the academic/affiliated professor is approved. Indicators of the evaluation are also approved. Before 2018, it was not clearly and separately defined for academic staff by the annexes of the contract the fulfillment of administrative activities (public relations, research components contact hours for administrative work) Report obviously shows that in the learning component, administrative and public activities, as well as contact hours, are completely fulfilled. These activities are mostly done in the research part, but they were not mandatory under the status of the Teaching University. Under the decision of the academic council, " the rule of the threshold workload of the academic staff" was designed and approved in 2018, where was strictly defined percentage ratio of all the three components of the workload, affiliated(three components) and for the non-affiliated academic staff(only one component without research) “The rule of scientific productivity of the affiliated academic staff of the Teaching University” was designed and approved in order to increase and evaluate the scientific productivity of the affiliated academic staff, minimal workload of the academic/affiliated professor was approved. Indicators of the evaluation are also approved.
Evidence/Indicators 1. The rule of evaluation of the scientific productivity of the affiliated academic staff of the Teaching University. 2. The rule of the threshold workload of the academic staff



Strengths and areas for improvement

<p>Strengths</p> <ul style="list-style-type: none">• Internal Conferences• The volume of works and scientific-university publications• Accessibility to the international electronic base (Elsevier)
<p>Areas for improvement</p> <ul style="list-style-type: none">• Integration of learning and research• Funding for the research• Insufficient usage of international electronic library network by the scientific staff• The low rate of publishing researches of the academic staff in the international publications• The methodology of the evaluation of the scientific productivity and instruments of evaluating quality activities.• International conferences• Training for the scientific staff in the foreign language, using university resources (Foreign Language Learning Center)• Introducing the funding system of research, improving the system of finding the sources for researches. Attracting business sector in researches• Introducing the improved system of evaluation for the purpose of defining quality research and scientific productivity of the academic staff.• Strengthening the research component in the educational programmes• Deepening international partnership

7. The material, information, and financial resources

The material, information and financial resources of HEI ensure the sustainable, stable, effective and efficient functioning of the institution, and the achievement of goals defined through strategic development plan.

<p>7.1 Material resources</p> <ul style="list-style-type: none">• The institution owns material resources (fixed and liquid assets) that are used for achieving goals stated in the Mission statement, adequately responds to the requirements of educational programmes and research activities, and corresponds to the existing number of students and planned enrolment.• HEI offers environment necessary for implementing educational activities: uninterruptible power supply, sanitary units, natural light possibilities, and central heating system.• Health and safety of students and staff are protected within the institution.• HEI has adapted environment for people with special needs.
<p>The process of planning student contingent is regulated by the indicators. Those indicators were approved under „Methodology of defining estimated and acceptable number of students/vocational students of Shota Meskhia State Teaching University of Zugdidi” “By the rule of defining the number of academic/invited staff</p>



of Shota Meskhia State Teaching University of Zugdidi”, Optimal number of those students for whom the Teaching university ensures quality education and vocational education.

The acceptable number of student contingent at the Teaching University is defined in accordance with the requirements of labor and education market analysis, material-technical base equipped with modern technologies, administration/auxiliary, academic staff, affiliated professor, number of invited professor-teachers, financial resources, index of the alumni employment, duration of the programme, strategic goals and priorities of the teaching university/faculty, number of students of the current year and the number of alumni, practice institutions.

The acceptable number of student contingent at the Teaching university is defined within the frames of each vocational educational programmes, duration of programmes, material-technical base, in accordance with standards, educational environment, equipment, practice institutions, in accordance with the number of teachers/instructors and it amounts to the sum of the estimated number of students on the vocational educational programmes.

Teaching University has approved “fire prevention and safety instructions “and has general requirements on the university area/in the building and it is obligatory for the staff, students and vocational student to fulfill it. Specialist of the fire safety is appointed in order to protect the safety, under the order #01-02/35, June 23, 2017, and #01-02/14, February 28, 2018.

Health and safety of the students and the staff are protected within the institution, for this, the staff of the Teaching University constantly carries out events to protect fire safety; the periodical technical check is carried out at the Teaching University in accordance with the legislation rules.

Under the order of #23/11/-36, October 2, 2017 of the Ministry of Internal Affairs-Emergency Management Agency, Samegrelo-Zemo Svaneti Emergency management Agency about fire-tech observation, Technical check of the Teaching University was carried out, on the base of this observation the university staff received recommendations in order to improve the errors occurred in the university. Deadline dates were appointed.

By this control check, which was carried out by LEPL Emergency Management Agency-Samegrelo-Zemo Svaneti Emergency Management Agency #23/11.31 about fire-tech checking, observation act showed that all the recommendations were fulfilled. In one separated point has been set up the request of the administration staff to introduce the Fire Alarm at the Teaching University. That system has been introduced and implemented under the contract #60, April 25, 2018, of the state procurement of the Teaching University and 8 units of the fire detector were purchased.

Under the agreement #176, November 11, 2015, the University purchased 48 units of carbon dioxide fire extinguisher, renewed evacuation plans, fire extinguishers were pumped.

Teaching University has the rule that ensures safe working environment, which regulates the protection of the health and the safety of the staff in the safe working environment.

The health of students and staff are protected within the institution. For this purpose, “Regulation rule of the Doctor” is approved, which regulates to give medical help to the University staff, students, vocational students (first aid) if necessary. Examine the health of the staff/students/vocational students if necessary. To prepare suggestion in order to purchase medical resources and tools, to raise the effectiveness and quality of medical aid, call emergency service if necessary, to fulfill medical functions and tasks. Sanitary -hygienic conditions should be observed and protected in the classrooms, workshops, dining room, and toilets.

Under the order #01-02/70, November 18, 2013, #01-02/02, January 9, 2014, #01-02/138, December 30, 2015, #01-02/04, January 8, 2016 the personnel are appointed to the doctor’s position in Zugdidi and Senaki.

Safety of students and staff are protected within the institution.



Under the agreement #49, March 29,2018, and #50 March 29,2018, about state procurement of the Teaching University the protection service is purchased by Ministry of internal affairs, legal entity of public law security police department

. (Note: This service is renewable and the procurement agreement is signed annually. Teaching University cooperates with the Regional Security Police Division of Samegrelo-Zemo Svaneti since 2008)

The institution has security video recording and storing facilities installed both inside and outside of the buildings, in order to ensure protection and security of the university.

HEI offers environment necessary for implementing educational activities: sanitary units, natural light possibilities, and central heating system. For this purpose, Senaki Study Building was completely rehabilitated by the Ministry of Education and Science, Legal Entity of Public law, Ministry of Regional Development and Infrastructure of Georgia, heating system, sanitary units, cost-446 168.88 Gel, by the acceptance-delivery act of 2015, February.

Roofing, door-window, outdoor works-plastering and painting walls, 284 396.16 Gel, by the Acceptance-Delivery act,2015, February 24.

Roofing Zugdidi study building,192 286 Gel, by the Acceptance-Delivery act November 17, 2014.

Complete rehabilitation of the study workshop (Zugdidi) and improvement of the nearby territory(cost 770 977 Gel) by the Acceptance-Delivery act #32050203/03/228, September 25, 2015.

Under the contract #116 of the Teaching University state procurement, July 14, 2017, Heating systems were purchased for the teaching university, with the value of 92 113 Gel.

Under the agreement of the state procurement #117, July 14, 2017, internal rehabilitation and external sewerage system, rehabilitation of the sanitary units (121 939 Gel)

Under the agreement of the state procurement #171, December 5, 2014,complete rehabilitation works were purchased for the dormitory, with the value of 484 936.69 Gel.

Under the agreement of the state procurement #130, September 28, 2016, road rehabilitation was purchased with the value of 217 412 Gel.

Under the agreement of the state procurement #119, September 5, 2016, the arrangement of the sports stadium, rehabilitation of the study workshop, arrangement of water tanks, drainage sewage, boiler building was purchased.

Under the agreement of the state procurement #86, June 29, 2016, power supply system of the livestock farm in Senaki, was purchased.

Under the agreement #92, July 12, 2016 gasification works with the value of 10495Gel.

Under the agreement # 25, March 18, 2016, a borehole was purchased with the value of 49 877 Gel.

Under the agreement #170, October 28 establishment of Livestock Farm Water Supply Highway in Senaki.

Under the agreement # 16, March 11, 2015 Construction of cattle farm in Senaki was purchased (price- 618 000 GEL)

The internal rehabilitation works of the study building in Zugdidi was purchased under the agreement of # 141 of 6 October 2017(price-40 357 Gel) in accordance with the agreement # 141 of 6 October 2017.

Rehabilitation of the kitchen/training workshop in Zugdidi was purchased, (price- 34 999 GEL), under the agreement of # 128 on 31 July 2017.

Under the agreement of #204, December 30, 2016, computer network equipment was purchased (price- 70 972 GEL).



Under the agreement of #2, January 09, 2018, Communication Network equipment (with accompanying service-setting-up installation) was purchased with 67 387 GEL.

The furniture was purchased under the contract # 17 of 17 March 2015 with a total price of 31 398 GEL

On October 16, 2015, under the contract #150, rehabilitation works in Senaki were purchased (Price- 89 302 GEL)

Works are carried out in order to regulate the material-technical base in the agricultural direction: to specify the budget of the manure conveyor on the livestock farm, to finish rehabilitation works of fencing the dormitory and the agricultural land at Senaki base, in order to implement beekeeping modular educational programme- consultations and other activities were held with the Ministry of Education and Science about building the beekeeping workshop, as well as building the agricultural garage in order to implement programmes in the mechanization field.

Under the decision of #16, April 20, 2018, proved by the representative council, the act of observation implemented by the doctor and the internal audit about sanitary-hygienic conditions relevant to the existing standards at the Teaching University has presented the first quarter report by the head of the administration. Conclusion/act is based on the strategy of the Ministry of Education and Science of Georgia, under the decision N485, October 27, 2017 of the Government of Georgia „Technical Regulations - Approval of Sanitary and Hygienic Norms for Preschool and Educational Institutions“, under the decision of the Government of Georgia N185, April 24, 2015 „On Approval of Technical Regulations for Disinfection and Sterilization in Medical, Health and Public Institutions“ the law of Georgia "about public health" on conclusions of expertise and actual conditions at LEPL Shota Meskhia State Teaching University of Zugdidi implemented to repair and rehabilitation works

Under the contract of N117, July 14, 2017, between Shota Meskhia State Teaching University of Zugdidi and LTD “GILANI XXI”, under the agreement of N1, September 30, 2017, “GILan XXI” fulfilled internal rehabilitation works of the study building of the Teaching University (complete rehabilitation of toilets) and external sewage system works. A-type inspection body, LTD “ARDA” submitted the account N296, December 5, 2017, according to this account the works were carried out at Shota Meskhia State Teaching University of Zugdidi, within the frames of the agreement, is relevant to the fulfilled works envisaged by the act (N2). The works are done according to the quality of the project.

New sanitary units in accordance with modern standards were implemented in the study buildings and in the dormitories, at Shota Meskhia State Teaching University of Zugdidi (Zugdidi, Janashia str. N14, N17, Senaki, Peace str. N192) sanitary-hygienic norms are fully protected. 15 personnel/cleaners ensure hygiene of the Teaching University. Toilets have washbasins with proper hygienic means. Has good ventilation system. The floors are easily cleaned.

The yards are well organized, the drainage system is installed in Zugdidi and Senaki. Litter bins are placed in the yards. Study buildings are arranged so as to ensure maintenance, disposal, and disinfection in its clean condition. The study building has the constant supply of cold and hot water, which is delivered to the students and the staff with special tanks using coolers. University has uninterruptible water supply based on automatic machine, fully rehabilitated sewage system.

Dining room of the Teaching University is regularly monitored by Representative of Samegrelo-Zemo Svaneti Regional department of LEPL National Food Agency of Georgia, Samegrelo-Zemo Svaneti Region. Monitoring was held by the head-inspector of the LEPL National Food Agency of Georgia, Samegrelo-Zemo Svaneti regional department, under the requirement of the administration of the Teaching University. Evaluation act#04-8 was issued by the agency, several recommendations were issued as well. The activities



are carried out in this field according to the given recommendations. Sanitary-hygienic norms at Shota Meskhia State Teaching University of Zugdidi are sufficient and is relevant to the existing standards. Teaching University has and constantly renewing stock, laboratories, study materials, equipment in order to carry out educational programmes. For the development of the educational programmes, as well as within the frames of international programmes modern information technologies, dentist, criminalist, nurse, equipped laboratory for printed press and online reporter publications computer labs and others. Administration staff of the Teaching University in accordance with the priorities improves conditions for people with special needs, for this university, obtained funding sources and implements lift-platform (under the contract with the agency#32070202-32, state procurement N implementing lift-platform for people with special needs,113 409,95 Gel). Improving adapted environment on the first floor of the study building is planned on the Zugdidi base,for this budget is designed and approved with the Education and Science Infrastructure Development Agency of the Ministry of Education and Science of Georgia,with the value of 6800 Gel,the process of signing the contract with the Ministry of Education and Science is in progress.

Evidence/Indicators

1. Documents certifying the possession of fixed assets, extract from the Public Registry;
2. Documents certifying possession of liquid assets; Inventory materials.
3. The limited number of Students/vocational students of Shota Meskhia State Teaching University of Zugdidi and the acceptable number of students/vocational students by the methodology of defining contingent.
4. The rule of defining the number of Academic / Invited staff of the Educational Program of the Teaching University.
5. Instruction of the fire safety security
6. Contract of purchasing.
7. Regulation rules of the doctor.
8. The rule of ensuring safe working environment.
- 9.

7.2 Library Resources

Library environment, resources, and service support effective implementation of educational and research activities, and HEI constantly works for its improvement.

Description and assessment

Library environment, resources, and service support effective implementation of educational and research activities, and HEI constantly works for its improvement.

“Under the library provision of Shota Meskhia State Teaching University of Zugdidi, “the staff ensures creating the effective environment for teaching-learning, catalogs, registering and processing of books of the Teaching University.

The library of the Teaching University ensures teaching, scientific and educational process with library documents (books, magazines, periodic publications and other materials). The catalog is constantly updated and accomplished. Creating electronic catalogues and periodically updating them; protect bookstore fund and resources from damaging and destroying, carrying out library statistics, copy machine service(in accordance with copyright)ensuring planned inventory and reinventarization,Working hours of the library is defined, the rights and obligations of the readers and the rules of dealing with the books are protected, the library has scientific head and academic staff, scientific department cooperates with the library. The head of



the scientific department with the scientific department is responsible for expanding bookstore fund and ensuring library with books.

The library should include the following spaces: Book archive, reading hall, library staff office space, meeting and group workspace; IT equipment space.

In the library space, fire prevention rules are protected, control of ventilation, humidity, and climate in order to protect the books, other requirements, and personnel envisaged by the law. IT space ensures the service of 24 readers at the same time, 20 modern computers connected to the internet, printers, copy machines, smartboards in Zugdidi and Senaki. The electronic system of integrated library programme “open biblio” is existing. The library has mechanisms for the constant development and renewal of library resources and catalog.

Under the decision of the internal audit, under the order of the head of the administration #02-01/04, February 16, 2017 reinventarization of the main fund of the library was carried out. Useless literature/library documents were excluded from the main fund of the library, accordingly, re-registration of the book fund was carried out, a new inventory number for each library documents were assigned, and with this number reinventarized documents will be given in the electronic catalog. (the number of books found on balance is 25 792 with the price of 98348 Gel) After inventorying the sum of inventoried documents in the accounting book (record book) in Zugdidi are 5903, in Senaki 1227. The total number is 7130. The number of E-books amount to 626. Under the order of the #02-01/11 standing permanent commission was created for the purpose of evaluating received books as gifts.

The administration staff of the Teaching University improved accessibility of the electronic information in the library for the academic staff and for the students, for this purpose university purchased (under the agreement of the state procurement #44, March 22, 2018 about ‘electronic information or the libraries-using eIFL purchasing and accessibility’ electronic resources: 1) Cambridge Journals Online (<https://www.cambridge.org/core>); 2) BioOne Complete (<http://www.bioone.org/>); 3) e-Duke Journals Scholarly Collection (<https://www.dukeupress.edu/>); 4) Edward Elgar Publishing Journals and Development Studies e-books (<https://www.elgaronline.com/page/70/journals>); 5) IMechE Journals (<https://us.sagepub.com/en-us/nam/IMEche>); 6) New England Journal of Medicine (<http://www.nejm.org/>); 7) Open edition Journals (<http://www.openedition.org/>); 8) Royal Society Journals Collection (<https://royalsociety.org/journals/>); 8) SAGE Premier (<https://us.sagepub.com/en-us/nam/sage-premier> -1200 Gel a year).

Domain zssu.edu.ge of the teaching university ensures accessibility to the international library base, mail services are active for students and the staff.

Training courses are held gradually for students and the staff in order to use mail services.

Evidence/Indicators

1. Regulation rules of the Library
2. The rule of using the Library
3. Documents for purchasing the literature
4. Document for accessibility to the international library base (Scopus, Mendeley), contract#2018/48 for giving scientific-technical production, programme.



7.3. Information resource

- HEI has created infrastructure for information technologies and its administration and accessibility are ensured.
- Electronic services and electronic management systems are implemented and mechanisms for their constant improvement are in place.
- HEI has a functional web-page in Georgian and English languages.

Description and assessment

HEI has created infrastructure for information technologies and its administration and accessibility are ensured. HEI has IT center which conducts its activities through the approved "regulation rules of IT center", "rules of IT management and web-page administration of Shota Meskhia State Teaching University of Zugdidi", "rules of business continuity processes" and plan of business continuity processes. Under the order #02-01/13 (7 April 2018) of the Head of Administration, additional tasks were given to the appointed staff by the Rector. Head of the laboratory became obliged for the network administration, programmer- for the administration of Learning Management System.

HEI has created infrastructure for information technologies and its administration and accessibility are ensured.

IT center plans the infrastructure of information technologies of the Teaching University and is responsible for the functioning and safety of servers, as well as the web-page administration.

394 Desktop computers, 109 laptops, 49 multifunctional and monofunctional printers, 15 projectors and 5 interactive boards are on balance of the Teaching University.

Several computer laboratories and library are used by the students and academic staff. **Laboratory 225** is equipped with 30 Acer brand computers (Operative memory 2 GB, hard disk 500 GB, 2 core processor). **Laboratory 226** is equipped with 15 HP brand computers (operative memory 4G and 4 core AMD Processor). **Laboratory 217** is equipped with 22 Acer brand computers (2 core and 2 flow processor, 500GB hard disk, 4 GB operative memory). **Laboratory 213** is equipped with 22 desktop computers. **Room 218** (library) is equipped with 20 Acer brand computers (2 core and 2 flow processors, 500 GB hard disk, 4 GB operative memory) for students and academic staff, as well as an interactive board of brand Apson. **Room 221** has an interactive board. **Laboratory 119** is equipped with 15 Acer brand computers (2 GB operative memory, 500 GB hard disk, 2 core processor) and interactive board. **Room 113** (conference room) has an interactive board of brand Apson. **Room 313** has an interactive board, audio system- wireless microphone, 6 Dell PC (4 core processor, 4 GB operative memory, 1TB hard disk). Dell Server, dell power edge r730xd (32 GB operative memory, 4 SAS drive, 2 Intel Xeon 8 core processor with 16 flows), 25 Acer Brand laptops (6 generation processor, 4GB operative memory, 256 GB SSD disk). **Room 227** is the laboratory for Printed and Online Reporter of Publications. There are 10 tripods, 10 action cameras, 10 laptops. **Laboratory 121** has 15 computers (2 GB operative memory, 500 GB hard disk, 2 core processor).



Administrative and support staff use 65 desktop computers and 23 laptops. 7 monoblocks (AIO business class computer), 6 hard computer cases, (i7 processor), 10 projectors-with screen. 65 HP brand computers, (4B operative memory and 4 core AMD processor) and 7 Acer brand computers (2 core and 2 flow processors, 500 GB hard disk, 4 GB operative memory) are on the balance of the Teaching University.

Zugdidi base of the Teaching University has 330 computers, 72 laptops. 5 interactive boards, 10 projectors, 44 functioning and new multifunctional and monofunctional printers (including 4 color printers). 15 printers need to be repaired. Printers and projectors are allocated in administrative units and laboratories.

Existing computer resources (Senaki base)

Laboratory 207 has 21 desktop computers, (2 core and 2 flow processor, 500 GB hard disk, 4 GB operative memory). **Laboratory 208** has 21 desktop computers (including 10 2-core and 2-flow processors, 500 GB hard disk, 4 GB operative memory and 11 desktop computers). **Laboratory 209** is equipped with 21 desktop computers (2-core and 2 flow processors, 500GB hard disk, 4 GB operative memory). The total number of desktop computers is 64, laptops -37, printers -5, projectors -5.

At the beginning of 2018, Teaching University carried out a complete reorganization of computer networks in order to create a proper infrastructure of high-quality information service. REC, ROUTER, SWITCH were installed. Wall mounted REC was installed on all the three floors.

Physical and engineering infrastructure of the network

Study building (Zugdidi)

Main communication REC is on the first floor where there is Ethernet - Patch Panel. Main router (Cisco 2900) is provided with the high-speed Internet through the optical cables from ODF, 2 manageable commutators, TP-link T1600G – 52 TS, 4 SFP expanding slot and TP-link T1600G – 24 TS, 4 SFP expanding slot. Abovementioned REC is for laboratories and administrative units on the first floor, as well as WiFi AC.

Two REC is on the second floor where there is Ethernet (Patch panel), 2 manageable commutators TP-link T1600G – 52 TS, 4 SFP (extending slot). Each REC equally divides laboratories and administrative units, as well as Wifi AC.

One communication REC is on the third floor where there is Ethernet-Patch panel, one manageable commutator TP-link T1600G – 52 TS, 4 SFP. REC is for the computer resources on the third floor, as well as WiFi AC.

RECs on the second and third floors are connected to the main REC (on the first floor) via commutator (TP-link T1600G – 24 TS, 4 SFP) which is on the first floor, in the main communication REC. Abovementioned communication REC joins more than 300 points.



The power supply of communication RECs is assured. These are the following: variable power supply, each Rec is equipped with (UPS) TRIPP-LITE - SMX1500LCD. (4 units). UPSs assure functioning of the generator in case of failing variable power supply.

WiFi AC is on all the three floors for the high-frequency access. 7 on the first floor, 7 on the second floor, 4- on the third floor. Totally 18. Tenda N301 Wireless Router - 300 Mbs. Tenda N301 Wireless Router - 300 MB.

Student dormitory (Zugdidi)

The dormitory has wireless Internet and the optical Internet. Ethernet cable from ODF is connected to 7 different Tenda N301 Wireless Router via TREND net TEG-160WS. WiFi covers the whole dormitory.

Workshop (Zugdidi)

The Internet is provided via optical wire from ODF which is installed in the dormitory. WiFi AC is installed in the workshop.

Reserve copying (Active Directory)

Administration of the Teaching University plans to use the updated computer network to install Active Directory. Accordingly, Users' "Sensitive" information reserve copying will be on NAS Server.

Despite the process of introducing Active Directory Server, "Sensitive" information reserve copy of administrative staff is made and uploaded on Google Cloud. Administration of the Teaching University uses G Suite service which gives chance to put a lot of information (not only) on Google Cloud.

Information systems of university

Teaching University has two domains <http://www.zssu.ge>; <http://www.zssu.edu.ge>, HEI works with http protocol, plans to provide http protocol with a proper certificate. Learning Management System [lms.zssu.ge](http://www.lms.zssu.ge) works through http protocol, <http://www.lms.zssu.ge>.

Physical and engineering infrastructure of a network (Senaki Base)

Reorganization of network infrastructure was carried out on Zugdidi and Senaki base of the Teaching University. One REC is for Senaki base where 4 manageable commutators (Switch) TP-link T1600G – 52 TS,



4 SFP are installed. Communication REC is provided with Online UPS. HP Server (8 GB operative memory, 1 TB hard disk, 4 core processor)

Electronic services and Learning Management System are introduced and HEI has supporting mechanisms for the constant development. All the abovementioned activities are considered in " business continuity rule of Shota Meskhia State Teaching University of Zugdidi" and business continuity plan.

The electronic system of staff Attendance is being introduced (purchased on December 6, 2017- Agreement #191 on state purchase-1637 GEL)

Learning Management System is being introduced (purchased on January 22, 2018- Agreement #4 on state purchase – 6000 GEL per year)

Local Networking process is completed (purchased on January 9, 2018, Agreement #2 on state purchase-67387,72 GEL (Factual- 59641,22) which is prerequisite for electronic registry and introducing the electronic system of document processing.

Administration of the Teaching University improved the accessibility of electronic information in the library for the students and academic staff. HEI purchased the right of using/ accessibility of –eIFL (Electronic Information for Libraries) under the agreement #44 of state procurement. Electronic resources: 1) Cambridge Journals Online (<https://www.cambridge.org/core>); 2) BioOne Complete (<http://www.bioone.org/>); 3) e-Duke Journals Scholarly Collection (<https://www.dukeupress.edu/>); 4) Edward Elgar Publishing Journals and Development Studies e-books (<https://www.elgaronline.com/page/70/journals>); 5) IMechE Journals (<https://us.sagepub.com/en-us/nam/IMeche>); 6) New England Journal of Medicine (<http://www.nejm.org/>); 7) Openedition Journals (<http://www.openedition.org/>); 8) Royal Society Journals Collection (<https://royalsociety.org/journals/>); 8) SAGE Premier (<https://us.sagepub.com/en-us/nam/sage-premier> - 1200 GEL (membership fee)

Purchasing the licensed software is planned (reports)

Teaching University ensures and constantly improves the functioning of the web-page in Georgian and English Languages.

Under the Rector's orders #01-02/79 (September 30, 2017) and #01-02/11(February 28, 2018), English-language software specialist was added to improve English version of the web-page.

Evidences/ indicators

1. Regulation rules of IT center
2. Rules of IT management and web-page administration of Shota Meskhia State Teaching University of Zugdidi



3. Business continuity rule of Shota Meskhia State Teaching University of Zugdidi
4. Business continuity plan

7.4 Financial resources

- Allocation of the financial resources described in the budget of HEI is economically achievable;
- The financial standing of HEI ensures the performance of activities described in strategic development and action plans;
- Financial resources of the HEI are focused on effective implementation of core activities of the institution;
- HEI budget provides funding for scientific research and library functioning and development;
- HEI has an effective system of accountability, financial management, and control.

Description and evaluation

Allocation of financial resources described in the budget by the Teaching University Administration is economically achievable and ensures the performance of activities described in strategic development and action plans. Financial resources are focused on the effective implementation of core activities of the Teaching University (including funding for the scientific researches, and library functioning and development);

The budget represents the unity of incomes and expenditures of the Teaching University. It is the instrument to implement activities given in the strategic plan. (Budget is the list of incomes as well as the expenditures to fulfill functions and duties).

Budget is the financial document of the Teaching University which is proved by the Representative Council submitted by the Head of Administration (next year budget is proved no later than 31 December. The precise budget for the current year is proved no later than 31 December of the reporting year. Amendments can be made in case of necessity. Amendments are made by the Representative Council in line with the legislation and rules of the University). University activities are funded from the budget, considering the incomes.

A budget of the University is the combination of different incomes– “consolidated budget”.

The budget of the Teaching University is in line with general principles of the legislation in force of Georgia(Tax Code of Georgia, Law of Georgia on the budget system) such as comprehensive approach(a complete reflection of all the incomes in the Teaching University);

transparency (publicity of discussions about incomes);

independence (right to allocate own incomes independently);

universality (allocate the incomes to fund the general state taxes).

All the incomes are received and all the payments are made through the State Treasury System.

The budget includes the following sources of funding:

Income generated through the economic activity;

Tuition fee which is covered by the students of the Master, Bachelor and vocational educational programmes;

Tuition fee, which is covered by the state grant and state postgraduate grant (only with regard to an accredited higher educational programmes);



Student tuition fee which is covered with state tuition and social grants on the Bachelor educational programmes;

Tuition fee which is covered by the students (income from the short-term/ long-term training and retraining courses);

Funds received through grants, donations or a will;

Programme funding allocated by the ministries;

Vaucher/programme funding of vocational education;

Targeted funds from the relevant budget;

Income generated through the economic activity of the Teaching University;

Income received through the realization of the increment of agricultural products which are made during the learning process in the agrarian field of Senaki Base of the Teaching University;

Realization of products made during the learning process in the frames of vocational educational programmes of the Teaching University;

Interest income which is gained through the existing deposits in the bank;

Incomes gained from other activities, including economic activities permitted by Georgian legislation.

The budget of the Teaching University is created considering all the sources of funding.

The budget of Shota Meskhia State Teaching University of Zugdidi is common. All the incomes are united in the consolidated budget of the Teaching University which is directed to fund educational programmes of different stages (academic, vocational) according to the university strategy. Budget is drawn up with the participation of main educational unit and other structural units, under the supervision of the head of administration. It consists of the budget defined by the Faculty Council, and other incomes/ fundings.

Teaching University has “the rule of Shota Meskhia State Teaching University of Zugdidi about creating/ approving of the budget, defining income sources and allocation of expenses”, which regulates creating/ approving of the budget, defines income sources and allocation of expenses.

All the incomes gained through the economic activities are directed to the funding the academic and vocational programmes of all levels.

Income gained through the funding the vocational education:

1. Voucher funding is directed only to the insurance of vocational educational programmes: **salaries, benefits, financial encouragement and all necessary needs for the quality assurance of learning process(learning material and instruments/ equipment)**



2. Programme funding for the vocational education contains administrative expenses, including salaries and financial benefits for the freelancer whose activities are fully/ mainly directed to the vocational programmes.

The budget of 2017 was approved under the decision #41 (23 October 2017) of the Representative Council. The budget of 2018 was approved under the decision # 46 (15 November 2017) of the Representative Council, submitted by the Head of Administration.

Financial reports (Balance, stock-taking list) are approved under the decision #12 (26 February 2018) of the Representative Council, submitted by the Head of Administration.

Rates of the consolidated budget of the Teaching University (2013-2020)

2013	2014	2015	2016	2017	2018	2019	2020
1.923924	3.067396	2.473086	2.123783	2.569688	3.535652	2.573675	2.697329

Rates of the budget of the faculty (2018-2020)

2018	2019	2020
1230750.00	1353825.00	1489207.00

Rates of the voucher funding of the Teaching University(2013-2020)

2013	2014	2015	2016	2017	2018	2019	2020
193512.00	302354.00	638668.00	480296.00	801053.00	741000.00	852150.00	979972.00

Rates of the programme(vocational) funding of the Teaching University (2013-2018)

2013	2014	2015	2016	2017	2018
7621.00	-	217715.00	359535.00	305983.00	390400.00

Teaching University conducts short-term training/retraining courses in the frame of UN Development Fund on the basis of memorandums of mutual cooperation and agreements.

Rates of funding in the frames of UN Development Fund (funding includes salaries, learning material, equipment, expenses for advertising, transportation etc.)



2013	2014	2015	2016	2017	2018
519977.00	306344.00	64240.00	86635.00	189416.00	94276.00

Teaching University implements dual/based on the working education in the frames of UN Development Fund on the basis of mutual cooperation memorandums and agreements. (funding includes salaries, learning material, equipment, expenses for advertising, transportation etc)

2017	2018
95140.00	17030.00

Rates of getting funds through the international projects (Capacity Building-TEMPUS) (PICASA, ERASMUS, ERASMUS MUNDUS, DARE, STAR, INTEGRITY) (funding includes salaries, expenses for business trips in Georgia and abroad as well as for introducing and development of capacities, learning material, equipment, advertising)

2013	2014	2015	2016	2017	2018
4303.00	57105.00	16813.00	76895.00	94726	196926.00

Rates of funding from the LEPL Education and Science Infrastructure Development Agency in order to ensure quality and improvement of material-technical infrastructure of the Teaching University.

2013	2014	2015	2016	2017	2018
-	1363641.00	521016.00	121205.00	225553.00	294688.00

The grant from the LEPL Education and Science Infrastructure Development Agency.

2013	2014	2015	2016	2017	2018
-	192287.00	582194.00	723247.00	122254.00	-

Rates of funding from the LEPL Education and Science Infrastructure Development Agency in order to introduce modular vocational educational programmes, provide the Teaching university with information and other technologies, and improve the rates constantly:



2013	2014	2015	2016	2017	2018
-	-	66779.00	89488.00	-	-

Rates of funding the Teaching University from other sources (realization of agrarian products which are made during the learning process in the agrarian field of Senaki Base; interest income received through the existing deposits in the bank) which are considered by the legislation in Georgia as the income gained through the economic activity:

2013	2014	2015	2016	2017	2018
25769.00	20419.00	44949.00	33251.00	19700.00	26000.00

State stipend

2013	2014	2015	2016	2017	2018
31050	31200	27000	26550	27150	30000

Presidential Reserve Fund

2013	2014	2015	2016	2017	2018
00.00	00.00	00.00	1600.00	30888.00	35350.00

Goods and service realization(tuition fee)

2013	2014	2015	2016	2017	2018
1,141,692.00	3,067,396.00	2,473,086.00	2,123,793.00	2,569,664.00	1,690,923.00

Factual data of expenditures (2013-2017)

Forecast (2018-2020)

Consolidated budget expenditures

2013	2014	2015	2016	2017	2018	2019	2020
1714947.00	1995222.00	3005454.00	2405894.00	2714217.00	3535652	2261625.00	2527329.00

funding the salaries (consolidated budget)

2013	2014	2015	2016	2017	2018	2019	2020



933144.00	1151649.00	1322501.00	1495779.00	1722469.00	1.799760	2127460	2004860
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Including funding the salaries for administration

2013	2014	2015	2016	2017	2018	2019	2020
229801.00	276236.00	351942.00	226111.00	273646	401160	401160	401160

Including funding the salaries for the academic staff

2013	2014	2015	2016	2017	2018	2019	2020
211224.00	233093.00	240946	240804	255766	293600	367000	403700

Including funding the salaries of the invited staff

2013	2014	2015	2016	2017	2018	2019	2020
105764.32	127973.57	110483.16	120150.37	142453.11	150500	155000	170000

Including funding the salaries for vocational education teacher

2013	2014	2015	2016	2017	2018	2019	2020
32882	193049.00	290914.00	491553.00	629226.00	634240	644500	651700

Including funding the salaries for the administrative staff of vocational education

2013	2014	2015	2016	2017	2018	2019	2020
61245.00	62400.00	75822.00	111900.00	95250	95450	99000	110000

Funding the bonuses

2013	2014	2015	2016	2017	2018	2019	2020
48300.00	84887.00	159882.00	122776	49980	60000	70000	80000



Including attracting/recruitment of highly-qualified staff

2013	2014	2015	2016	2017	2018	2019	2020
8590	8750	10380	18000	23900	35200	38500	41200

Funding the student activities/events

2013	2014	2015	2016	2017	2018	2019	2020
1540.00	12891.00	7245.00	4000.00	30888.00	37850.00	20000.00	20000.00

Funding the researches: Teaching University prints/ publishes annual scientific works, monographs, the thesis of international and local conferences, books/ supporting books, and organizes international and internal conferences.

2013	2014	2015	2016	2017	2018	2019	2020
-	3300.00	3700.00	1700.00	1790.00	10000.00	10000.00	12000.00

Funding the training oriented on staff development

2013	2014	2015	2016	2017	2018	2019	2020
2840.00	100.00	-	-	2800.00	4000.00	4300.00	5000.00

Funding for repairing works

2013	2014	2015	2016	2017	2018	2019	2020
	1363641.00	521016.00	194328.00	225553.00	294688.00	300000.00	350000.00

Funding the learning material

2013	2014	2015	2016	2017	2018	2019	2020
1020.00	81943.00	53820.00	25829.00	70897.00	90000.00	85000.00	90000.00

Funding for the books

2013	2014	2015	2016	2017	2018	2019	2020



7621.00.	5557.00	2276.00	4320.00	4060.00	12000.00	7000.00	7000.00
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Funding the learning equipment

2013	2014	2015	2016	2017	2018	2019	2020
-	47959.00	97950.00	23330	10683.00	31990.00	30000.00	40000.00

Funding the stipend

2013	2014	2015	2016	2017	2018	2019	2020
35565.00	34220.00	34810.00	32190.00	30235.00	40000.00	45000.00	49000.00

Funding the social support

2013	2014	2015	2016	2017	2018	2019	2020
6450.00	4150.00	5635.00	5000.00	3687.00	8000.00	9000.00	10000.00

Funding for the development of educational programmes

2013	2014	2015	2016	2017	2018	2019	2020
5300	154483.00	150407.00	36234.00	98313.00	38292.00	20000.00	20000.00

Funding for the (advertising) popularization of the Teaching University

2013	2014	2015	2016	2017	2018	2019	2020
8715.00	6024.00	6457.00	3886.00	2090.00	5500	4000.00	4000.00

Funding for the activities to make the contribution to the development of the society

2013	2014	2015	2016	2017	2018	2019	2020
755.00	3268.00	3543.00	3141.00	38812.00	44880.00	6000.00	7000.00

Funding the public lectures



2013	2014	2015	2016	2017	2018	2019	2020
300.00	1100.00	1800.00	800.00	5050.00	5000.00	6000.00	7000.00

Expenditures of a business trip

2013	2014	2015	2016	2017	2018	2019	2020
12732.00	15825.00	17480.00	22691.00	29562.00	37000	38500	39500

Other administrative (office) expenditures

2013	2014	2015	2016	2017	2018	2019	2020
47000.00	154741.00	121832.00	36535.00	59899.00	24265	35000	31031

Expenditures that are not included in the Other Expenditures

2013	2014	2015	2016	2017	2018	2019	2020
651,965.00	321,309.00	1,179,698.00	712,159.00	604,772.00	1,357,115.00	176,065.00	366,238.00

Teaching University has the system of accountability, financial management, and control.

Teaching University has changed from the system of financial management to the system of financial management and control. Since 2016 Internal Audit office has been established. The financial office was strengthened and two accountants were added to the office as the staff members. Regulation rules of "Internal Audit office" was approved. Under this document, "report of Internal Audit 2016 of Shota Meskhia State Teaching University" was submitted through the report #02-10/26 (27 January 2017) in order to improve the university performance through the recommendations. Internal Audit Office used "the auditorial report #45 (14 July 2016) concerning the results of audit inspection of financial accountability in 2015 at LEPL Shota Meskhia State Teaching University". Audit inspection was conducted by the auditory firm "Pulse –XXI" on the basis of an agreement to the Teaching University. (Teaching University has the following documents about the audit inspection results: Audit report #205 (25 December, 2014) on the documents of financial accountability covering the period 2009 to 2013, Audit report #220 (9 July, 2015) on the documents of financial accountability in 2014, Audit report #31 (11 October, 2017) on the documents of financial accountability in 2016)

Under the orders # 01-01/09, #02-01/04, #02-01/06, 02-01/05, #02-01/09 #02-01/07 (16 February, 2017) and order #02-01/11 (15 March, 2017) by the Head of Administration and recommendations, new activities were planned including stock-taking of the library, creating new registry sequence of the material on the balance, defining responsible persons, total control over the student cards and other activities, as well as designing and introducing the regulations to enhance the system of financial management and control. Audit report and



recommendations covering the year 2017 were submitted under the report #01-10/63 (14 February 2018) of Internal Audit Office. Report covering the years 2017 and 2018 (covering from January to April) was submitted under the report #01-10/114 (24 April 2018). It describes the sequence of the fulfillment of activities which are considered in the recommendations in the report 2017 and one-year action plan of 2018. Further activities for the improvement were planned under the Rector's order #01-01/14 (30 April 2018). "Rule for forming the system of financial management and control" was created and approved. Management policy based on the accountability is being introduced which is regulated by the rule of "management policy" of the Teaching University.

Teaching University has the "rule for distribution responsibilities, delegation and accountability" and structure/staff schedule and salary fund. This rule regulates the distribution of responsibilities, delegation, and accountability.

Teaching University performance is implemented by the management bodies, academic, administrative, invited, support and other staff under the "law on higher education" and the "law on vocational education", Teaching University Statute, regulation rules of structural units and other regulations. Business continuity rule/ Business continuity plan was created for the effective management. The decision about making the regulations under the decision #13 (28 March 2018) in compliance with the rules of the same decision was made in order to improve the management: job descriptions of structural units have been changed. Structural units have to cooperate with the head of Quality Assurance Office in order to improve the management through the internal quality mechanisms as well as with the head of Administration for the business continuity and with the Internal Audit office to introduce mechanisms and system of the financial management and control. It is also being introduced management policy based on the accountability. HEI has the mechanisms of responsibility and delegation based on the accountability.

Report on the first quarter of the head of Administration was approved under the regulation #16 (20 April 2018) of Representative Council. Activities for improvement are planned and tasks are given to the responsible persons under the order # 02-01/14 (30 April 2018)

Evidence/indicators

1. "Rule for drawing up/approving the budget of Shota Meskhia State Teaching University of Zugdidi, defining income resources and distribution of expenditures"
2. "Rule for establishing the system of financial management and control"
3. The budget of the Teaching University of 2018
4. Financial reports of 2017 (balance sheet, stock-taking sheet)

Strengths and areas for improvement

Strengths and areas for improvement of the HEI relating to compliance with the requirements of the standard

Strengths

- Material-technical base (study building and support buildings)
- The infrastructure of information technologies, including licensed software
- Library fund, the management system of the library, accessibility to the international scientific database



- Uninterruptible power supply system, sanitary units, artificial lights and central heating
- Mechanisms for fire prevention and safety, First Aid, and Order.
- Financial management system

Areas for improvement

- IT infrastructure
- Lend/borrow the library resources electronically
- E-books
- The effective system of financial management and control
- Finding and increasing the funding sources, attracting the business sector.
- Adding the study area
- Constant monitoring and renewal of the infrastructure of Information technologies
- Establishing IT infrastructure
- Updating/increasing the library collection
- Improvement of resources and services of the library environment
- Open, transparent and accessible web-page both in Georgian and English languages
- Providing the introduction of the mechanisms for business continuity
- The fully adopted environment for the people with special needs
- Constant renewal and perfection of material-technical base

Part III: list of information/ documents to be presented

Information which should be included in the self-assessment form as notes, graphical tables and/or supplement documents⁸

Mission and strategic development of HEI. Related Annexes.

- The mission of Shota Meskhia State Teaching University of Zugdidi. Annex 1
- Strategic development(7-year) and action (3-year) plan. Annex 2
- The methodology of strategic planning. Annex 3
- Planned and implemented activities to contribute to the development of the society.
- Mechanisms for the monitoring of fulfillment of strategic development and action plans. Annex 4
- Annual reports of HEI activities (according to the action plan). Annex 5

Organizational structure and management of HEI

- Structure of Shota Meskhia State Teaching University of Zugdidi. Annex 6
- Functions of the structural units of Shota Meskhia State Teaching University of Zugdidi. Annex 7
- Rules and procedures for electing/appointing in the management bodies. Annex 8
- Rules for document processing at Shota Meskhia State Teaching University of Zugdidi.
- Business Continuity plan. Annex 9

⁸ Note: Presenting in English the documents with the sign , together with the self-assessment forms obligatory



- Monitoring mechanisms and evaluation system of management effectiveness. Annex 10
- The policy of internationalization. Annex 11
- Mechanisms of internationalization and international cooperation, and evaluation analysis of their effectiveness.
- Mechanisms for attracting foreign students and staff (if available)
- Results of staff and student surveys conducted to study the promotion of international cooperation and internationalization.
- Description of quality assurance mechanisms and evaluation of their effectiveness. Annex 12
- Analysis of survey results (student, staff etc) and proper reports. Annex 13
- Procedures of utilizing the quality evaluation results, and report on utilizing the results. Annex 14
- Mechanism, methodology, and benchmarks of student number planning. Annex 15
- Rules of ethics and conduct, and procedures of violation.
- Procedures and mechanisms for the detection and prevention of plagiarism and for the due response procedures in case of its occurrence.
- Internal regulations of Shota Meskhia State Teaching University of Zugdidi.

Annexes related to educational programmes

- The methodology of planning, designing, and development of educational programmes. Annex 16
- Educational programmes and syllabuses⁹. Annex 17
- Analysis of requirements of labor market and employers.
- Students, alumni, employers survey result analysis, and report of utilization of the results.
- Alumni survey results related to their career and academic development (including the rate of employment according to the qualifications granted).
- Results of monitoring of student academic performance.
- Procedures for approving, amending and annulment of educational programmes.
- Mechanisms providing further educational opportunities for students, in case of the amendment/annulment of educational programmes.
- Regulations for planning, implementing and assessing scientific-research component. Annex 18
- Academic calendar.
- Methodology for the development of individualized educational programmes. Annex 19

Staff management of HEI

- Staff management policy, relevant regulations(including mechanisms for attracting, selecting, appointing and professional development of the staff). Annex 20

⁹Presenting only the short descriptions of educational programmes, structure, goals, learning outcomes and learning plans are obligatory



- Personal files. Staff CVs¹⁰. Annex 21
- Distribution of academic and scientific staff according to age and gender.
- Documents for the competition of academic staff(Orders on competition announcement, selecting and/or appointing).
- Results of staff performance evaluation and satisfaction survey, and report on their utilization in staff management and development. Annex 22
- Job descriptions and qualification requirements.
- Samples of contracts with the staff.
- Academic/scientific/invited staff workload scheme per semester, and individual workload indicator of each academic staff(which also includes the staff's workload in other HEIs). Annex 23
- Affiliation rules and conditions for the academic staff. Annex 24
- The methodology of determining the number of academic, scientific, and invited staff in relation with academic programmes.

Students and their support services

- Samples of contracts between HEI and a student. Annex 25
- The mechanism for the protection of students rights and lawful interests. Career support services.
- Alumni survey results related to their career and academic development (including the rate of employment according to the qualifications granted). Annex 26
- Implemented and planned student initiatives/projects.
- Supporting tools and results of SES students.

Research, development and/or other creative activities

- Information about the scientific/creative activities of the academic and scientific staff of the Teaching University. Annex 27
- Cooperation memorandums with economic agents and planned, current and implemented research projects in cooperation with them.
- The strategy of the development of the Teaching University as the institution of fundamental and/or applied researches/ creative activities. Annex 28
- Short descriptions of projects on current and/or planned scientific-research/creative activities (according to the departments/faculties).
- List of master's thesis(according to the faculties) defended in the last two years.
- Public, transparent and fair procedures for funding the researches.
- Mechanisms for supporting researches and creative activities.
- Evaluation mechanisms and results of quality evaluation of research/creative activities. Annex 29
- The system of evaluation of the scientific productivity of staff. Annex 30
- Report on implemented researches according to the faculties/departments(considering academic staff affiliation). Annex 31

¹⁰ Updated CVs and documents about the qualification of the staff should be presented. Presenting only the staff CVs in English is obligatory



The material, information, and financial resources

- Documents certifying the possession of fixed assets. Extract from the Public Registry.
- Documents/inventory materials to certify the possession of liquid assets.
- Agreements made with practice/research-scientific institution.
- Student and staff survey results about material resources. Annex 32
- Document certifying orderly operation of heating and ventilation systems.
- Document certifying compliance with sanitary norms.
- Fire prevention and safety, First Aid, and Order mechanisms.
- Document certifying the building safety.
- Document certifying the fire safety.
- Documents/stock-taking material certifying the possession of books.
- Documents certifying involvement in international electronic library database.
- Statistics for the use of electronic library databases.
- Mechanisms for the development and renewal of library resources and services. Annex 33
- Regulations and instructions for using a library, meetings, consultations and other events.
- Student survey results about the library environment, resources and services. Annex 34
- Management policy and procedures of Information technologies. Infrastructure of information technology. Annex 35
- Contract with the internet provider.
- Information about the electronic services and electronic management systems.
- Mechanisms of the development of electronic services and electronic management systems.
- Domain, hosting certification.
- Information about the sources of funding.
- Budget of Shota Meskhia State Teaching University of Zugdidi. Annex 36
- Dynamics of fundings in the last 5 years. Financial reports of current and/or previous reporting years. Annex 37
- Regulation and format for the distribution of responsibilities, delegation, and accountability.
- Document of implementing financial management and control function.



Annex 1. List of educational programmes. Data by faculties/departments/schools, as indicated in the table below:

#	Programme	Language	Qualification to be granted (qualification code)	EC TS	Status (authorized/ accredited)	Date and number of appropriate decision ¹¹	Place of programme implementation	*Student employment rate	*Alumni employment rate according to the qualification granted	*Alumni employment rate
Faculty: Social Sciences and Health										
1	Business Administration	Georgian	Bachelor of Business Administration	240	Accredited	8.11. 2012 №624	Zugdidi. Janashia st.14	22%	69%	76%-
2	Public Governance	Georgian	Bachelor of Public Governance	240	Accredited	24.07. 2015 №80	Zugdidi. Janashia st.14	23%	No alumni	No alumni
3	Law	Georgian	Bachelor of Law	240	Accredited	14.12.2016 №138	Zugdidi. Janashia st.14	29%	17 %	32 %
4	Georgian Philology	Georgian	Bachelor of Philology	240	Accredited	8.11. 2012 №621	Zugdidi. Janashia st.14	12%	6 %	43 %
5	English Philology	Georgian	Bachelor of Philology	240	Accredited	8.11. 2012 №622	Zugdidi. Janashia st.14	10%	16 %	50 %

¹¹ please indicate the particular organization if accreditation is not awarded by the LEPL National Center for Educational Quality Enhancement

Note: HEI is able to present the employment rate according to the directions, not programmes. In such case, proper notes should be made in the scholium

Note: Make the copies of the tables about the data of faculties/departments/schools, in case of need



6	History	Georgian	Bachelor of History	240	Accredited	8.11. 2012 №620	Zugdidi. Janashia st.14	19%	6,2 %	61 %
7	Elementary Education	Georgian	Bachelor of Education	240	Accredited	13.12. 2014 №265	Zugdidi. Janashia st.14	19%	No alumni	No alumni
8	Pharmacy	Georgian	Bachelor of Pharmacy	240	Accredited	27.11.2012 №710	Zugdidi. Janashia st.14	15%	15 %	72 %
9	Managemen	Georgian	Master of Small Business Management	120	Accredited	8.11. 2012 №625	Zugdidi. Janashia st.14	80%	97%	97%
10	History of Georgian Literature	Georgian	Master of History of Georgian Literature	120	Accredited	8.11. 2012 №626	Zugdidi. Janashia st.14	70%	35 %	40 %
11	History	Georgian	Master of History of Georgia	120	Authorized	21.08.2012 №260	Zugdidi. Janashia st.14	80%	22 %	30 %
12	Georgian Language Training Programme	Georgian	-	60	Accredited	8.11. 2012 №619	Zugdidi. Janashia st.14	Not active	No alumni	No alumni
13	Teacher Training educational programme-	Georgian	-	60	Accredited	14.12.2016 №137	Zugdidi. Janashia st.14	100%	No alumni	No alumni



	(Georgian Language and Literature, Maths, English Language, History)									
List of joint educational programmes										
#	Programme	Language	Qualification to be granted (Qualification code)	EC TS	Status (authorized/ accredited)	Date and number of appropriate decision	Place for the implementation	*Student employment rate	*Alumni employment rate according to the qualification	*Alumni employment rate
1	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-

Annex 2. Data on students by faculties/department/schools/programmes

Faculty: Social Sciences and Health						
	Programme	Cycle	Number of students by status		Number of foreign students	Programme graduation rate
			Active	Suspended		
1	Business Administration	Bachelor's Degree	204	23.27	0	64.26
2	Public Governance	Bachelor's Degree	80	26.86	0	1
3	Law	Bachelor's Degree	51	14.28	0	126.78
4	Georgian Philology	Bachelor's Degree	47	14.96	0	63.77
5	English Philology	Bachelor's Degree	34	15.94	0	76.81
6	History	Bachelor's Degree	15	9.27	0	57.73
7	Elementary Education	Bachelor's Degree	21	10	0	No alumni
8	Pharmacy	Bachelor's Degree	38	14.89	0	106.38
9	Management	Master's Degree	15	39.65	0	27.58



10	History of Georgian Literature	Master's Degree	3	25	0	25
11	History	Master's Degree	5	-	0	No alumni
12	Teacher Training educational programme- (Georgian Language and Literature, Maths, English Language, History)		4	0	0	No alumni
Faculty:						
1	-	-	-	-	-	-
2	-	-	-	-	-	-

Annex 3. Data on academic, scientific and invited staff by faculties/departments/schools, as indicated in the table below:

Faculty: Social Sciences and Health	
Number of staff(including academic, scientific and invited)	
Total number of academic staff	40
- Professor	6
- Associated Professor	34
- Assistant Professor	-
- Assistant	-
Scientific staff	-
- Scientist	-
- Post-doctoral	-
Total number of affiliated academic staff	23
- Affiliated professor	5
- Affiliated associated professor	18
- Affiliated assistant professor	-



- Affiliated assistant	-
Foreign academic/invited staff number involved in the teaching process	-
	-
Foreign academic/scientific/invited staff number involved in the research process	-
Invited staff number involved in the teaching process	43

Annex 4. Benchmarks by faculties/departments/schools

	Factual benchmark	Target benchmark	Probable date of achieving the set benchmark ¹²
The ratio of academic/scientific staff number to the number of invited staff	40/43 (1/1.07)	1.05/1	2021
The ratio of academic, scientific and invited staff number to the total number of students	83/517	1/6.23	2021
The ratio of academic, scientific and invited staff number to the number of educational programmes	83/12 (6.92/1)	8.19/1 (Factual rate will be changed in case of implementation of all the programmes)	2023
The ratio of affiliated academic staff to the total number of , academic and invited staff	23/83	1/3,60	2023
The ratio of affiliated academic staff number to the number of students	23/517	1/22,48	2023

¹² Probable date of achieving the set benchmarks should be no later than 6 years



The ratio of the number of supervisors and doctoral students	-	-	-
Academic staff retention rate	96%	96%	2021-2023
Invited staff retention ratio	80%	83%	2021-2023
Administrative and support staff retention ratio	76%	78%	2021-2023
An indicator of defense of Ph.D. dissertation after granting the authorization	-	-	-
Alumni employment rate (within the latest authorization period) ¹³	64% (39% was interviewed)	70%	2023
Alumni employment rate in compliance with gained qualification (within the latest authorization period)	45% (39% was interviewed)	50%	2023
The ratio of administrative expenditures to the total budget	2 401 949/3 535 652	0.68/1	2023
The ratio of research/art, development, and creative activities to the total budget of HEI	0.003 %	0,006%	2021
The rate of alumni who have completed the programme in the set timeframes	61.25%	70%	2021
Number of registered students	829 first choice entrants(2013-2017)	200 first choice entrants	2021

¹³ Alumni employment rate should be given in the form of Annex 1



Rates of administrative and support staff surveys on the accessibility to/satisfaction with the material-technical base	94 % (51% was interviewed)	97 %	2021
Rates of student surveys on the accessibility to/satisfaction with the material-technical base	72,57 % (54% was interviewed)	90 %	2021
The rate of continuation of studies	39% was interviewed. 11% continues learning (Survey is in progress)	51% was interviewed	2021
The rate of productivity of professors.	Mostly moderate	Fully moderate	2021
An indicator of learning outcomes of the educational programme	91-100 points- 5,89% 81-90 points- 10,41% 71-80 points- 22% 61-70 points- 31,82% 51-60 points- 29,66%	A) Number of students with high academic performance (91-100 points) should not exceed 10% of total number of students B)Number of students with low academic performance (51-60 points) should not exceed 10% of total	2021



	(Percentage points are given considering a total number of students. Data for Spring term of 2017-2018)	number of students (51-60 points) C)A number of students with moderate academic performance: 1.(81-90 points) Number of students should not exceed 25% of total number of students 2.(71-80 points) Number of students should not exceed 30% of total number of students 3.(61-70 points) – Number of students should exceed 25% of total number of students	
The financial ratio between academic and administrative staff	293600 / 401160 0,73 / 1	401160 / 403700 0,99 / 1	2021
Criteria for planning the student contingent	536	800	2023



Faculty	Factual benchmark	Target benchmark	Probable date of achieving the set benchmark ¹⁴
The ratio of academic and scientific staff number to the number of invited staff	40/43 (1/1.07)	1.05/1	2021
The ratio of academic, scientific, invited staff number to the number of students	83/536	1/6.45	2021
The ratio of academic, scientific, invited staff number to the number of higher educational programmes	83/11(7.54 /1)	8.19/1 (Factual rate will be changed in case of implementation of all the programmes)	2023
The ratio of affiliated academic staff number to the total number of academic and invited staff	24/83	1/3,46	2023
The ratio of affiliated academic staff number to the number of students	24/536	1/22.33	2023
The ratio between the number of supervisors and doctoral students			
Academic staff retention rate	96%	96%	2021-2023

¹⁴ Probable date of achieving the set benchmarks should be no later than 6 years



Alumni employment indicator in reliance with gained qualification (within the latest authorization period)	45% (39% of alumni were interviewed)		2023
An indicator of defense of Ph.D. dissertation after granting the authorization			

Annex 5. The total area of the institution per each address

The total area of the institution per each address	
Factual address (1)	Zugdidi. Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	1589
Factual address (2)	Zugdidi. Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	562 Learning workshop
Factual address (3)	Senaki. Mshvidoba str.192
Cadastral code of the real estate	44 01 30 077
Sq.m	1132
Factual address (4)	Senaki. Mshvidoba str.192
Cadastral code of the real estate	44 01 30 297
Sq.m	603 New animal farm
Factual address (5)	Senaki. Mshvidoba str.192
Cadastral code of the real estate	44 01 30 299
Sq.m	540 Greenhouse
Factual address (6)	Senaki. Mshvidoba str.192
Cadastral code of the real estate	44 01 30 077



Sq.m	300 New greenhouse
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Size of the institution's auxiliary area	
Factual address (1)	Zugdidi, Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	2643 corridors and other areas
Factual address (2)	Zugdidi. Ts.Dadiani str.3
Cadastral code of the real estate	43 31 49 481 01/050
Sq.m	49.2 Guest apartment
Factual address (3)	Zugdidi. Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	538 Dormitory
Factual address (4)	Zugdidi. Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	27 Boiler room
Factual address (5)	Zugdidi. Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	10 Boiler room
Factual address (6)	Zugdidi. Janashia str.14- 17
Cadastral code of the real estate	43 31 61 352
Sq.m	10 Security office building
Factual address (7)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 077
Sq.m	1065 Corridors and other areas
Factual address (8)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 077
Sq.m	642 Student dormitory



Factual address (9)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 297
Sq.m	891 Animal farm
Factual address(10)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 077
Sq.m	10 Security office building
Factual address (11)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 077
Sq.m	10 Security office building
Factual address (12)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 077
Sq.m	10 Security office building
Factual address (13)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 241
Sq.m	6019 Path between plantations
Factual address (14)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 297
Sq.m	69 Silage tower
Factual address (15)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 297
Sq.m	87 Maize storage
Factual address (16)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 297
Sq.m	70 Pig-shed
Factual address (17)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 077
Sq.m	15 Boiler room



Factual address (18)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 297
Sq.m	84 413 Agricultural land
Factual address (19)	Senaki. Mshvidoba str. 192
Cadastral code of the real estate	44 01 30 299
Sq.m	116364 Agricultural land