



საქართველოს ეროვნული უნივერსიტეტი სეუ  
GEORGIAN NATIONAL UNIVERSITY SEU

**STUDY PROGRAMME DEVELOPMENT, REVIEW AND TERMINATION  
PROCESS AT THE GEORGIAN NATIONAL UNIVERSITY (SEU)**

2020

## **Preface**

SEU is highly committed to continuously improve the quality of the learning and teaching process through the introduction of new study programmes and courses, and the advancement and revision of current study programmes. In doing this SEU places a focus on the application of innovative teaching methods and the enhancement of the individual courses on the annual basis following the latest scientific results and labour market trends.

SEU seeks to ensure that its programmes are well-designed, academically coherent and intellectually challenging. Higher education provision is dynamic, and programmes are continually evaluated and revised to improve the learning experience for students and to maintain the relevance and quality of SEU.

## **Article 1.**

### **Aims of the programme development and review process**

The aims of the programme development and review process are to ensure that:

- the programme is appropriate in terms of its level and content, and in the light of current practice and development in the discipline;
- the programme meets all requirements, in particular that it is aligned with the National Qualifications Framework
- the programme is compatible with other programmes and SEU aims and mission;
- there is a market for the programme;
- the programme develops the employability of graduates;
- the necessary learning resources are available.

## **INTRODUCTION OF NEW STUDY PROGRAMMES**

### **Article 2.**

#### **Initiation of the study programme development**

The development of a new study programme can be initiated by the:

2.1. Vice-Rector for Academic Affairs – Introduction of a new study programme outside the scope of a scientific field at one of the SEU faculties; or the

2.2. Dean – Development of a new programme within the scope of a scientific field at a faculty;

A plan for the development of a new study programme is proposed to the Academic Council by the Vice-Rector for Academic Affairs or the Dean respectively.

The Academic Council considers the proposal in regard to SEU strategic aims and current portfolio, existing and anticipated labour market demand, the resources required for effective delivery of the new programme, potentials to enhance graduate employability and career development prospects, and potential market.

The Academic Council establishes terms and an action plan for the academic development of the new curriculum if the proposal is considered to be appropriate.

### **Article 3.**

#### **Coordination of the Development of a Study Programme**

An Acting Head of programme is appointed by the Academic Council following the initiative according to article 2.1 or by the Dean following the initiative according to article 2.2. The Acting Head of programme coordinates the development of the study programme and the preparation of all relevant documentation required to apply for the first study programme accreditation. The Acting Head of Programme is responsible for ensuring that relevant academic staff are given the opportunity to provide inputs into the programme development process.

The Academic Council establishes a Working Group to assist the Acting Head of programme. The Working Group generally consists of maximum 7 members. Members of the Working Group are appointed from SEU affiliated staff and SEU Quality Enhancement Department according to their experience in development of study programmes, expertise in some of the key subjects of new study programme and accreditation procedures. The Working Group can also involve SEU students and graduates from the relevant field, as well as stakeholders from economy and professional organisations, and experts from other education institutions in the country or abroad.

The Acting Head of Programme chairs the Working Group sessions and coordinates tasks and responsibilities of its members.

## **Article 4.**

### **Required documents**

For the development of a study programme, the following aspects need defined in the Programme Development Documents:

- Scope of the study programme, learning outcomes and number of ECTS;
- Alignment of the study programme with requirements of the National Qualifications Framework;
- Justification and needs assessment for the introduction of new study programme, including inputs from stakeholders and labour market analysis;
- Assessment of resources, which indicates the number of existing and required resources (human, material, informational);
- Curriculum;
- Course syllabi;
- Teaching and assessment methods.

## **Article 5.**

### **Procedures for study programme approval**

The evaluation of a new study programme involves several instances with possibilities to propose improvements and modifications:

For procedures following article 2.1

- Evaluation of the programme documents by the Acting Head of Programme and submission to the Academic Council;
- Evaluation of the programme by the Quality Enhancement Department in relation to accreditation requirements;
- Approval of the programme by the Academic Council.

For procedures following article 2.2:

- Evaluation of the programme documents by the Acting Head of Programme;
- Evaluation of the programme documents by the Dean;
- Review of the programme by the Faculty Council and submission to the Academic Council;

- Evaluation of the programme by the Quality Enhancement Department in relation to accreditation requirements;
- Approval of the programme by the Academic Council.

After the approval by the Academic Council the Acting Head of Programme coordinates with the working group and the Quality Enhancement Department the development of relevant documentation and submits the application for the accreditation.

## **STUDY PROGRAMME REVIEW**

### **Article 6.**

#### **Study programme review**

The purpose of the study programme revision is to assure the quality of academic content, to ensure consistency between programme learning outcomes and acquired competencies by students, and to increase the relevance of the programme and the employability of graduates.

### **Article 7.**

#### **Study programme review initiation**

The regular study programme review is performed once every two years in accordance with the Study programme self-evaluation guidelines and Step by step guide for self-evaluation of study programme. On request of the Dean, an ad-hoc study programme review can also be initiated.

The Head of programme submits a proposal to the Faculty Council outlining the objective of the study programme review with specific reference to results arising from:

- Self-evaluation reports of the study programme and the institution;
- Accreditation report for the study programme;
- Proposals by the Programme Advisory Board;
- Changes in SEU strategic plan and requirements;
- Changes in legislation, National Qualifications Framework or other regulations, which requires adjustments;
- Changes in the labour market requirements;
- Major developments in the professional or scientific discipline.

## **Article 8.**

### **Inputs for the study programme review**

The study programme review proposal is based on the report on self-evaluation of the study programme.

The following aspects are to be considered during the review process:

- Students' satisfaction with learning, teaching and assessment processes;
- Accreditation requirements;
- Requirements of the National Qualifications Framework;
- Needs of the labour market;
- Benchmarking with similar programs in recognized foreign universities;
- Adequacy and accessibility of ICT support, study literature and other learning resources;
- Staff competences.

## **Article 9.**

### **Process of review**

The Faculty Council establishes a review committee to assist the Head of programme in the review process.

The review committee generally consists of 5 members, including stakeholders (affiliated and invited staff, students, representatives of professional organisations, employers etc.). The Head of programme chairs the sessions of the review committee.

The review committee reviews the curriculum of the study programme. The review committee may conclude that the study programme can remain unchanged or that it needs to be revised. If no changes are required, the Head of programme informs the Faculty Council.

If a revision of the curriculum is required, the review committee develops and discusses proposals for changes and agrees on a revised curriculum.

The Head of programme submits the revised curriculum to the Faculty Council. The Faculty Council discusses, amends and decides on the final version of the revised study programme and submits it to Quality Enhancement Department for a review of the accreditation requirements and then to the Academic Council.

The Academic Council approves the revised study programme.

#### **Article 10.**

##### **Implementation of the approved revision**

The Head of programme makes an action plan and coordinates preparatory activities for the implementation of the approved changes. The changes have to be implemented without delay and latest prior the start of the next academic year.

The revised curriculum is published on the SEU website.

#### **Article 11.**

##### **Termination of a study programme**

A study programme can be terminated based on a proposal by either the:

- Dean of the Faculty
- Vice-Rector for Academic Affairs
- Rector
- Relevant program head

The proposal is presented to the Academic Council. The proposal outlines the reasons for the termination and the steps proposed. It also outlines mitigation measures to ensure the possibility for students to continue and conclude their studies successfully. The Academic Council consults the Head of Programme during its meeting. The Academic Council decides about the proposal to terminate the study programme.

In general, if a decision is made to terminate a study programme no new students can be enrolled. The study programme is continued until the final age cohort finished the last year. If the study programme cannot be continued until such date, SEU provides opportunities to students to successfully conclude their studies. This can be the facilitation of a transfer to another university or the transfer to another study programme at SEU.