



Regulation of the educational process in vocational education programs

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"Approved"

Rector of the Georgian Aviation University,  
Professor

\_\_\_\_\_ S. Tepnadze  
\_\_\_\_\_ 2018

Georgian Aviation University  
**Regulation of the educational process in vocational education programs**



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### i.Changes

Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

Removed page				Added page			
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Article 8	3,4,5,13,14	0	September 2018	Article 8	3,4,5,13,14	1	March 2019








## 2. Document Control

Document control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy

### 2.1 List of documents to be sent:

<b>Organization</b>	<b>format</b>	<b>Copy number</b>
Quality Assurance Service	Print	Original copy
Quality Assurance Service	electronic	Electronic version
University Website	electronic	Electronic version



### 3. The main part

#### Article 1: General provisions

1. The purpose of this rule is to regulate organizational and legal issues related to the implementation of professional education programs by the Georgian Aviation University (hereinafter referred to as the University).

In carrying out its educational activities the University relies on the legislation of Georgia in the field of professional education, the current rule, the Charter of the University, and other internal legal acts of the University.

Professional education program, its components, and features

#### Article 2: Vocational education program

1. Vocational education is implemented at the University through the Vocational Education Program (hereinafter referred to as the "Program") developed in accordance with the requirements of the Vocational Education Act, relevant regulations, and internal regulations of the University.

2. Vocational education is provided at the University:

2.1. Vocational education programs developed at the University and

2.2. As a result of the implementation of professional programs developed on the basis of the framework document of the professional education program.

3. Professional education programs are developed by the Quality Assurance Service with the involvement of representatives of the corresponding faculty of the university and submitted to the Rector for approval.

#### Article 3: Professional education program developed at the university

1. the scope of the professional education program developed at the University is expressed in the amount of work performed by a professional student to acquire the knowledge, skills, and values provided by individual study or practical course of the program (student's professional workload).

2. the scope of the program depends on the minimum amount of credits defined by the professional standard. The scope of the program may exceed the scope of the professional standard, depending on the content of the educational program.

3. one credit reflects a professional student's academic performance during the 25 astronomical hours.



4. Credits of the vocational education program developed at the university are distributed between the educational and practical components of the vocational education program.
5. The distribution of credits among the components of the program should contribute to the achievement of learning outcomes defined by the course of study, which is determined by the corresponding professional education program.
6. 6. The total load of the program includes both theoretical and practical components. The percentages between the theoretical and practical components shall be determined in accordance with the specific program.
7. 7. The following teaching methods are used in the program:
  - 7.1. Lecture work;
  - 7.2. Group work;
  - 7.3. Educational practice. 7.1. Lecture work; 7.2. Group work; 7.3;
  - 7.4. work practice. 7.2. group work; 7.3. training practice; 7.4.
8. The teaching methodology is reflected in the training course of each program - the training course and/or module. A teacher may choose a different method from the teaching method defined in this article in order to study a particular discipline in a qualitative way. This is also stated in the course and/or module.
9. The assessment system used to evaluate a professional student in professional education programs based on a framework document is established by a framework document and the institution has no right to change it.
10. 10. The system of 100 points, determined by the current legislation of Georgia, shall be used for evaluation of the professional student in the subject programs of professional education in each course/discipline. The professional student's evaluation in a mandatory quality provides for intermediate and final evaluations.
11. For one subject of the professional education program, it is not allowed to assess the results of training achieved by a professional student only once - only on the basis of the final exam.
12. The evaluation system provides for 5 types of positive grades and 2 types of negative grades.
13. 13. Positive grades:
  - 13,1. (A) Excellent - 91% or more of the maximum score;
  - 13,2. (B) very good - 81-90% of the maximum score;
  - 13.3. (C) Good - 71-80% of the maximum score;
  - 13.4. (D) satisfactorily 61 - 70% of the maximum score; 13.2. (B) very good - 81 - 90% of the maximum score;
  - 13,5. (E) Sufficient - 51-60% of the maximum score; 13.3; 13.4; (D) satisfactory - 61-70% of the maximum score; 13.5;
14. Negative ratings:
  - 14.1. (FX) Failed - 41-50% of the maximum score,
  - 14.2. (F) 0-40% of the maximum score interrupted
15. A professional student course is considered successful as a result of achieving one of the positive grades in the relevant component.



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16. In the case of an FX grade, a professional student is allowed to take an additional exam once, working independently;
17. The professional student has the right to take an additional exam if he/she receives a negative grade on the final exam for at least 10 days.
18. In the case of an "F" grade, the professional student must retake the relevant discipline.
19. The professional student's professional activity within the theoretical component shall include attending a lecture/work in a working group, self-study and preparation for the exam, and within the practical component - practical training and passing the exam.
20. The following may be used as components of professional assessment of students:
  - 20.1. Attend lectures
  - 20.2. Activity at lectures;
  - 20.3. Participation in the laboratory or training-practical works; 20.3;
  - 20.4. Evaluation of intermediate exams; 20.4;
  - 20.5. Seminars or presentations;
  - 20.6. Completion of written assignment;
  - 20.7. Final evaluation of the exam.

#### **Article 4: Vocational Education Program developed on the basis of the framework document of the Vocational Education Program**

1. The University will develop a professional education/module program based on the framework document of the professional education program approved by the Director of the National Centre for Quality Education.  
The scope of the professional education program developed on the basis of the framework document of the professional education program is determined according to the scope and conditions specified in the relevant framework document approved by the Director of the National Centre for Quality Development.
3. The vocational education program developed on the basis of the framework document of the vocational education program consists of modules and provides the requirements defined in the "rule of the vocational standard, basic document, module development".
4. The vocational program developed on the basis of the framework document of the vocational education program should include a system for evaluating vocational learners, forms, and possibilities for implementing the program according to the requirements and conditions set out in the relevant framework document.
5. In the case of successful completion of the relevant modules, professional students enrolled in a vocational program based on the framework document shall be assigned a qualification in accordance with the qualification procedure and an award as specified in the same framework document as reflected in the vocational program.



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## **Regulations for the development and modification of a vocational education program**

### **Article 5: Regulations for program design, modification, and cancellation**

1. The vocational education program is developed on the basis of a framework document.
2. The development of the professional education program is carried out by a person determined by the order of the Rector, with the involvement of the Quality Assurance Service and the relevant faculty. The person in question carries out labor market research, develops the relevant concept, is informed about the relevant professional standard and the basic document, and submits a substantiated proposal to the Faculty Council. The Faculty Council, with the involvement of the Quality Assurance Service, will consider the necessity of developing a new program. In the event of a positive decision, work will begin on the preparation of the relevant program and course and/or modules.
3. The head of the vocational education program is determined by the order of the rector.
4. Employers invited specialists in the field, graduates and other interested persons may participate in the process of developing the vocational education program by the dean of the faculty.
5. The new vocational education program and the training course and/or modules will be presented to the Faculty Council, which will consider the educational program with the participation of the Quality Assurance Service. After review, the educational program will be sent to the Rector for approval, who will approve it or return it to the program director with comments, and a one-time deadline will be set for correcting deficiencies. The Rector will approve the vocational education program and the attached training courses and/or modules on request. The protocol signed by the Faculty Board is submitted to the Rector together with the Vocational Education Program.
6. The university may add elective status modules to the professional education programs, the total number of credits of which shall not exceed 20% of the total number of credits of the general and professional modules of the same professional program. General modules and mandatory professional modules are mandatory and the University may not remove or add them to the program.
7. In the modules of vocational training programs established on the basis of a framework document, the University may make changes only in the module's auxiliary records. In other cases, changes in the vocational education program are made in agreement with the National Centre for Quality Development.
8. Changes in vocational education programs of this nature that would lead to changes in the framework document must be made on the basis of a proposal initiated by the National Centre for Quality Development in Education.



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9. The program is canceled on the basis of a submission from the Quality Assurance Service by means of an order issued by the Rector, which details the further legal relations of persons studying in this vocational education program with the University.

**Article 6 - Mechanisms for providing additional education to students of the respective program in case of change or cancellation of the program**

1. In the event of a change or cancellation of a vocational education program in which professional students have already entered, the University shall provide these professional students with the opportunity to further education.
2. A professional student has the right to transfer to another program of the same or similar direction at the university, to continue studies in a modified program or to choose the desired program at another vocational institution.
3. In the event of a change in the professional program, the University shall ensure that each student determines the correspondence between the courses taken in the existing program and the new educational program and, if necessary, shall decide on an individual educational program for the professional student.
4. An individual study plan shall be developed for the modified program in agreement with the professional student.
5. In case of cancellation of the program, the University shall, on the basis of an agreement with the vocational education institution implementing the same program, facilitate the mobility of vocational students at the said institution.
6. In case of modification or cancellation of the program, the credits are recognized to the professional student who wishes to continue his studies in a compatible, related/similar program in accordance with the requirements established by this rule and a separate legal act of the rector.
7. In the event that the University does not offer a compatible, contiguous/ similar program with the canceled program, the University must inform the professional student of the decision to cancel the program within a reasonable period of time so that he/she may transfer to another institution.
8. In case of cancellation of the professional program at the university, if the same professional program is not implemented at another institution, the university is obliged to complete the program for existing professional students on a preferential basis, unless it is against the law. If necessary, the university is obliged to develop an individual study program for the professional student.



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### **Article 7: Duration of training**

1. The higher education system is determined in accordance with the professional education program.
2. Duration, start, and end dates of professional education programs implementation shall be determined by the Rector of the University, which is determined by the professional education program.

### **Article 8: Vocational diploma**

1. A professional student who has successfully completed the relevant professional education program will receive a professional diploma of the University in the form established by the Ministry of Education and Science of Georgia. The professional diploma is issued after completion of each stage of professional education. Along with the professional diploma, the graduate receives a diploma supplement.
2. In case of a loss of the diploma, a duplicate of the diploma shall be issued. In this case, the fact of loss shall be confirmed by appropriate documentation.

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### **Obtaining, suspension, termination of a student's professional status**

#### **Article 9: Obtaining professional student status**

1. The acquisition of the professional status of a student is carried out with observance of requirements of the current legislation, the present rule, and other internal legal acts of the university.
2. Each program of professional education determines the prerequisites for admission to the program, as a result of which a person acquires the status of a professional student.
3. the person interested in obtaining the professional student status shall submit the following documents within the period of time established by the order of the rector of the university:
  - 3.1. application;
  - 3.2. photocopy of the ID card (photocopy of the ID card and legal representation of the additional legal representative in case of an application by the legal representative);
  - 3.3. Original or notarized photocopy of the respective educational document;
  - 3.4. Two-color photographs, size 3/4;
  - 3.5. For those programs that have a previous degree, the original document certifying the completion of the previous degree (relevant professional diploma and/or certificate of recognition of non-formal education) or a notarized photocopy.
  - 3.6. Document on recognition of education for those who studied during the last 2 years and received a document confirming full general education or basic general education in general education institutions located on the occupied territory, in accordance with the Law of Georgia on Occupied Territories.
4. To obtain the professional student status, a test and/or an interview may be ordered by the Rector of the University.

#### **Article 10. Suspension of the professional status of a student**

The grounds for suspension of the student's professional status are as follows:

- 1.1. Prolonged illness;
- 1.2. Studying in a foreign country;
- 1.3. Failure to pay tuition fees on time;
- 1.4 Dismissal from the university by a professional student until appropriate reasons are established;
- 1.5. Own written application;
- 1.6 In cases determined by the University decision, legislation, and legal acts of the University.



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2. The request for suspension of professional student status is inadmissible if there are grounds for termination of professional student status at the time of application.
3. During the period of suspension of the professional student's status, the University and the student shall be exempt from exercising their mutual rights and obligations, except for the rights and obligations that arose before the suspension of the professional student's status.
4. The status of a professional student may be restored if the circumstances which served as grounds for suspension of the status of the student are eliminated.

#### **Article 11. Termination of the professional status of a student**

##### **The grounds for termination of the student's professional status are as follows:**

- 1.1. Completion of the program at an appropriate level;
  - 1.2. Personal application;
  - 1.3. A decision on criminal liability for a crime punishable by more than 3 years' imprisonment has come into force;
  - 1.4. Gross violation of the internal rules of the university and other internal regulations;
  - 1.5. Expiration of the period of suspension of the professional status of a student;
  - 1.6. Death.
2. The university shall notify the person in writing when the issue of termination of the professional status of a student is raised.
  3. Termination of the professional status of the student shall result in termination of the contract concluded between the university and the professional student, which does not release the parties from the obligations arising before the termination of the contract and not fulfilled.



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## **Regulation on academic recognition**

### **Article 12. Mobility and recognition of education obtained**

1. An individual legal act of the Rector shall be issued under the conditions of both internal and external mobility, based on the requirements of this rule. They include the conditions of the competition in case the number of mobility applicants exceeds the announced vacancies.
2. Mobility includes:
  - 2.1. Mobility from one professional program at the university to another;
  - 2.2. Transfer from university to another educational institution;
  - 2.3. The transition from another educational institution to a professional program at the university.
3. The university determines the admission places for professional students in the order of mobility (transfer from another professional institution to the university) for each professional educational program.
4. To be eligible for mobility, a professional student is obliged to submit the documents required by the rector's act within the deadlines set by the same act.
5. The university recognizes the credits used by a professional student who wants to transfer from one professional program to another within the university space, determines the correspondence of credits received by a professional student to the professional educational programs of the institution. It determines the individual study plan with the consent of the professional student.
6. A professional student of the University may at any time use mobility in another educational institution, for which the University ensures the provision and support of relevant documentation within 5 working days after the written request of the professional student.