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„Approved”

Rector of Georgian Aviation University, Professor

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Georgian Aviation University


## Regulation on Monitoring Student's Academic Performance

Master Copy

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## 2 Revision Highlights

Changes are made with the involvement of the Quality Assurance Service and the Rector. The revision is submitted to the University Rector for approval. It is prohibited to implement changes in violation of the aforementioned procedure.


Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date

### 2.1 Revision Records

Revision №	Reason for Revision	Page Numbers	Date	Entered by




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## 4 Document 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 formats and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

### 4.1 Document Distribution List

Organization	Format	Copy N:
Quality Assurance Service	Hard Copy	Master Copy
Quality Assurance Service	Electronic Version	E-version
University Web Page	Electronic Version	E-version
Faculties	Electronic Version	E-version

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## 5 The main part

### Article 1. General provisions

1. The monitoring of student's academic performance is carried out as practical and supportive process aimed at identifying students at risk and implementing flexible, practical, and achievable strategies to enable students to maximize their potential and achieve their educational goal;
2. The procedure applies to all faculties and students (including vocational students) of the Georgian Aviation University;
3. The purpose of the document is:
  - 3.1. To timely identify students who are not achieving satisfactory academic results;
  - 3.2. To outline measures for providing appropriate support to students in the at-risk group.

### Article 2. Procedure for Monitoring Students' Academic Performance

1. Each faculty of the university conducts individual monitoring of students' academic performance.
2. Students' academic performance is assessed through the knowledge evaluation system. The knowledge evaluation system includes:
  - 2.1. Daily assessments;
  - 2.2. Examinations.
3. Criteria for assessing knowledge in a specific subject are outlined in the relevant educational programs and syllabi. Students' knowledge is evaluated using a grading system in accordance with the rules established by "The Regulations of the Educational Process." Each student's evaluation score is recorded in the LMS (electronic journal).
4. Students' academic performance is periodically (semesterly) evaluated by an assessment group, the composition of which is determined by the faculty dean.
5. At the end of each semester, the assessment group conducts an individual evaluation of students by generating reports from the database containing the grades received by the student in all academic subjects.
6. Based on the evaluation of students, they are categorized as follows:
  - 6.1. Category 1: Students who do not require supervision.
    - 6.1.1. Category 1 includes students who have no academic debt or have successfully completed more than 50% of the credits they have taken.
  - 6.2. Category 2: Students with satisfactory academic performance.
    - 6.2.1. Category 2 includes students who have failed to complete more than 50% of the credits they have taken.
  - 6.3. Category 3: Student who require supervision.
    - 6.3.1. Category 3 includes students who have failed to receive a satisfactory grade in a subject twice in a row.
  - 6.4. Category 4: Students with unsatisfactory academic performance.
    - 6.4.1. Category 4 includes students who were assigned to Category 3, but the dynamics showed that they did not or could not complete their individual study plan, and did not or could not improve their attendance and individual academic workload.
7. The faculty informs the student in writing about the evaluation results and the assigned category. In the case of assigning Category 3, the faculty requires the student to meet with the assessment group

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within the specified deadline. The notification is sent to the student via email. The student, together with the assessment group, will discuss the circumstances that hinder academic performance, after which the group will develop an individual study plan tailored to the student's needs or will review and agree on the individual study plan developed by the student themselves.

If the student does not respond to the notification in a timely manner, this circumstance will be taken into account when reviewing the student's category in the future.

8. The individual study plan may include:
  - 8.1. Individual instruction according to a pre-determined schedule;
  - 8.2. Re-taking the course (with a group) in another semester;
  - 8.3. Appointment of a personal academic mentor;
  - 8.4. Reduction of course workload;
  - 8.5. Combining the listed methods as needed, and others.
9. If necessary and compatible, multiple students may benefit from the same individual study plan.
10. The assessment group will individually discuss the termination of status for students in Category 4.