



Higher Education Programs Administering Regulation

Date	July 2019
Chapter	0
Page	1/12
Revision	0

“Approved”

Rector of the Georgian Aviation University
D.T.Sc., Professor

_____ S. Tepnadze

_____ 2019

Statement _____

Georgian Aviation University



Higher Education Programs Administering Regulation

Master Copy

	Higher Education Programs Administering Regulation	Date	July 2019
		Chapter	1
	Table of Contents	Page	2/12
		Revision	0

1. Table of Contents

1.	Table of Contents	2
i.	Revisions	3
ii.	Revision Records.....	4
iii.	List of Active Pages	5
2.	Documentation Control	6
	Document Distribution List.....	6
3.	General provisions.....	7
	Article 1. Educational Curriculum Planning, Developing and Submitting for Accreditation.....	7
	Article 2. Educational Curriculum Enhancement.....	9
	Article 3. Educational Curriculum Re-accreditation	10
	Article 4. Educational Curriculum Modification or Cancelation	11
	Article 5. Monitoring and Periodic Evaluation of the Educational Curriculum	12



i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date
i,ii,iii,3	3,4,5,8	0	27.12.2019	i,ii,iii,3	3,4,5,8	1	27.12.2019



Date	July 2019
Chapter	2
Page	6/12
Revision	0

2. Documentation Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

Document Distribution List

Organization	Format	Copy N:
Quality Service	Hard Copy	Master Copy
Quality Service	Electronic Version	Electronic Version
University Web Page	Electronic Version	Electronic Version



3. General provisions

Article 1. Educational Curriculum Planning, Developing and Submitting for Accreditation

1. In order to plan and develop a new educational curriculum:
 - 1.1. University Rector, on his/her own initiative, addresses the relevant faculty or
 - 1.2. Faculty Dean addresses in writing to the Rector.
2. In the case of paragraph 1.1, the faculty together with specialists in the relevant field examines the labor market and employer demands and submits the results to the Rector.
3. The Faculty Dean addresses the University Rector at least six months prior submitting the application for the right to implement the curriculum (for accreditation to the National Center for Educational Quality Enhancement).
4. The Proposal of the Faculty Dean on the planning and development of the educational curriculum should be accompanied by the analysis of the labor market and the employer demands and/or the concept of creating/developing a new labor market/field creating additional value to the University.
5. Within a reasonable time the University Rector, within the Governing Board, reviews the proposal of the Faculty Dean/results of the study conducted and consents to start the development of the curriculum or refuses reasonably.
6. During the development of the educational curriculum the faculty is guided by this Regulation and the educational curriculum accreditation standards.
7. The planning and development of educational curriculums and the preparation process for obtaining accreditation by the faculty are supervised by the Quality Assurance Office.
8. In the process of developing the educational curriculum, the Quality Assurance Office gives directions to the relevant faculty, presents motivated remarks and recommendations for the compliance of the curriculum with the accreditation standards.
9. The Faculty submits the following documentation to the Quality Assurance Office no later than 2 months prior submitting the application for accreditation:
 - 9.1. Educational curriculum;
 - 9.2. Syllabi of training courses provided by the curriculum;
 - 9.3. Documentation certifying the qualification of the academic and invited staff implementing the educational curriculum;
 - 9.4. Valid Employment Contracts (being in force at the time of submission) signed with the academic and invited staff implementing the educational curriculum;
 - 9.5. In the case of a doctoral educational curriculum, a list of theses defended by doctoral students during the last 5 years (if any).
10. After submission of the documentation specified in Article 9, the Quality Assurance Office shall organize a working group for the preparation of the educational curriculum self-assessment report and its submission for accreditation, which the following educational and structural units and relevant entities shall participate in:
 - 10.1. Dean of the relevant faculty;
 - 10.2. Person nominated as the Supervisor/Co-Supervisor of the relevant curriculum;
 - 10.3. Deputy Rector for Education;
 - 10.4. Deputy Rector for Flight Training (in case of the relevant curriculum);



Date	December 2019
Chapter	4
Page	8/12
Revision	1

General provisions

- 10.5. Deputy Rector for Science;
 - 10.6. Head of Quality Assurance Office;
 - 10.7. International Relations Manager;
 - 10.8. Human Resources Manager;
 - 10.9. Head of Financial Office;
 - 10.10. Library Manager.
11. The process of preparing the self-assessment report of the educational curriculum is also participated by:
- 11.1. A student of a similar and/or related program;
 - 11.2. A graduate of a similar and/or related program;
 - 11.3. A potential employer.
12. After preparing the self-assessment report based on the report card of the relevant faculty the University Governing Board issues a Decree approving the educational curriculum and its supervisor (and/or co-supervisor).
13. Considering the time period mentioned in Article 2, the Quality Assurance Office prepares an application for accreditation and ensures its submission to the National Center for Education Quality Enhancement.
14. After obtaining the right to implement the curriculum (accreditation), the faculty is authorized to implement the educational curriculum.

Note: Similar curriculums are curriculums combined under one field/major in the higher qualification framework. Related curriculums are curriculums combined under one stream in the higher qualification framework.

**Article 2. Educational Curriculum Enhancement**

1. The Faculty Dean and other members of the Faculty Board have the right to initiate curriculum modification in order to improve, enhance and/or bring the educational curriculum in line with legal requirements.
2. The draft curriculum modification is submitted electronically by the Faculty Dean specifying the initiator/group of initiators.
3. The draft curriculum modification shall be sent to the Deputy Rector for Education, the Deputy Rector for Science, in case of the Flight Training Faculty curriculum - to the Deputy Rector for Flight Training, the Head of Quality Assurance Office, and the Head of Financial Office.
4. The authorized persons specified in paragraph 3 of this Chapter shall confirm their consent to the modification submitted, and if they do not agree, they shall express a motivated remark/opinion within 15 days after the submission of the draft modification.
5. Following the procedure set forth in paragraph 4 of this Chapter, the Faculty Board shall review the draft modification and the comments of the authorized person(s) (if any).
6. In case of dissenting opinions on the draft curriculum modification, the authorized persons specified in paragraph 3 may be invited to the meeting of the Faculty Board for the purpose of reconciling opinions.
7. The decision made by the Faculty Board is finally recorded in the Minutes of Meeting of the Faculty Board.
8. In order to reflect the modification in the educational curriculum the Faculty Dean submits a report card to the Rector, which must be accompanied by the Minutes of Meeting of the Faculty Board, the consents of the authorized persons and the updated curriculum.
9. Upon submission of the documents referred to in paragraph 8 of this Chapter, the University Rector is authorized to issue an Order approving the relevant updated educational curriculum.
10. Upon the issuance of the Order by the University Rector the Order shall be sent to the relevant faculty, the Deputy Rector and the Quality Assurance Office.
11. Within 5 working days from the notification of the Order on curriculum modification by the faculty, the faculty is obliged to upload the updated (final) educational curriculum in the e-database.
12. If a modification made in the educational curriculum envisages the modifications of the learning outcomes and/or structure of the curriculum (addition and/or removal of educational components of the main major, change of credits obtained for the educational component of the major, addition and/or removal of a module, addition and/or removal of an additional major curriculum) the Quality Assurance Office shall, within 30 calendar days after the modification, prepare a letter to the National Center for Education Quality Enhancement and attach an educational curriculum and the Modification Act issued.

	Higher Education Programs Administering Regulation	Date	July 2019
		Chapter	4
	General provisions	Page	10/12
		Revision	0

Article 3. Educational Curriculum Re-accreditation

1. Upon expiration of the accreditation period for the educational curriculum, the preparatory re-accreditation process shall be conducted in accordance with paragraphs 7-12 of Article 1 of this Regulation.
2. Except in the case provided for in Article 1, the Quality Assurance Office shall raise the issue of re-accreditation of the educational curriculum if at least one of the following is changed by the Curriculum Modification Application submitted by the faculty:
 - 2.1. Language of instruction;
 - 2.2. Qualification awarded;
 - 2.3. Combining with another educational curriculum;
 - 2.4. Division of the educational curriculum.



Article 4. Educational Curriculum Modification or Cancellation

1. In case of modification or cancellation of the curriculum provided for in paragraph 2 of Article 3 of this Regulation, the relevant faculty shall apply in writing to the University Rector and submit a motivated decision.
2. The decision on the issue on completion of the educational curriculum is made by the University Rector. The Rector is also authorized to make this decision based on the results of his/her own evaluation.
3. If a student completed the curriculum, the University must ensure direct completion of the curriculum by a student.
4. In case of cancellation of the curriculum the University must provide further education to the students in the curriculum that expressed in the compatibility with the curriculum available or the creation of an individual curriculum for the student, taking into account the specifics of the curriculum available at the University.
5. Within 30 calendar days after the issuance of the relevant act on the cancellation of the educational curriculum, the information must be notified in writing to the National Center for Education Quality Enhancement.



Article 5. Monitoring and Periodic Evaluation of the Educational Curriculum

1. The quality of the implementation of the educational curriculum is monitored by the Quality Assurance Office, which addresses the relevant faculty and the University Administration with recommendations for the enhancement and improvement of the curriculum.
2. Once every two years at the end of the academic year each faculty conducts a self-assessment of the existing educational curriculum and submits a report to the Quality Assurance Office no later than July 30 of the respective reporting year.
3. At least once every 3 years the Quality Assurance Office shall submit a self-assessment report(s) to the National Center for Education Quality Enhancement in accordance with the procedures established by law.
4. The curriculum is periodically evaluated by the Quality Assurance Office according to the pre-defined procedure for the strategic curriculum development plan.
5. The curriculum is periodically monitored and evaluated with the involvement of academic, scientific, invited, administrative staff, students, graduates, employers.
6. The Quality Assurance Office is authorized to apply to the University Rector with a motivated proposal and request an external evaluation of the quality of the educational curriculum/curriculums (external expertise).