



Eastern European University (EEU)

Educational Programs Planning, Development, Approval, the Rule and
Procedures of Making Changes and Canceling It

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EEU

EASTERN EUROPEAN UNIVERSITY |

Chapter I. General Provisions

Article 1. Scope and purpose of regulation

- 1.1. The presented Educational Programs Planning, Development, Approval, the Rule and Procedures of Making Changes and Canceling It (Hereinafter - the rule) regulates the rules and procedures for planning, developing, approving, amending and revoking the educational programs (hereinafter - the "Program") of the Eastern European University (hereinafter - the University) Ltd.
- 1.2. This rule has been developed by the Law of Georgia on Higher Education, the Law of Georgia on the Development of Quality of Education, Classifier of National Qualifications Framework and Fields of Study approved by the order of the Minister of Education, Science, Culture and Sports of Georgia, as well as the accreditation standards of higher education institutions and in accordance with other legislative and sub-legislative acts.
- 1.3. This rule is mandatory for all persons involved in the process of planning, developing, approving, changing and canceling a university educational programs.

Article 2. Educational program

- 2.1. An educational program (curriculum) is a set of academic courses / modules required to obtain a higher education qualification, which gives the objectives of the program, learning outcomes, academic courses / modules with relevant credits, student assessment system and features of the learning process.
- 2.2. The University conducts all three levels, including regulated, higher education programs, a medical education program, and a teacher training program.
- 2.3. **Bachelor Undergraduate educational program** is a first-level educational program of academic higher education, the learning outcomes of which correspond to the generalized learning outcomes defined for Level 6 of the National Qualifications Framework. The undergraduate education program usually includes at least 240 credits, except for the cases provided by the Law of Georgia on Higher Education.
 - 2.3.1. The undergraduate educational program can be built on the following principle:
 - a. Courses / subjects / modules (not less than 120 credits) relevant to the main field of study and free components;
 - b. Courses / subjects / modules (not less than 120 credits) relevant to main field of study, additional programs (not less than 30 and not more than 60 credits) / additional programs and free components;

- c. Courses / subjects / modules (not less than 120 credits) relevant to main field of study and additional programs (not less than 30 and not more than 60 credits) / additional programs.
- 2.3.2. In the undergraduate educational program it is possible to combine only those additional specialties, the main specialty educational program of which is already carried out in an authorized or accredited mode in the higher education institution.
- 2.3.3. The free component includes a course / subject / module aimed at promoting the development of general, transfer skills and / or Course / subject / module within any undergraduate educational program, which the student can freely choose, in the areas of their interest (issues).
- 2.3.4. Courses (subjects / modules) with relevant content in the field of study should be offered in a compulsory and optional form. Additional program and free components should also include both compulsory and optional courses (Subjects / modules).
- 2.4. **Master's educational program** is a second-level educational program of academic higher education, the learning outcomes of which correspond to the generalized learning outcomes defined for Level 7 of the National Qualifications Framework. The master's education program usually includes at least 120 credits, except for the cases provided by the Law of Georgia on Higher Education.
- 2.4.1. The master's program includes a study component and a qualification thesis based on independent research. Preferably, the master program should consist of a practical component as well.
- 2.5. Undergraduate and graduate education programs may include concentration / concentrations, which means the grouping of training courses / subjects / modules with relevant content in the field of study with a focus on a specific topic / issue. Concentration has a learning outcome that is taken into account in the learning outcomes of the educational program.
- 2.6. The presence of concentration in the educational program does not change the field of study and / or the qualification to be awarded.
- 2.7. Concentration in the undergraduate educational program provides no more than 30 credits including a bachelor's thesis, and in the master's degree program - not less than 50% of the total number of program credits.
- 2.8. **Doctoral education program** is a third level educational program of academic higher education, which is a combination of educational component and scientific-research component and whose learning outcomes are consistent with the generalized learning outcomes defined for Level 8 of the National Qualifications Framework. The duration of the doctoral education program is not less than 3 years and its study component includes no more than 60 credits.
- 2.9. **A regulated educational program** is a program for which the state sets special accreditation requirements and / or by which the state provides master and doctoral training through special research programs.
- 2.9.1. The regulated education program focuses on preparing the student for the relevant regulated profession. In this case, at least 75% of the educational program is devoted to developing the competencies necessary for the regulated profession.

- 2.10. **A medical education program** is a one-step higher education program that ends By awarding the academic degree of Certified Physician. The academic degree awarded as a result of passing the educational program of a certified physician is equal to the academic degree of a Master.
- 2.10.1. The one-level higher medical education program includes 360 credits and consists of compulsory and elective courses of general and / or free components and compulsory and elective courses / modules of specialty (medicine). In this case, at least 330 credits of the educational program are dedicated to the development of competencies necessary for the specialty (medicine) profession, And 30 credits for compulsory and elective courses in general and / or free components.
- 2.11. **A teacher training program** is a higher education program developed based on the relevant standard. The teacher training program includes 60 credits and is taught for at least 1 academic year.
- 2.12. The content of the program, the content and form of its components are determined by the internal standard of the University for the development of the educational program; And the content of the doctoral education program / programs is also regulated by the minimum standard of the doctoral program.
- 2.13. The educational programs developed should be based on the mission of the University and should ensure its achievement

Chapter II. Planning, developing and approving of educational programs

Article 3. Planning and elaboration of educational programs

- 3.1. The planning of a new educational program within the university can be carried out by the main educational unit of the university - the faculty.
- 3.2. The basis for planning a new educational program may be labor market and / or employer requirements analysis, university research priorities, collaboration with foreign and local higher education institutions and research centers, or any other circumstance that creates necessities for planning and initiation of new educational programs.
- 3.3. The decision to initiate a new educational program is submitted by the Dean of the Faculty to the relevant Faculty Council.
- 3.4. The Faculty Board discusses the issue of initiating a new educational program and, if appropriate, makes a decision on the development of a new educational program and the appointment of a head of the educational program.
- 3.5. Based on the decision of the Faculty Council to initiate a new educational program, the Faculty Academic Programs Development Committee (hereinafter referred to as the "Committee"), in cooperation with stakeholders, begins to develop the educational program.

- 3.5.1. Stakeholders involved in the development of the educational program are:
- a. Academic and invited staff of the faculty;
 - b. Faculty Administration;
 - c. Within its competence, the University Quality Assurance Service, Human Resources Management Department, Education Department, Library, Financial and Material Resources Management Department, etc.;
 - d. Potential employers, professional associations and other stakeholders;
 - e. Students of the educational program (if any);
3. Graduates of the educational program (if any).
- 3.6. The draft educational program developed and agreed by the Committee in cooperation with stakeholders will be submitted to the University Quality Assurance Service (hereinafter referred to as the "Service") for evaluation. The Quality Assurance Service verifies the compliance of the program with the requirements set by the university and other normative acts within 14 calendar days, which is formed by the conclusion of the service.
- 3.7. In case of a negative conclusion from the University Quality Assurance Service, the program will be returned to the Committee to make conclusion relevant changes. If necessary, the program head (s) shall take into account the reasoned remarks and opinions expressed by the Service.
- 3.8. In case of a positive conclusion of the University Quality Assurance Service, the educational program, together with the positive conclusion of the Service, will be submitted for consideration to the relevant Faculty Board.
- 3.9. The relevant faculty council reviews the educational program, approves it in case of consent, and sends it to the University Representative Council for approval.
- 3.10. In case of re-accreditation / re-authorization of the current educational program, the educational program shall be sent to the Board of Representatives within a reasonable time before the expiration of the accreditation / authorization period.
- 3.11. The list of documents / information to be submitted to the educational program sent to the representative council is determined by the university internal standard of the educational program development.
- 3.12. The program approved by the Board of Representatives, together with the attached documents and the self-assessment report for the accreditation / accreditation program of the higher education program, shall be submitted to the National Center for Education Quality Enhancement for program accreditation / accreditation, to add a program.
- 3.13. In case of passing program accreditation / authorization for adding program procedures and the relevant decision of the Accreditation / Authorization Board on program accreditation / authorization, the University is authorized to implement the educational program.
- 3.14. In case of authorization and / or re-authorization of the University, the University is authorized to implement those educational programs, the obligatory accreditation of which is not defined by the legislation.

Article 4. Circumstances to be considered when developing an educational program

- 4.1. In addition to the Law of Georgia on Higher Education, the persons involved in the development of the educational program should be guided by:
- a. By the order №69/5, April 10, 2019 of the Minister of Education, Science, Culture and Sports of Georgia on the approval of the National Qualifications Framework and the Classifier of Fields of Study, which describes the generalized learning outcomes of the various levels of higher education and determines the qualifications to be awarded in each area of study;
 - b. By the Order №3, January 5, 2007 of the Minister of Education and Science of Georgia on “the Approval of the Rule of Calculation of Credits for Higher Education Programs, which establishes the rules for calculating credits for educational programs;
 - c. By the order №65/5, May 4, 2011 of the Minister of Education and Science of Georgia on “the Approval of the Provision and Fees for the Accreditation of Educational Programs of Educational Institutions, which sets the accreditation standards for the educational programs of the higher education institution;
 - d. By sectoral benchmarks (if any);
 - e. Other normative acts in the field of higher education;
 - f. University legal acts and instructions.
- 4.2. The developed educational program should take into account the goals of the program that are logically related to each other and the expected learning outcomes. The goals of the program should be consistent with the mission, goals and strategy of the University. The goals of the program should clearly reflect what type of specialist training the program is aimed at.
- 4.3. The learning outcomes of the program should describe the knowledge, skills, responsibilities, and autonomy that the student will acquire upon completion of the program. Learning outcomes should be consistent with the descriptor and qualifications to be awarded at the higher education qualifications framework.
- 4.4. The objectives of the program and the development of learning outcomes should take into account the current achievements in the field, local labor market requirements, international trends, priorities identified by the University, the views of partner organizations, local and international best practices.
- 4.5. When designing regulated education programs, those involved in the development of the education program should also take into account the requirements of the sectoral benchmarks of higher education (if any).
- 4.6. When developing the components of the educational program, the persons involved in the development of the program, based on the learning outcomes and the workload related to them, should determine the volume of each component, as well as the volume of each course / module in credits.

- 4.7. When designing the program, those involved in developing the educational program should take into account that the language of instruction at the university is Georgian. Teaching of the educational program in other languages, except for separate academic courses, is allowed with the consent of the Ministry of Education, Science, Culture and Sports of Georgia.
- 4.8. Within the framework of the program, it is allowed to offer a separate educational component of the educational program in a foreign language with reference to the compulsory foreign language literature or to offer a Georgian language course using the English compulsory literature, which requires confirmation of English language proficiency (by defining pre-requisite).
- 4.9. The standard duration of the educational program should be indicated with reference to the respective semesters and years.
- 4.10. Due to the peculiarities of teaching academic courses, it is possible to teach them in a curation format. In this case, the course of the learning process should be reflected in the syllabus of the relevant academic course.
- 4.11. Prerequisite for admission to the educational program must comply with the current legislation, take into account the specifics of the program and ensure the inclusion of persons with the knowledge, skills and competencies necessary to overcome the program. Prerequisites for admission to the program should be logically related to the program content and learning outcomes. Prerequisites for admission to the program must be fair, public and accessible.
- 4.12. The educational program should include a variety of student-oriented and modern teaching-learning methods. Teaching-learning methods should be appropriate to the level of teaching and ensure that learning outcomes are achieved.
- 4.13. The system of assessment of students' knowledge provided by the educational program should be transparent and in accordance with the current legislation. The student knowledge assessment system should include adequate forms and methods of assessment.
- 4.14. The educational program should describe both the opportunities for the graduate of the educational program to continue his / her studies after higher education, as well as the areas of possible employment.
- 4.15. The educational program should describe the necessary infrastructure and technical equipment required to achieve the learning outcomes provided in the program.
- 4.16. The developed educational program should be based on the integration of teaching and research, student-oriented teaching, taking into account the individual needs and inclusiveness of students, as well as the internationalization of the curriculum, teaching and research.
- 4.17. In the process of program planning and development should be taken into account the ratio of the number of students, academic, invited and administrative staff admitted to the program, which should be in line with the current regulations of the University and ensure the quality of the various components and student support services provided by the program, as well as the infrastructure, technical equipment, teaching resources, financial support, etc. required for the implementation of the program.

Article 5. Academic Programs Development Committee

- 5.1. In order to create and develop new and existing educational programs, a permanent Academic Programs Development Committee is established at the Faculty. The committee is set up for all three levels of educational programs in one area (field, sub-field).
- 5.2. The activities and rights of the Committee shall be governed by this Rule, the Provision of the Faculty and the Regulations of Procedure of the Program Development Committee, which is approved by the relevant Faculty Board.
- 5.3. The committee and committee meetings are chaired by the committee chair - the dean of the faculty or the deputy dean.
- 5.4. The proceedings of the Committee shall be ensured by the Secretary of the Committee, who shall be elected for a term of three years by a majority of the committee members presented.
- 5.5. Committee membership is not a paid job. The composition of the committee members is approved by the Faculty Board upon the recommendation of the Dean of the Faculty. The change in the composition of the committee is approved by the Faculty Council on the recommendation of the Committee Chairman.
- 5.6. The committee should include: program head (s), representatives of the academic staff involved in the implementation of the program, students (s), graduate (s).
- 5.7. The committee may also include: employer (s) in the relevant field (sector / sub-sector), if any, a representative of a professional organization or non-governmental organization of the relevant profile, a foreign specialist (especially preferably in the case of a foreign language program), or other member (s).
- 5.8. In the process of developing a new program, committee members meet at least twice.
- 5.9. The minutes of each committee meeting are kept in the internal register of educational programs.

Article 6. Head of Program

- 6.1. The educational program is led by the program head(s). The program head coordinates the program elaboration, evaluation and development process.
- 6.2. The head of the program may be the academic staff of the university, who have the necessary knowledge and experience to develop the program.
- 6.3. In the presence of two or more program heads, the program head may be invited University staff with the knowledge and experience necessary to develop the program.
- 6.4. The program head should be directly involved in the implementation of the program, counseling students, various activities planned under the program and should be involved in the evaluation and development of the program.
- 6.5. The head of the educational program, in conjunction with the University Quality Assurance Service, is responsible for meeting program accreditation standards.
- 6.6. The program head(s) provide:
 - a. Publicity and transparency of the curriculum development process;

- b. To offer a quality and modern educational program for students;
 - c. Implementation of educational program;
 - d. Continuous improvement of the educational program based on internal and external evaluation.
 - e. Administer the internal, annual, self-assessment process of the program and prepare a self-assessment report.
- 6.7. The program head(s) are obliged to:
- a. Take care of the continuous development of the program,
 - b. Provide students with information about the program and the features of its implementation;
 - c. To advise students on individual components of the educational program, as well as on the optimal planning of an individual teaching plan;
 - d. Resolve organizational issues related to the implementation of the program, etc.
- 6.8. The head of the doctoral education program is also obliged, together with the doctoral student (s) to carry out constant monitoring of the implementation of the teaching and research component of the doctoral students.
- 6.9. The Program head prepares an annual program self-assessment report, which is submitted to the Dean of the Faculty, and sent by the Dean to the Quality Assurance Service.
- 6.10. The results of the research conducted by the Quality Assurance Service of the University, as well as the evaluation results of the educational program are notified to the head for further response.
- 6.11. The same person at one stage of education may not lead more than one educational program. Decisions on exceptions may be made by the Board of Representative on the recommendation of the Faculty Board.
- 6.12. In case of dismissal from an academic position or written refusal to lead a program, the Faculty Board will consider the matter and decide on the appointment of a new Program head in accordance with established rules.

Chapter III. Implementing a changes in the educational program

Article 7. changes in the educational program

- 7.1. In order to further improve the educational program, to develop and improve the teaching-learning process, on the basis of the Committee's substantiated proposals, it is possible to make changes in the educational program or update the educational program before the start of the relevant semester of the academic year.
- 7.2. Prerequisites for making changes in the educational program can be:
- a. Labor and / or education market research results;
 - b. Current news in the field;
 - c. Sharp dynamics of learning outcomes (assessments);

- d. A sharp change in the state of material resources of the program;
 - e. Change of relations with partner organizations (termination of contract with partner organizations, practice / internships objects);
 - f. Evaluation of the External valuator (Both the accreditation / authorization expert assessment as part of the accreditation / authorization inspection and the external assessor invited by the university);
 - g. Results of evaluation of the educational program through internal quality assurance mechanisms.
- 7.3. Changes in the educational program are made in accordance with the rules and procedures established for the approval of the program.
- 7.4. The Faculty Board, based on the positive conclusion of the Quality Assurance Service, on the recommendation of the Faculty Academic Programs Development Committee, reviews the educational program, changes and additions to it and submits it to the Board of Representative for approval;
- 7.5. The draft of the changes in the educational program is approved by the University Board of Representatives upon the submission of the Faculty Board.
- 7.6. In case of educational outcomes and / or changes in the structure of the educational program, the University is obliged to notify the National Center for Educational Quality Enhancement about it in writing, within 30 calendar days of the change.
- 7.7. Changing the language of instruction in the educational program is not allowed. It is also not allowed to unite or split educational programs. In case of such a changes are made, the educational program will be considered as a new educational program that must be re-accredited.
- 7.8. Changes in the qualifications to be awarded in the educational program are not allowed, unless this is caused by changes in the National Qualifications Framework and the Classifier of Fields of Study.

Chapter IV. Procedure for cancellation of educational program

Article 8. Grounds for cancellation of educational program

- 8.1. The reason for the cancellation of the educational program may be the weaknesses and risk factors identified during the evaluation of the implementation of the program, such as, for example, lack of material and human resources needed to implement the program, due to the demands of the labor market, lack of interest of students in the program, student and alumni survey results, termination of cooperation with external partners supporting the implementation of the program, etc
- 8.2. The educational program can be canceled:

- a. If the student is not enrolled in the relevant educational program;
- b. The educational program no longer complies with the requirements of the legislation;
- c. In the absence of financial and / or other necessary resources;
- d. In other cases provided by law.

Article 9. Procedure for cancellation of educational program

- 9.1. The decision to initiate the cancellation of an educational program is made by the Faculty Board based on a reasoned motion by the Program head(s), the report of the Academic Program Development Committee, and the Quality Assurance Service.
- 9.2. The Faculty Council considers the issue of initiating the cancelation of the educational program and, if there are sufficient grounds, makes a decision on the expediency of the cancelation of the educational program, which is submitted to the University Board of Representatives for consideration and final decision.
- 9.3. The decision to cancel the educational program is made by the University Board of Representatives.
- 9.4. The decision of the Board of Representatives to cancel the educational program is sent to all relevant structural units of the University, to plan and implement further processes and procedures.

Article 10. Providing further education to students in case of change or cancellation of the educational program

- 10.1. In case of change or cancellation of the educational program, the University will provide further education and the opportunity for the students of the relevant program to continue their studies, taking into account the credits received under the modified or canceled educational program.
- 10.2. In case of a change in the educational program, students enrolled before the change will continue their studies in a modified educational program, with a different teaching plan, so as to achieve the learning outcomes provided by the modified educational program.
- 10.3. Prior to the decision to cancel the educational program, the University Quality Assurance Service will review the compatibility of the canceled educational program with the related/relative educational program and submit a report to the Faculty Board to protect students' interests and provide further education.
- 10.4. In case the Board of Representatives decides to cancel the educational program, in order to provide further education to the students of the relevant educational program, the University:
 - a. The students of the canceled educational program, within the standard duration of the educational program, are given the opportunity to complete the current stage. In this case, admission to the educational program is not carried out.

- b. Offers students mobility and flexible education programs that include compatible and relevant courses, modules, and / or free components and on which in case of mobility, the maximum amount of credits accumulated by the student will be recognized;
 - c. Provides students with comprehensive information on relevant educational programs implemented by other higher education institutions;
 - d. Informs students about the rules, terms and conditions of mobility provided by current legislation
 - e. The University signs an agreement with a higher education institution implementing a similar educational program (which provides for the relevant qualification), which provides for the compatibility of programs and credit recognition procedures to simplify the mobility process;
- 10.5. Credits of students enrolled in the canceled program will be recognized in accordance with the rules for the recognition of education received during the student mobility and study period at the University.

Chapter V. Final Provisions

Article 11. Final Provisions

- 11.1. This rule is approved by the University Representative Council on the recommendation of the Quality Assurance Service.
- 11.2. This Rule shall enter into force upon its approval by the Board of Representatives.
- 11.3. Amendments to this rule shall be made by the Board of Representatives on the recommendation of the Quality Assurance Service.