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Rule for Planning, Developing, Improving and Termination Programs at East-West University

EWUNI

East-West University

Approved by the Order of the President № 01-12
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1. Article 1. General Provisions

Scope of Application

Rule for Planning, Developing, Improving and Termination Programs at East-West University (hereinafter referred to as "the University")is compiled in accordance with the Law of Georgia on Higher Education and other subordinate legislative acts. This rule defines the general procedure for planning, developing, enhancing, and terminating an educational program at UniversityPrinciples for Planning, Developing, and Enhancing Educational Programs

1. The program must align with the university's mission and strategic goals to support the institution's long-term development.

2. The program must comply with the educational legislation of Georgia and accreditation standards..

3. The program should be student-centered, focusing on the development of critical thinking, practical skills, and research competencies.

4. The program must address local cultural and socio-economic needs while incorporating global perspectives.

5. The planning, development, enhancement, and termination of an educational program should be a collaborative process involving all stakeholders to create a high-quality, labor market-oriented, and modern educational program.

6. The program should incorporate innovative technologies to equip students with up-to-date knowledge and skills relevant to the specific field.

7. The program should align with the principles of sustainable development to promote environmental protection and social responsibility.

8. The program should offer students international opportunities and global education courses to enhance their competitiveness on a worldwide scale.

a. Article 2. General Rule for Planning and Developing an Educational Program

1. An educational program (curriculum) is a set of academic courses/modules necessary to obtain a higher education qualification. It includes the program's objectives, learning outcomes, courses/modules with corresponding credits, the student assessment system, and the organizational specifics of the learning process, including the possibility of e-learning (if applicable).

2. The title of a higher education program is determined according to its objectives and may differ from the name of the field of study or the awarded qualification.
3. The title of the qualification awarded by the program includes a general designation corresponding to the level of higher education, the name of qualification and the field of study within the specific discipline.
4. The development of a higher education program takes into account the content of the field of study, trends in its development, the characteristics of the qualification to be awarded, and best international practices in the relevant discipline.
5. The idea for creating a new educational program at the university may originate from the School Council, a partner university abroad, the university administration, or any stakeholders. The process of planning and developing a new educational program includes the following stages:

    5.1. The initiation of a new program begins at the School Council, which makes the decision to establish an analysis of labor market demands, program relevance, feasibility, and necessary resources. The analysis of labor market needs, relevance, feasibility, and required resources is presented by the Dean and reviewed at the Academic Council meeting with the participation of council members, initiators, and a working group. The Council may also invite experts to the meeting and consider their insights when making a decision. The Council makes one of the following decisions:

         - To proceed with the development of the new program.
         - To request modifications and clarifications in line with the Council's recommendations.
         - To reject the initiation of the new program.

    5.2. If the Academic Council decides to develop a new program, the university president, upon the recommendation of the Academic Council, issues an act defining the program leader and establishing the program development group (which may include academic and invited staff, students and graduates from the relevant or related field, potential employers, and administrative representatives with appropriate competencies). This group, in accordance with the pre-prepared program plan, ensures the formulation of program objectives, learning outcomes, relevant curriculum structure, credit distribution, syllabi preparation for curriculum components, definition of assessment forms, methods, and criteria, determination of admission prerequisites, identification of educational resources, analysis of similar programs at local and international levels, and preparation of the program's projected budget. During the program development stage, external evaluation of the program may also be conducted by external experts who may be specialists in the field operating at a local and/or international level, possessing high theoretical and practical competencies.

    5.3. The relevant School Council reviews the submitted program and makes one of the following decisions:

- Decision to submit the program to the next stage;
- Decision to reject the program's submission to the next stage;
- Return the program to the program development group with relevant recommendations.

5.4. The program is submitted for review to the university's Quality Assurance Office, which verifies its compliance with legally established standards and relevant sectoral characteristics (if applicable). If the Quality Assurance Office issues a positive conclusion, the program is forwarded to the Academic Council for approval. If a negative conclusion is issued, the educational program project, along with relevant recommendations, is returned to the School Council.

5.5. Following submission, the Academic Council makes one of the following decisions:
- Approve the educational program;
- Reject the approval of the educational program;
- Return it to the self-evaluation group with relevant recommendations.

5.6. If the Academic Council approves the educational program, a self-evaluation group is established by the president's act, which prepares the program's self-evaluation report and accreditation package for obtaining accreditation.

6. Structure of the Educational Program

- The structural unit responsible for program implementation.
- Program title.
- Awarded qualification and detailed field code.
- Level of higher academic education.
- Language of instruction.
- Program leader(s).
- Date of program approval.
- Date of program modifications (if applicable).
- Duration and structure of the program.
- Admission requirements.
- Program objectives.
- Program learning outcomes.
- Teaching and learning methods.
- Student assessment system.
- Potential employment opportunities.
- Opportunities for further studies.
- Human resources required for program implementation.
- Program curriculum.
- A mapping of program objectives and learning outcomes.

- Curriculum mapping.
- Learning outcomes assessment plan.

2.   ## Article 3. Educational Program Development Committee

   1. To develop the university's existing educational programs, a Program Development Committee is established within each program. The committee consists of the program leader(s), a representative from the Quality Assurance Office, an employer, a student, an alumnus, academic and invited staff.
   2. The composition of the Program Development Committee is approved by the School Council upon the Dean's recommendation. The committee is led and chaired by the program leader, while one of the committee members assumes the role of secretary.
   3. The Program Development Committee meets at least once a year to review the progress of the program and analyze relevant statistical and analytical data. The frequency of meetings and the agenda are determined by the committee chair as needed.
   4. Depending on the issues under consideration, if necessary, a relevant field specialist may be invited with voting rights.
   5. The committee has the authority to make decisions if at least half of its members are present. Decisions are made by majority vote. In the case of a tie, the chairperson's vote is decisive.
   6. Other individuals may attend committee meetings if their involvement is deemed appropriate for program development, revision/modification, or accreditation preparation. However, these individuals do not have voting rights.

3.   ## Article 4. Changes to the Educational Program

   4. Changes to the educational program may be driven by significant developments in the field, internal and external evaluation results, legislative changes, and other factors.
   5. To implement changes in the educational program, the program leader, in collaboration with the program development committee, prepares a corresponding project. This project outlines the nature of the change, its necessity, relevant justification, data analysis supporting the initiative, and the expected outcomes.
   6. The final version of the educational program project is submitted for review to the School Council and for approval to the Academic Council.
   7. During the accreditation of an educational programme, in the case of any changes to the title of the programme, the precondition(s) to the programme admission, learning outcome(s) or/and to the structure of the educational programme (making changes to the components of the basic

fields of study and changing-adding or/and subtracting the number of credits granted to them by at least 30%, that does not change the learning outcomes of the educational programme or/and adding or/and removing a concentration), the institution is obliged to notify the National Center For Educational Quality Enhancement about the amendments in written form within 30 calendar days after implementing the amendments and submit revised educational programme5. It is inadmissible to change the language of instruction or/and the title of the qualification to be granted during the accreditation period of the educational programme, also to join or divide the educational programmes under the accreditation mode. Also, during the period of accreditation of the regulated educational programme the change of place/places of implementation of the educational programme - municipality/municipalities is not allowed. If such changes are made, the educational program(s) will be considered new and must undergo accreditation again (except of the cases envisaged by paragraph 6 of this Article)

8. It is permissible to change the qualification to be awarded in the educational programme or to divide educational programmes within the period of accreditation/conditional accreditation of the educational programme, if this relates to complying the educational programme(s) with the National Qualifications Framework and the Classifier of Fields of Study or with the sectoral benchmarks based on the implemented amendments in the existing sectoral benchmarks.

9. When an educational program is modified, the university is obligated to allow the student to complete the educational component they have already started studying. Additionally, if necessary, the university must develop an individual study plan with the student to achieve the learning outcomes of the modified program

10. If changes to the educational program significantly worsens the student`s situation in terms of study duration and the changes are not mandated by legal requirements, the university must allow the student to complete their studies under the pre-modification version of the program. A corresponding note regarding this obligation is included in the official act issued by the university concerning changes to the educational program.

11. Chapter IV: Termination of the educational program

1. An educational program may be terminated if:
   ● cancellation of accreditation;;

   ● There are no enrolled students in the program;

   ● There are other objective circumstances that make program implementation impossible.

When making a decision on program termination, the university must consider labor market demands, feedback from graduates and employers, results from student and alumni surveys, monitoring of

students' academic performance in relation to program learning outcomes, consultations with partner employers and professional associations, as well as best local and international practices.

2. In the case of program termination, the university commits to ensuring that students can complete their education through the following mechanisms:

    a)The university will ensure that students are informed and advised about similar educational programs available at other institutions and the possibilities for student mobility.
    b)The university will facilitate student mobility before the decision to terminate the program is finalized.
    c)The university will establish a memorandum/agreement with a higher education institution offering a similar program (leading to the same qualification) to determine program compatibility and credit recognition procedures, thereby simplifying the mobility process.
    d)The university will offer students the opportunity to transfer to another relevant program within the institution (if available) through internal mobility or, if necessary, through an extraordinary internal mobility process.

3. If the conditions outlined in subparagraphs "b" and "c" of the second paragraph of this article cannot be met and the reason for program termination is the revocation of accreditation, the university will allow students to complete the educational program, provided the necessary resources are available.

12.   Article 6.: Final Provisions

a.   Approval of the Regulation

1. This regulation is approved by order of the President of the University.
2. The revocation or amendment of this regulation is carried out by order of the President of the University.

"Approved"

President of East-West University

Giorgi Khurodze

13. Annexes

Annex N1. Educational Program;

School	
educational program	
Qualification	
Level of higher education	
Language	
Head of the program	
Program approval date	
Program update date	
Program Duration and Credit Structure	
Program Prerequisites	
Program Objectives:	
Learning Outcomes	
Teaching and Learning Methods	
Assessment methods	
Field of employment	
The opportunity to continue studies	

The personnel implementing the educational program			
Name	Name	Name	Name

Annex N2. Syllabus:

School	
Program	
Name of the academic course/module	
Course Code	
Syllabus Author(s)	
Semester	
Status of the Study Course	
Language of instruction	

ECTS	Distribution of Hours According to Student Workload
Study Course Objective	
Prerequisites	
Learning Outcomes List of Competencies (General and Subject-Specific)	
Teaching/Learning Methods	
Student Knowledge Assessment System: Forms, Components, Methods, and Criteria	
Compulsory Literature	

Course Content:

Study Format / Contact Hours		Topic Title	Literature
		•	
		•	

Annex N3. Study Plan:

Study Plan						
N	Module/course Code	Name of the academic course/module	Prerequisite	Semester		

Annex N4. Program Objectives and Learning Outcomes Compliance

Program Objectives and Learning Outcomes Compliance

N	Objectives /L.O	L.O. 1	L.O. 2	L.O. 3	L.O. 4	L.O. 5	L.O. 5	L.O. 6
	Objective 1							
	Objective 2							
	Objective 3							
	Objective 4							

Annex N5. Learning Field Outcome Map

Learning Field Outcome Map								
N	Study Course/L.O.	L.O. 1	L.O. 2	L.O. 3	L.O. 4	L.O. 5	L.O. 5	L.O. 6
	Study Course 1							
	Study Course 2							
	Study Course 3							
	Study Course 4							