

Approved by the Academic Council of
Kutaisi University

14.01.2019.

Chair of the Academic Council

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Manual of Planning, Implementation, Evaluation and Development of
Educational Programmes

Kutaisi, 2019

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1. Initiation, Elaboration and Approval of Educational Programme

The aim of the initiation, elaboration and approval of the educational programme is to determine the people responsible for the initiation, development and approval of the new academic educational programme including the terms and procedure for the implementation of the programme.

This procedure consists of three processes:

- initiation of the idea of educational programme;
- elaboration of the educational programme;
- discussion and approval of the educational programme.

1.1. Initiation of an educational programme

- 1.1.1. A new educational programme can be prepared at the initiative of the General Meeting or without it.
- 1.1.2. If a new educational programme (curriculum) is initiated by the General Meeting, a group responsible for the preparation of the programme curriculum is formed by the order of the Rector. The group should consist of the academic and teacher staff of the University and / or other higher educational or scientific-research institutions, University administrative staff and one professor from the field of studies.
- 1.1.3. If a new educational programme (curriculum) of academic higher education is **not** initiated by the General Meeting, the programme curriculum is prepared by a group of the academic and teacher staff of the university and / or other higher education or scientific-research institutions on their own initiative. There should be at least one professor from the field of studies.
- 1.1.4. The curriculum project of the new educational programme should be prepared according to Appendix 1.
- 1.1.5. If the initiator of the new educational programme is not the General Meeting, the curriculum shall be sent electronically to the official e-mail of "Ltd." Kutaisi University" or shall be delivered to the Human Resource Management and Workflow Office of the University in the form on hard disc.
- 1.1.6. If a new educational programme is initiated by the General Meeting, the working group submits the curriculum project to the General Meeting.
- 1.1.7. In the case the General Meeting evaluates the curriculum positively, the Rector asks the members of the working group to evaluate the programme according to the following criteria:
- 1.1.8.

Office	Evaluation Criteria	Term
Strategic Development, Internationalization and Research Promotion Service	1. Compliance of the educational programme with the University's vision / mission;	2 weeks

	2. Topicality of the educational programme for the University, city and region.	
Marketing and Public Relations Office	1. Employment opportunities for graduates of the educational programme; 2. Make the educational programme appealing for school-leavers. 3. The importance of educational programme for the image of the University.	2 weeks
Financial-Material Resources Management and Security office	1. Technical-material (except for the library) and other resources necessary for the implementation of the educational programme; 2. Opportunity of financial profit for the University.	2 weeks
Human Resource Management and Workflow Office	Analysis of the number of administrative and academic personnel with relevant qualifications (internal and external resources)	2 weeks
Quality Assurance Office	Compliance of the programme with „the Law of Georgia on Higher Education”, with the standards of authorization and accreditation and other internal and external regulatory documents.	2 weeks

1.1.9. Based on the conclusions from the University administrative offices, the Rector sends the positive conclusion to the author of the programme letting him/them to continue to work on the programme or sends the refusal.

1.1.10. In the case of a positive assessment of the educational programme by the working group, the Rector shall instruct the relevant departments to carry out further procedures.

1.2. Elaboration of the Educational Programme

1.2.1. A new educational programme will be elaborated by the Programme Committee;

1.2.2. The Programme Committee prepares the necessary documentation:

a) SWOT analyses of the programme;

- b) Curriculum of the programme elaborated by the Programme Committee;
- c) Syllabi;
- d) Documentation involving interested parties (potential employers, professional associations and others);

1.2.3. In the course of the programme development, the Programme Committee is consulted by Quality Assurance Service.

1.3. Discussion and approval of the educational programme

- 1.3.1. A working group will send a new educational programme submitted by the Programme Committee to the University Quality Assurance Office.
- 1.3.2. Quality Assurance Office checks the package of new educational programmes.
- 1.3.3. In case of unsatisfied documentation, the University Quality Assurance Office prepares recommendations and sends the Programme Committee.
- 1.3.4. The Programme Committee shall take into consideration the recommendations, and shall submit the amended documentation to the Quality Assurance Office within the agreed deadline.
- 1.3.5. If the Quality Assurance Office evaluates the documentation satisfactorily, the programme manager shall submit the package of the educational programme to the Academic Council for consideration.
- 1.3.6. The University Academic Council issues two types of decisions:
 - a) approval of the educational programme;
 - b) refusal to approve the educational programme.
- 1.3.7. In case of negative decision, the University Academic Council sends an argument to the Programme Committee for further processing.
- 1.3.8. If the initiator of creating a new educational programme is a General Meeting, then a negative conclusion will be sent to them. General Meeting is authorized to cancel the decision of the Academic Council in accordance with Article 10.21 of the Charter.
- 1.3.12. In case of receiving a positive decision by the Academic Council, on the order from the Rector, the Quality Assurance Office will initiate the preparation of the academic programme for accreditation.

2. Evaluation of Educational Programme

The purpose of the educational programme evaluation procedure is to determine the activities, their timelines and the people / structures used for assessing the existing educational programme.

2.1. Evaluation of the Educational Programme

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periodicity of the activities, terms and responsible structural units/ people

2.1.1. The educational programme is evaluated using internal and external mechanisms of quality assurance: study of current changes in the field / programme evaluation directly (students academic achievements, evaluation of learning outcomes) and using indirect methods (survey of stakeholders).

2.1.2. External assessment of an educational programme may be implemented by a partner educational institution, or a specialist in the field (local and international) for the purpose of bringing the programme into compliance with modern requirements.

2.1.3. The activities required for assessment of an educational programme are carried out within preliminarily defined periods, by the relevant structural units / individuals according to the table below.

Procedure	Implementing offices/people	Results are sent to	Term/ periodicity
Survey of key stakeholders	Quality Assurance Office	Relevant people who are interested. Reports are public	Periodicity and timeframes are defined in the Guidelines for Quality Studies
Analysis of students' academic performance	Faculty Administration	Programme Committee; Quality Assurance Office	Twice during the academic year: Winter Semester - March Summer Semester - September
Student and Graduate Employment Analysis	Coordinator of student career development and graduate bases	Programme Committee; Quality Assurance Office	Annually
Analysis of student enrollment statistics	Faculty Administration	Programme Committee; Quality Assurance Office	Annually

Analysis of student outflow rate	Faculty Administration	Programme Committee; Quality Assurance Office	Annually
Analysis of involvement of students in scientific activities of the University	Strategic Development, Internationalization and Research Promotion Service	Quality Assurance Office	Once in two years
Analysis of the integration of research results in the learning process	Relevant departments	Strategic Development, Internationalization and Research Promotion Service	Once in two years in June
Analysis of international mobility of students and personnel	Strategic Development, Internationalization and Research Promotion Service	Quality Assurance Office	Once in two years
Analysis of development of persons involved in the programme (academic, scientific, visiting personnel)	Relevant departments	Programme Managers	In July, annually
Analysis of attending each other's lectures	Relevant department	Faculty administration along with Programme Committees and HR	Every semester, for the winter semester - February; Summer Semester - July
Analysis of improvement of material-technical base (including library resources)	Programme manager	Financial-Material Resources Management and Security office	In July, annually
Programme self assessment report	Programme Committee	Quality Assurance Office	Once in two year

Programme self assessment report	Quality Assurance Office	LEPL - "National Center for Quality Development"	Once in three years
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3. Development of Current educational Programmes

Development of the current educational programme aims to identify the people responsible for identification of changes necessary for the development of the programme, as well as for elaboration and approval of the programme including the basic procedure and the timelines.

It consists of three stages:

- Identification of changes necessary for the development of the educational programme
- 8
- 9

3.1. Identification of changes necessary for the development of the educational programme

The Quality Assurance Office collects data on the basis of the results obtained from the evaluation of educational programmes and from the parties involved in the working meeting, and starts identifying the necessary changes for the development of the programme.

3.2. 8

3.2.1. The package of changes required for the development of the educational programme is prepared by the Programme Committee.

3.2.2. The package of changes required for the development of the educational programme includes the following information:

- a) The need for development of the programme and the actuality of the programme;
- b) Description of the changes to be implemented in the programme;
- c) Results of survey of stakeholders;
- d) Expected results in the case of making amendment to the programme;
- e) Assessment of access to human, financial and material resources in the case of making amendment to the programme;
- f) Other information that can be used to assess the change.

3.3.9

3.3.1. The parties responsible for the development of the educational programme are: Programme Manager and Quality Assurance Office;

3.3.2. The basis for the development of the educational programme and implementing the relevant changes in it can be the following:

- Significant changes in the field;
- The results of internal and external evaluation of the programme;
- Changes identified by stakeholders;
- Legislative changes.

3.3.3. The Programme Committee shall submit a package of amendments to the development of an educational programme to the University Quality Assurance Office, which will prepare the conclusion and send it back to the Programme Committee within 2 weeks.

3.3.4. The University Quality Assurance Office checks the amendment package as follows:

- a) Analysis of modified educational programme documentation;
- b) Comparison of key parameters of the former and altered programme;
- c) Evaluation of the need to implement the accreditation process of the modified programme;
- d) Based on other criteria, depending on the specification package.

3.3.5. The Programme Committee will develop a package of changes based on the recommendations received from the University Quality Assurance Office.

3.3.6. The programme manager, along with the conclusion of the Quality Assurance office, will present the package of amendments to the Faculty Board meeting.

3.3.7. The amendments shall be discussed at the Faculty Council in the presence of the Party, or its representative.

3.3.8. The Board of the Faculty shall make two types of decisions on the proposed amendment programme:

- a) The proposed amendment / amendment shall be fully reflected in the programme;
- b) The proposed amendments / amendments shall not be reflected in the programme.

3.3.9. If the Faculty Board makes a decision as determined in article 3.3.6. the programme manager shall submit the changes / amendments of the existing educational programme for review and approval to the University Academic Council.

3.3.10. The author/s of the changes/amendments **must** attend the University Academic Council meeting discussing the package of amendments.

3.3.11. The Academic Council may make two types of decisions:

- a) The proposed amendment / amendment shall be fully reflected in the programme;
- b) The proposed amendments / amendments shall not be reflected in the programme.

3.3.12. In case of negative decision the University Academic Council sends an argumentative response to the Programme Committee.

3.3.13. If the University Academic Council approves the changes, they will come into force from the beginning of the next semester.

3.3.14. The implementation of the recommendations developed by the parties is put into practice by the services/ offices/parties/people determined by the University law in accordance with relevant procedures.

3.3.15. The parties/sides to implement the amendments to the programme shall be determined by the people involved in the programme development process.

3.3.16. In case of changes in the current educational programme, the University offers the student an individual training programme.

3.3.17. Changes to the educational programme are reflected in the self-assessment reports envisaged by the Accreditation Procedure.

The guidelines for planning, implementation, assessment and development of educational programmes are based on the following normative and regulatory documents:

1. Law of Georgia on Higher Education;
2. Authorization Standards for Higher Education Institution
http://eqe.gov.ge/res/docs/Standards_2017.pdf ;
3. Accreditation Standards for Educational Programmes of Higher Education Institution
<http://eqe.gov.ge/res/docs/2014120419274749836.pdf> ;
4. Order N 3 of the Minister of Education and Science of Georgia (approval of the Rules for Calculation of Higher Educational Programme Credits
http://eqe.gov.ge/res/docs/3_28.09.pdf ;
5. Form of self-assessment report of accreditation of the educational programme of higher education institution
http://eqe.gov.ge/res/docs/usd_akreditacia.doc ;
6. Statute of Ltd “Kutaisi University”;
7. Internal Regulation of Ltd “Kutaisi University”;
8. Regulation of Ltd “Kutaisi University”;
9. Quality Assurance Office Policy Document of Ltd “Kutaisi University”;
10. Manual of Procedures for Internal Studies of Quality Assurance office of Ltd “Kutaisi University”.

