



Self-evaluation report template of a higher educational institution

LEPL Iakob Gogebashvili Telavi State University





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## Part I: Introduction

### 1. Description of the institution

(This part should indicate the brief information about the institution (ex. Historic overview, main priorities and indicators))

LEPL Iakob Gogebashvili Telavi State University is the worthy successor of the century-old educational traditions of Ikalto Academy, Telavi Philosophical and Theological Institution (founder Erekle II), Theological Seminary, Theological Institution. In 1924 Pedagogical College was founded in Telavi, which was remodelled as the Higher Educational Institution in 1939 and as Pedagogical Institute in 1951. Since 1940 the institution has been named after the great Georgian pedagogue Iakob Gogebashvili, and since 1999 it has been awarded the state university status. It is an autonomous state higher educational institution. Teaching language here is native Georgian. Getting education at the university is available via renewed programmes covering Bachelor's, Master's and Doctoral cycles. The Institution covers vocational educational programmes as well.

### 2. General information about the institution

Please, indicate the factual information valid for the moment of application

Name	LEPL Iakob Gogebashvili Telavi State University
Name in Georgian	სსიპ იაკობ გოგებაშვილის სახელობის თელავის სახელმწიფო უნივერსიტეტი
Legal form	Legal Entity of Public Law
Type	University
ID number	231187168
Main address (Street, N, city/municipality, postal index, state)	Kartuli Universiteti street, №1, Telavi, 2200, Georgia
Website	<a href="http://www.tesau.edu.ge">www.tesau.edu.ge</a>
E-mail address	<a href="mailto:info@tesau.edu.ge">info@tesau.edu.ge</a>
Phone number	+995(350)272401 / +995(350)273264
Head	Rector Irma Shioshvili +995(350)272401 / +995(350)273264
Head's E-mail address	<a href="mailto:rector@tesau.edu.ge">rector@tesau.edu.ge</a>
Head's mobile phone number	599194422
Head of administration	Mzia Maisuradze
E-mail address of the head of administration	<a href="mailto:mziamaisuradze@tesau.edu.ge">mziamaisuradze@tesau.edu.ge</a>
Mobile phone number of the head of administration	599672172
Head of quality assurance department/person	Shalva Tchkadua



responsible for quality assurance function	
E-mail address of the head of quality assurance department/person responsible for quality assurance function	<a href="mailto:quality@tesau.edu.ge">quality@tesau.edu.ge</a>
Mobile phone number of the head of quality assurance department/person responsible for quality assurance function	599323810
Information about the authorization of the institution (if applicable)	
Date and number of the decision	4 <sup>th</sup> August, 2011, decision №118
Authorization expiration date	24 <sup>th</sup> September, 2018

### 3. Quantitative data

#### 3.1 Programmes<sup>1</sup>

<b>Number of educational programmes</b>	<b>30</b>
Bachelor	14
Master	10
One-cycle	0
Doctoral	4
Teacher training programme (60 ECTS)	1
Georgian language preparation programme	1
Number of accredited programmes	28
Number of accredited programmes by international organization	0
Number of joint educational programmes <sup>2</sup>	0
Number of exchange programmes	0

#### 3.2 Students<sup>3</sup>

The marginal number of students requested by the HEI			2674
Actual marginal number of students			2697
	Active status	Suspended status	Programme graduation rate
The total number of students	1324 <sup>4</sup>	595	73.26%

<sup>1</sup> Detailed information regarding programmes by faculties should be presented by the table given in annex 1

<sup>2</sup> It implies only those joint programmes, which definition is given in the second article paragraph H<sup>48</sup> in the Law on Higher Education

<sup>3</sup> The data about students by faculties should be presented by the table given in Annex 2;



Bachelor	1159	402	82.58%
Master	90	59	72.42%
One-cycle	19	5	100%
Doctoral	34	127	12%
Teacher training programme (60 ECTS)	14	1	100%
Georgian language preparation programme	7	1	61%
Number of international students	0	0	0
Number of the students with special educational needs	0	0	0

### 3.3 Staff<sup>5</sup>

The data regarding HEI staff	
Total number of the staff (including academic, scientific, invited, administrative, support staff)	330
Total number of academic staff	104
- Professor	20
- Associate professor	52
- Assistant professor	24
- Assistant	8
Total number of scientific staff	0
- Scientist / Researcher	0
- Postdoctoral researcher	0
Total number of affiliated academic staff	96
- Affiliated professor	20
- Affiliated associate professor	44
- Affiliated assistant professor	24
- Affiliated assistant	8
The number of international academic/scientific/invited staff involved in teaching	3
The number of international academic/scientific/invited staff involved in research	0
Invited staff involved in teaching	68
Administrative and support staff	16 (admin.); 109 (supp.); 49 (techn. pers.)

<sup>4</sup> Information is presented according to the data of 18<sup>th</sup> April, 2018

<sup>5</sup> Data regarding academic and invited staff (with references of affiliated staff) by faculties should be presented by the table given in Annex 3



### 3.4 Other quantitative data

Number of researches conducted within the latest authorization period and ongoing researches	23 (conducted), 11 (ongoing), 9 (planned)
Number of scientific-research institutes	N/A
Total budget of the HEI	3,847,454,5
Budget allocated for research and scientific activities	254,280
Budget allocated for library development and functioning	20000
Usage of international scientific databases	32127
Size of student dormitory	N/A

### 4. Total area of a building<sup>6</sup>

Total area of the institution given in square meters	18438,95 sq. m.
Size of the institution's area used for the academic purposes given in square meters	4011,87 sq. m.
Size of the institution's auxiliary area given in square meters	14167,94 sq. m. 259,14 sq. m. (for vocational programmes)

### 5. Benchmarks<sup>7</sup>

	Actual benchmark	Target benchmark	Estimated date of reaching the target benchmark <sup>8</sup>
Ratio of the academic and scientific staff to the total number of the administrative and support staff	120/105	135/105	2024
Ratio of the academic and scientific staff to the total number of the staff	104/330	119/359	2024
Ratio of the academic and scientific staff number to the number of invited staff	104/68	119/69	2024
Ratio of the academic, scientific, invited staff number to the number of students	172/1324	188/2674	2024
Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	172/28	188/38	2024
Ratio of the administrative staff number to	16/1324	16/2674	2024

<sup>6</sup>Detailed information regarding the total area of the HEI per each address should be presented in form given in Annex 5.

<sup>7</sup> Information regarding benchmarks by faculties should be presented in form given in Annex 4.

<sup>8</sup> The estimated date of reaching the target benchmark should not exceed than 6 years



the number of students			
Ratio of the affiliated staff number to the total number of academic and invited staff	96/172	119/188	2024
Ratio of the affiliated staff number to the number of students	96/1324	119/2674	2024
Ratio of the number of supervisors and doctoral students	13/34	1/2	2024
Retention rate for academic staff	88.5%	95%	2024
Retention rate for invited staff	52%	85%	2024
Retention rate for administration and support staff	94%	96%	2024
The employment rate of alumni (the latest authorization period) <sup>9</sup>	47,7%	75%	2024
The employment index of Alumni by their qualification (the latest authorization period)	45%	65%	2024
The index of defended doctoral dissertations after receiving authorization	66%	90%	2024
Ratio of administrative expenses to the total budget	52%	40%	2024
Ratio of the budget allocated for research/art, developmental, creative activities to the total HEI budget	6.6%	12%	2024

## 6. Self-evaluation team and brief description of the self-evaluation process

Describe the composition of the self-evaluation group, areas of their responsibilities and the entire process of the self-evaluation (approx. 1200 words)

In September 2017, according to the decision made by the Academic Council, self-evaluation team of the Higher Educational Institution was created at LEPL Iakob Gogebashvili Telavi State University with the following composition:

1. Members of Academic and Representative Councils;
2. Rector;
3. Vice Rectors;
4. Head of Administration;
5. Deputy Head of Administration;
6. Head of Quality Assurance Department;
7. Faculty Deans;
8. Heads of Quality Assurance Departments of Faculties;
9. Heads of Structural Units;
10. Coordinator of Educational Programmes;

<sup>9</sup> The employment rate of Alumni by programmes should be presented by the table given in annex 1



11. Supervisors of Educational Programmes;
12. Student Agents;
13. Alumni;
14. Potential Employers;
15. Telavi Town Society Representatives.

The first self-evaluation team meeting took place on September 15<sup>th</sup>, 2017 in the assembly hall of the University. Important aspects of self-evaluation process of the University, as the applicant for authorization, were discussed during the first meeting. Self-evaluation team members analyzed authorization standards according to which self-evaluation is fulfilled and familiarized with the questionnaire where self-evaluation outcomes are described. Team members talked over the methods of searching adequate information, appropriate documentation and self-evaluation directions. Moreover, a plan of the work to be implemented was drawn up, proper functions and duties were distributed. Areas of responsibilities, frequency of meetings and timeline were defined. Quality Assurance Department of the University was entrusted to make coordination of the working team. Self-evaluation team was divided into three-direction working groups:

#### **Group 1**

**Group leader: Irma Shioshvili – the Rector (Standards 1. 2.2. 2.3. 3 and 6)**

Group Members:

1. Nunu Geldiashvili (Vice Rector for Scientific Affairs);
2. Nino Modebadze (Coordinator of Programmes);
3. Manana Garibashvili (Representative Council Speaker);
4. Gulo Dilaveridze (Chief Specialist of the Legal Office);
5. Students' Agent (Tengiz Kukunashvili);
6. Tamar Aslanishvili (Head of International Relations Office);
7. Salome Tatulishvili (Sociologist);
8. Shalva Tchkadua (Head of Quality Assurance Department);
9. Tamar Botkovieli-Lazariashvili (Member of Non-governmental Organization).

**The main goal of the group was to gather information and evaluate the following issues in relation to the authorization standard:**

1. University mission relevance to the authorization standard and facilities of carrying out defined obligations in accordance with the mission and objectives found in Strategic Development Plan;
2. Defining main issues in Strategic Development Plan of the University, influence of which will be reflected upon TeSaU educational process, management quality and student's academic progress;
3. Involvement of all University units in the implementation of quality assurance internal mechanisms and procedures for reacting upon the outcomes;
4. Compliance of regulations and mechanisms of keeping ethic norms with the authorization standard;





5. Compliance of elaborating, planning, developing educational programmes and learning outcomes with the authorization standard;
6. Existence of research-activity promotion mechanisms at the University and their relevance to the authorization standard.

Group members used different kinds of electronic facilities in order to establish communication with each other. They had intensive meetings for summarizing works done within their competence. There were frequent cases of revaluing agreements reached during the other meetings, reformulating ideas already expressed, or considering stated authorization standard in a different way. The working group had to discuss issues in a new standpoint.

Self-evaluation team recommended the group working on strategic plan to convey university mission and their intentions in accordance with the newly defined priorities. The group often used an opportunity of having consultations with the National Center for Educational Quality Enhancement while evaluating the issues.

With the purpose of sharing the best practice, the group studied strategic goals and objectives of different European Universities.

The viewpoints of the Group are described in the given self-evaluation report in the final form.

## **Group 2**

**Group leader: Mzia Maisuradze – Head of Administration (5<sup>th</sup> and 7<sup>th</sup> standard)**

Group Members:

1. Aleksandre Mosiashvili – Vice Rector for Academic Affairs;
2. Soso Ramazashvili – Deputy Head of Administration;
3. Gocha Kobiashvili – Head of Material Resources Management Office;
4. Murman Tagoshvili – Head of Finance Department;
5. Manana Kevlishvili – Dean of the Faculty of Agricultural Sciences;
6. Davit Makhashvili – Dean of the Faculty of Education Sciences;
7. Nino Kochloshvili – Dean of the Faculty of Humanities;
8. Magda Davitashvili – Dean of the Faculty of Exact and Natural Sciences;
9. Nana Rinkiashvili – Dean of the Faculty of Social Sciences, Business and Law;
10. Jumber Mailashvili – Head of Legal Office;
11. Nana Karaulashvili – Head of Library;
12. Nino Kakhashvili – Head of Public Relations Office;
13. Archil Gaganidze – Head of IT Department;
14. Tengiz Kukunashvili – President of Students' Self-governance;
15. Sopho Batsilashvili – graduate student;
16. Elene Dzamiashvili – Translator of Quality Assurance Department.

**The main goal of the group was to gather information and evaluate the following issues in relation to the authorization standard:**

1. Finding out detailed information and documents about the material, financial and informational resource;
2. Systematizing the material, financial and informational resource;



3. Potential of making student-oriented environment and student services;
4. Level of student awareness about the proposed services;
5. Level of student involvement in different activities.

The second group was divided into two parts: Group 1.1. and Group 1.2.

Group 1.1. worked around the issues provided by 5<sup>th</sup> standard, whereas Group 1.2. – around the issues provided by 7<sup>th</sup> standard.

Group 1.1. retrieved information about students and their supporting activities, evaluated existing situation in relation to the authorization standard.

The Group revealed that the University canteen had deficiencies during the last period. In case of working in a full charge, the canteen can serve students and university staff properly. After identifying the problem, a new tender was announced and the winner entrepreneur was identified. According to the present-day situation, the abovementioned problem is already solved.

Based on the Group recommendations the library book fund was enriched/renewed. Moreover, the Group studied Students' Self-governance working area. It turned out that Students' Self-governance room needed to be repaired. After taking appropriate measures, the problem was solved and the room was rehabilitated. The Group also found out that Students' Self-governance regulation included distinct inaccuracies – with the effort of the Group the regulation was corrected and turned into more democratic and student-oriented one.

The Group viewpoints in compliance with 5<sup>th</sup> standard are depicted in the given self-evaluation report in the final form.

Group 1.2. checked the fixed and liquid assets being in possession of the University and their compliance with the authorization standard.

During the process of gathering information about the fixed and liquid assets, the working Group assessed the situation and regarded it necessary to verify the durability of the University constructions built in 70s of XX century. For that purpose the University appealed to Levan Samkharauli National Forensics Bureau and demanded to make an engineering-technical expertise.

Furthermore, based on the working Group recommendations the University adjacent forest-park was cleaned, paths were repaired as far as possible.

The viewpoints of the Group, in compliance with 7<sup>th</sup> standard, are described in the given self-evaluation report in the final form.

### **Group 3**

**Group leader: Aleksandre Mosiashvili – Vice Rector (standards 2.1. 4.)**

Group Members:

- Mzia Maisuradze (Head of Administration);
- Ketevan Khmaladze (Manager of Human Resources);
- Manana Bejanishvili (Head of Chancellery);
- Tengiz Kukunashvili (Student);
- Jumber Mailashvili (Head of Legal Office).

**The main goal of the group was to gather information and evaluate the following issues in relation to the authorization standard:**



1. Potentials of the University structural units in the implementation of activities defined by the strategic development plan;
2. Compliance of the main principles of the University academic, administrative and support staff management policy with the authorization standard.

Group members studied the functions of the support structural units existing within the University and their facilities in the process of achieving goals set by the strategic development plan. While assessing the regulations of the structural units, distinct inaccuracies were found out and according to the modern demands, proper changes were made in some normative documents, whereas other documents were cancelled and the renewed ones came in force.

The working Group recommended University administration to introduce staff activity instruction for evacuating during fire-alarms, main needs of fire safety and firefighting measures to the University staff again. According to the recommendations given by the Group, the uniform design was renewed for the University security service staff.

Quality Assurance Department made coordination of the abovementioned working groups. Conformably, the working groups had a mutual agreement. In some cases duplication or intersection of distinct issues were revealed, but via the adequate coordination, the problems were settled.

From the innovative aspects it follows that self-evaluation process took place in the context of divergence. Group members had different attitudes towards questions, but correct position was being built during the working process.

Evaluation of the University compatibility with the renewed authorization standards was self-critical. During the working process of groups a list of questions were emerged that needed to be changed.

Group work promoted rising self-evaluation culture at the University; hence, it will continue its performance and take a permanent form.

## Part II: Assessment of compliance with authorization standards

The self-evaluation report shall indicate the analysis and assessment of results HEI performance, it shall also indicate the ways and means of performance improvement. The self-evaluation must be written in a clear and sound manner. Statements presented in the self-evaluation report must be proven with arguments and evidences, quantitative and qualitative data. In order to present the statistical data and factual information in a clear manner, the HEI can include relevant graphic images in the text.

**In order to recognize the institution as an applicant for authorization, the presented self-evaluation report must be completely filled out. The template is considered as completely filled out if:**

- all of the fields indicated in the self-evaluation report are filled out (in case of the lack of particular information by self-evaluation period an appropriate explanation shall be presented);
- the information presented in the self-evaluation report directly refers to the requirements of the description and evaluation criteria of particular standard's components;
- while presenting the evidences for the information provided, the documents and types of information listed in the "evidences/indicators" column of the standards' document are taken into consideration; all the documents, which are referred in self-evaluation report should be numbered in a consistent manner and presented as annex;
- Strengths and Areas for Improvement shall be presented regarding all standards considering the components of each of them.



## 1. Mission and strategic development of the HEI

Mission statement of a HEI defines its role and place within higher education area and broader society. Directions for strategic development plan of HEI corresponds with the mission of an institution, are based on the goals of the institution and describe means for achieving these goals.

<b>1.1. Mission of HEI</b>
<ul style="list-style-type: none"> <li>➤ Mission Statement of HEI corresponds to Georgia's and European higher education goals, defines its role and place within higher education area and society, both locally and internationally.</li> </ul>
<p><b>Description and assessment</b></p> <p>The mission of TeSaU is to: prepare competitive, highly qualified, morally grounded graduates in different fields, who are faithful to democratic values, principles of democracy and humanism by introducing learning and teaching, oriented on modern methods in all three cycles of education and professional studies, taking into consideration the academic, cultural, social and economic factors; build, store and share knowledge in the field of Agricultural Sciences providing specific features of the region; enhance tourism perspective for regional development and internationalization of the development of educational field. TeSaU mission, based on Georgian and European higher education main goals, defines the role and place of the University, provides specificity of the region, is based on TeSaU goals, objectives and shared by the society. TeSaU is planning to organize lifelong study-promoting events, periodical monitoring concerning implementation of activities defined by the mission and its revision at the end of authorization period with the purpose of indicating ongoing challenges within the mission.</p>
<p><b>Evidences/indicators</b></p> <p>1. The University Mission (CD 2 attached file 1.1.).</p>
<b>1.2. Strategic Development</b>
<ul style="list-style-type: none"> <li>➤ HEI has a strategic development (7-year) and an action plans (3-year) in place.</li> <li>➤ HEI contributes to the social development of the country, shares with the society the knowledge gathered in the institution, and facilitates lifelong learning.</li> <li>➤ HEI evaluates implementation of strategic and action plans, and duly acts on evaluation results.</li> </ul>
<p><b>Description and assessment</b></p> <ul style="list-style-type: none"> <li>• TeSaU has 7-year strategic development and 3-year action plans. The goals indicated in them come from the University mission, priorities defined in the mission, they are accessible, time-bound, their implementation results are measurable and shared by the society. TeSaU strategic development and action plans are worked out in accordance with the strategic planning rule proved by the Academic Council. 7-year strategic development plan was elaborated by the faculties, structural units, students' self-governance and students' initiative groups.</li> <li>• The process involved: employers, alumni, active society members, non-governmental organizations and etc. All administrative units are directly involved in the document elaboration process. Nine key goals, defined by the strategic development plan of TeSaU, consist of all the main fields of the university performance; planned activities, terms and necessary resources are defined by the action plan.</li> </ul> <p>The University makes its contribution:</p>



In the development of local society and democratic institutions; activities carried out by the University with that purpose always meets the public, economic, social-cultural, environmental protection development and other tendencies of the region.

- **Professors of the University permanently introduce their research findings to the broad circles of society.** (For example, the nearest investigation about the history of Telavi, that was recently presented to the interested groups by TeSaU historians).
- Based on the research works fulfilled at agriculture laboratories, **bilaterally beneficial cooperation is established with the farmers of Kakheti region.** Telavi State University studies the agricultural soil of interested people without any charge and gives them adequate recommendations.
- TeSaU students intensively work on **arranging social activities.** Via the charity concerts and charitable donations, they help large families with foodstuff and necessary consumption goods.

University students and professors actively participate in problem-solving process directed by the local self-government. They attend assembly meetings and ask questions they are interested in.

- The University pays special attention to **environmental protection** activities. TeSaU students and staff arrange cleaning actions, take part in contests (TeSaU students gained a victory in the Contest “Green Your University”). Students and professors from the Faculty of Agricultural Sciences, within the framework of the project about producing eco- safe products, defined the amount of nitrates in the experimental plot that belongs to the University. Public lecture “Kakheti Region Plant Diversity and its History” took place at the University, conference “Sustainable Waste and Forest Management” was also held there. Furthermore, along with Telavi Public School #1 the University implemented a joint project “Producing Eco Products with Natural Resources” under the financial support of Shota Rustaveli National Science Foundation).
- Professors from the Faculty of Agricultural Sciences, together with the academic staff of different universities, held trainings for the representatives of Kakheti Region Farmers Service Center and Consultation Service. The University annually participates in the **Career Fair**, where it spreads information about the educational programmes.
- **Under the cooperation of School and University**, Telavi State University organizes a scientific conference “School and University” every year. Public school pupils prepare different topics with the supervision of the University professor-teachers and Doctorate students. Besides, the conference “We are Bukelebi” (the users of notebooks) is also arranged at the University with the purpose of developing students’ skills in digital technologies.
- The University annually takes part in scientific festivals, where it introduces its scientific achievements.

Activities, planned and fulfilled by Telavi State University, represent the essential factor for the correct economic, social and cultural development of the region.

During the authorization period it is planned to:



Continue the abovementioned activities;  
Share the findings of new investigations implemented at the University with the society;  
Arrange lifelong study-promoting events;  
Involve students more actively in socially beneficial activities (social activities, cognitive work, sports and cultural events and etc.).  
The University is planning to reinforce relationships with Kakheti Region Public Schools, that implies integration of pupils and teachers into educational and research activities (joint conferences, joint investigations, joint research-educational and cognitive events).

**The University fulfills monitoring with the purpose of accomplishing strategic development and action plans:**

- There exists a monitoring group of evaluating strategic plan implementation process created under the decision of the Academic Council. The group consists of the University staff (academic, administrative), student, non-governmental organization and/or society representatives. The monitoring group is accountable before the Academic Council and annually, in January-February, it makes monitoring over the accomplishment of goals/objectives defined by the three-year action and strategic plans; moreover, it elaborates recommendations and presents opinion about the implementation matters of goals/objectives defined by the action and strategic development plans.

The conclusion made by the abovementioned group should provide:

- A report about the accomplished work; implementation of the activities defined by the strategic development plan in a fixed time; assessment analysis of the planned and actually fulfilled activities in compliance with the goals. According to the conclusion of the monitoring group assessment, the Academic Council is able to respond to the problem set by the monitoring group.

**Evidences/indicators**

1. Strategic development and three-year action plans of the University (CD 2 attached file 1.2.);
2. Strategic planning rule of the University (CD 2 attached file 1.3.);
3. List of activities implemented and planned by the University regarding contribution in the development of society (CD 2 attached file 1.4.);
4. Mechanisms of monitoring the realization of the University strategic development action plans (CD 2 attached file 1.5.);
5. Annual reports of TeSaU activities (considering the action plan) (CD 2 attached file 1.6.).

☐ **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

Strengths
<ol style="list-style-type: none"><li>1) Facilities for achieving goals;</li><li>2) Priorities oriented on regional development;</li><li>3) Realistically time-bound activities;</li><li>4) Objectives oriented on the achievement of goals;</li><li>5) Defining resources for achieving goals in a proper way;</li></ol>





6) Principle of elaborating strategic and action plans – from bottom to up.
<b>Areas for improvement</b>
Financial support mechanisms.

## 2. Organizational structure and management of HEI

Organizational structure and management of the HEI is based on best practices of the educational sector, meaning effective use of management and quality assurance mechanisms in the management process. This approach ensures implementation of strategic plan, integration of quality assurance function into management process, and promotes principles of integrity and ethics.

<b>2.1.Organizational structure and management</b>
<ul style="list-style-type: none"> <li>➤ Organizational structure of HEI ensures implementation of goals and activities described in its strategic plan.</li> <li>➤ Procedures for election/appointment of the management bodies of HEI are transparent, equitable, and in line with legislation.</li> <li>➤ HEI's Leadership/Management body ensures effective management of the activities of the institution.</li> <li>➤ Leadership of the HEI supports international cooperation of the institution and the process of internationalization, considering the mission and objectives of the HEI.</li> </ul>
<p><b>Description and assessment</b></p> <ul style="list-style-type: none"> <li>• <b>Organizational structure of HEI ensures implementation of goals and activities described in its strategic plan.</b> In order to implement the goals and strategic development plan of the University structural units and management bodies are linked on the basis of functionally constructed structure, providing subordination and coordination principles. The structure is built considering the Law of Georgia "On Higher Education", University Statute, Provisions and other regulations of the structural units. Legal powers defined among the subordinate subjects are distinctly demarcated. Functions and responsibility imposed to the structural units are described in corresponding regulations that ensure effective implementation of activities defined by the strategic development plan of the University.  During the authorization period is planned: Optimization of structural units and staff.</li> <li>• <b>Procedures for election/appointment of the management bodies of HEI are transparent, equitable, and in line with legislation.</b> Management bodies of the University are compiled on the basis of elections, in compliance with the Law of Georgia "On Higher Education", University Statute, Regulation about "The Rule of Electing University and Faculty Management Bodies". Elections are transparent and corresponds to equality and fair competition principles. Elections of management bodies are announced in a specified time ensuring participation of academic staff and students. All the decisions concerning the elections will be available on the University website and Bulletin board. Within a time fixed by the regulation, nominee candidates have an opportunity to specify the documents that should be presented to the commission, appeal against the election returns only once. The Election Commission ensures making an equitable election environment for all nominee candidates (Rector, Faculty Dean), amongst, it provides an opportunity for presenting candidates' viewpoints and plans in a fair environment. Student quota is defined by the University Representative and Faculty Councils that is completed via the elections as well.</li> </ul>



For the transparency of elections, in case of preliminary registration, any person has right to attend the elections of management bodies as an observer.

- **HEI's Leadership/Management body ensures effective management of the activities of the institution.**

**Management bodies make decisions on academic and administrative matters in time, according to the rule and terms of law. While making decisions about the questions in point, people responsible for the implementation of activities will be assigned.**

With the view of the management system efficiency, the University has the "Unified Rule of Case Administration" and "Management Efficiency Monitoring Mechanisms and Evaluation System". In addition, the University uses the following modern technologies: Electronic System of Doc Flow (eflow.emis.ge) and Automatized Education Management System (AEMS). Decisions made by the University management bodies are introduced to the addressee via the Electronic Task Management System of Doc Flow. Educational Institution Registry Office exists at the University that includes information about students and staff in accordance with the legislatively mandated regulation. With the purpose of revising the efficiency of the activities fulfilled by the staff, there exists "Management Efficiency Monitoring Rule" that defines the mechanisms of the University management efficiency monitoring and their implementation cycles. Case administration rules and procedures of the University are in line with acting legislation, available for the University employees and presented on the website.

During the authorization period is planned:

The internal audit system to be introduced;

The University has worked out a Business Continuity Plan (BCP) that corresponds to TeSaU business continuity policy and is important for the University trouble-free work. BCP indicates changes taking place in the environment that have an influence on TeSaU. BCP functions are:

- Identification of critical events;
- Establishing necessary resources for avoiding business-obstructions;
- Business-process continuity and regaining an ordinary regime in a minimal period of time.

BCP contains safety, learning-teaching-research and business supporting activities that gives TeSaU an opportunity to protect human resources, students, property and ensures financial viability.

The University has a unified, continuous plan of specific activities that is used for reducing risks in case of threat. Team, responsible for the implementation of BCP, evaluates risks in respect of public safety. Afterwards, the team fulfills activities for reducing the expected business-process obstructions and possible risks. TeSaU BCP covers finding alternative sources of suppliers with minimal losses under critical situations.

The University has internationalization policy that completely meets the mission and goals considered in the strategic plan of TeSaU. Internationalization policy promotes international mobility of students, academic and administrative staff, international cooperation within the framework of joint educational programmes and research projects.

Internationalization policy is implemented through:

- Establishing partnership relationships with donors and fundraising;
- Active communication with the foreign higher educational institutions;
- Informing students and staff about the international projects in time; involving university staff and students in international projects; elaborating joint programmes and projects;
- Mobility and participation in international conferences under the exchange programme of academic and administrative staff;
- Developing research and educational programmes under the projects financed by the





European Union;

- Publishing articles in foreign journals.

On account of the internationalization policy, number of students and academic staff involved in international mobility and projects is increased annually. Namely, foreign professor-teachers arrived at Telavi State University under the international projects: In 2014-2015 there were 4 professors, within the next few years the statistics changed in that way: In 2015-2016 – 18 professor/teachers; in 2016-2017 – 20 professor/teachers; in 2017-2018 – 26 professor/teachers.

**Academic and administrative staff departed to foreign universities through the mobility under the international projects:** In 2014-2015 there were 13 academic personnel, in 2015-2016 – 8 academic personnel; in 2016-2017 – 16 academic/administrative personnel; in 2017-2018 – 17 academic/administrative personnel.

**Students departed to foreign universities through the mobility (for study purposes/practice):** In 2014-2015 – 4 students; in 2015-2016 – 3 students; in 2016-2017 – 15 students; in 2017-2018 – 16 students.

**Students arrived at the University through the mobility (for study purposes/practice):** In 2015-2016 – 1 student; in 2016-2017 – 2 students.

**Academic/administrative staff involved in projects:** In 2014-2015 – there were 16 academic/administrative personnel; in 2015-2016 – 18 academic/administrative personnel; in 2016-2017 – 19 academic/administrative personnel; in 2017-2018 – 21 academic/administrative personnel.

Leadership of the University take care for the implementation of the events planned within the internationalization policy and ensures effective uses of internationalization outcomes in TeSaU activities. Consequently it follows:

Establishing Quality Assurance Service (SM\_SCM-T029A06-2006-Establishing Quality Assurance Services in the Georgian Higher Educational Institutions);

Establishing Students Career Enhancement and Development Service (530566-TEMPUS-1-2102-1-LT-TEMPUS-SMGR - Developing student career services in Georgia-CASEDE);

Integrating new module in Tourism Bachelor Programme (53056 TEMPUS-1-2-12-DE-TEMPUS-JPCR - Development of new modules for international Bachelor and Master Programmes in sustainable tourism management-SuToMa);

Purchasing expensive equipment for the Hematology Lab (544282-TEMPUS-1-2013-1-UK-TEMPUS-JPCR - The development of a curriculum and establishment of a regional training platform for haematology in medical and fundamental Sciences – DECERPH);

Translating materials and publishing readers for Multicultural Education and Cultural Diversity Training (530175- TEMPUS-1-2012-1-IL- TEMPUS-JPGR Development of an International Model for Curricular Reform in Multicultural Education and Cultural Diversity Training-DOIT);

Establishing free courses of studying Georgian Language and Literature, Mathematics, General Skills and Foreign Languages (English, Russian) for students and university entrants;

Introducing trainings in the field of Multicultural Education (561547-EPP-1-2015-1-IL-EPPKA2-CBHE-JP – Developing programmes for Access of disadvantaged groups of people and Regions to higher Education - DARE);

Creating mixed electronic courses with the purpose of simplifying study process for students; Developing subjects and printing readers for the project management at the Faculty of Social Sciences, Business and Law (“Project Management” (Construction and Immovable Property) BOMUP);

Introducing direct communication practice with the employers;

Translating in Georgian and publishing “A Novel About Project Management” by Tom DeMarco for the Management Academic Programme uses;

Introducing free Italian and Turkish Language courses for the University staff and students;

Establishing Innovations Center for the University students and academic staff (573555-EPP-1-2016-ESEPPKA2-CBHEJP - University-enterprise cooperation via spin-off companies network-



UNISON);

During the authorization period it is planned to:

- Raise international recognition of TeSaU;
- Develop exchange programmes with the European Universities for the preferential fields of the University;
- Expand contacts with foreign universities and scientific centers; promote mobility of students and staff in exchange projects;
- Present a project with international donor organizations.

#### **Evidences/indicators**

1. Structure of the University (CD 3 attached file 2.1);
2. Regulations of Structural Units: Regulation about the Rule of Electing Management Bodies of the University and Faculties (CD 3: attached file 2.2; attached file 2.3);
3. Rule of Case Administration (CD 3 attached file 2.4);
4. Business Process Continuity Plan (CD 3 attached file 2.5);
5. Management Efficiency Monitoring Mechanisms and Evaluation System (CD 3 attached file 2.6);
6. Internationalization Policy (CD 3 attached file 2.7);
7. International Cooperation and Internationalization Mechanisms and their Efficiency Assessing analysis (CD 3 attached file 2.8);
8. Staff and Students' Survey Findings with the purpose of Promoting International Cooperation and Internationalization (CD 3 attached file 2.10).

#### **2.2.Internal quality assurance mechanisms**

- Institution effectively implements internal quality assurance mechanisms. Leadership of the institution constantly works to strengthen quality assurance function and promotes establishment of quality culture in the institution.
- HEI has a mechanism for planning student body, which will give each student an opportunity to get a high quality education.

#### **Description and assessment**

The University has Quality Assurance Department, which coordinates the work of internal quality assurance mechanisms and their compatibility with external quality assurance mechanisms. In the implementation of internal quality assurance mechanisms, the University Administration, Structural and Educational Units, Students and other persons (potential employers, alumni, partner organizations) are involved. An internal quality assurance system operates at the university, which provides a "plan-do-check-act" cycle, which implies continuous assessment and development of the university activities and resources.

The cycle stages include:

- **"Plan" – at this stage there is planned:**

Evaluation of the University educational and scientific-research work;

Evaluation of the curricula and syllabi of the courses of studies;

Evaluation of the work of the academic staff and development of the corresponding recommendations (with the purpose of their improvement and quality enhancement and for making them relevant to the international standards);

Preparing for internal and external evaluation procedures.

For this, the university has developed a system of assessment of the staff (academic/administrative/support);

Mechanisms for monitoring students' academic performance;

Mechanisms for evaluation and improvement of educational programmes.



- **"Do" – at this stage there is implemented:**

Planned estimation according to the preliminarily defined criteria and schedule;

- **"Check" – at this stage there is checked:**

Considering which mechanisms work or do not work, and accordingly, defining the causes.

- **"Act" – at this stage there is summarized;**

Outcomes of implementation;

Strengths and areas for improvement will be defined;

The reasons will be determined and the proper recommendations will be developed for solving them.

The University Administration makes relevant decisions based on quality evaluation results, which will be used for further development of the University activities, to improve the learning process and academic performance.

- **Preparatory stage of assessment - contains several steps and includes:**

Determination of assessment criteria according to assessment object;

Elaboration of assessment procedure;

Elaboration of the analysis form for evaluation results;

Presentation of evaluation results to Academic and/or Representative Councils.

**Internal assessment of quality assurance in the university includes the following aspects:**

- Assessment of educational programmes;
- Evaluation of the **programme** implementation;
- Assessment of **teaching** assurance with human and material resources;
- Study of opinion and attitudes of stakeholders (employers, academic staff, students, alumni) in the development of the programme.

Based on the analysis of the research outcomes, the list of the necessary activities will be determined. The ways of their implementation are being planned. The administration constantly cares for improving quality assurance mechanisms and establishing the culture in the university. This is confirmed by the research outcomes.

### **Quality Assessment System of Educational Programmes**

The following means of quality assurance are available for assessing the educational programmes and their structural elements - modules or particular study courses (syllabi):

- Instruction for planning, designing and developing educational programmes for all three cycles of higher education, including the form of educational programmes and procedures for submission and approval of educational programmes;
- Syllabus form;
- Questionnaire developed for assessment.

In assessing the programmes, attention is paid to the existence of the established structural units of the programme and compliance between aspects, or how relevant the learning outcomes are to the programme objectives, how appropriate the teaching methods are in order to achieve the set goals, how adequate the evaluation methods are, etc.

Usage of the following quantitative and qualitative indicators is recommended to improve the learning outcomes of the programme:

- Self-evaluation - the University annually prepares self-evaluation report of the accreditation and submits to the LEPL National Center for Educational Quality Enhancement (external evaluation);



- Competences - field and general competences should be relevant to the National Qualifications Framework;
- Analysis of inquiries - results of survey of academic staff/invited professors/teachers involved in the implementation of the programme;
- Employers' Survey in the process of development and evaluation of the implementation at the next stage;
- Results of the programme graduates' survey;
- Results of students' survey participating in the programme;
- Rate of Academic performance of students participating in the programme;
- Internal Mobility Rate of programme participant students;
- Number of registered applications of the applicants to study on the programme;
- Students' employment rate;
- Grade Point Average / GPA of the Programme graduates;
- Number of students with state education grants;
- Number of students enrolled in the next cycle of study;
- Employment rate of the programme participant students according to the specialty and/or non-specialty.

At the university the programme is evaluated by the Quality Assurance Department; The programme is evaluated based on the revise and analysis of the qualitative and quantitative indicators.

As a result of the internal and external evaluation of the programme, the University Quality Assurance Department in cooperation with the Faculty Quality Assurance Department will develop concrete recommendations with the purpose of implementing the programme and improving the learning outcomes. The recommendations will be presented to the Academic Council, the Representative Council and Councils of the Faculties.

The evaluation results may have the following responses:

- A) The programme is carried out efficiently;
- B) The programme obeys the recommendations and a reasonable timeframe is given to be taken into consideration;
- C) The programme needs fundamental modification and admission of the students is ceased;
- D) The programme may be cancelled.

There is an evaluation system of the students' academic performance in the university and their comparison with the Student Ranking Scale developed by the European Credit Transfer and Accumulation System (ECTS).

After the comparison, the causes of the deviations (if any) will be determined and the recommendations will be developed.

#### **Determining the number of students to be admitted**

1. The number of students to be admitted to Bachelor, Master, Doctoral and Vocational programmes is determined by considering the marginal number of the university body and the number of annual admission vacancies; according to the specifics of the programme as well as by taking into consideration the ratio of the number of affiliated academic/academic/invited staff involved in the programme. At the time of planning the body, the university takes into consideration the current situation of the labor market and material-technical resources. Programmes are implemented by involving the academic and invited staff of the proper field/direction, as well as the qualified administrative and support staff. The ratio of staff to students is based on the following principles:
  - a) A student receives high quality education;
  - b) A student has an opportunity to communicate uninterrupted communication with the



<p>staff of the university and receive quality service needful for the student;</p> <p>c) The lectures/seminars/practical and laboratory work/sessions/creative processes are performed in a comfortable environment without obstacles, spreadsheets are drawn up correctly, staff within the scope of their competence have the ability to provide quality service to the student;</p> <p>d) The proper office of the university in the force majeure situation ensures the safe evacuation of students and staff according to the relevant evacuation action plan.</p> <p>2. The university has lecture rooms, canteen, gym, library, open field, creative circles, sports circles, extra areas and etc. for student services.</p> <p>3. In determining the marginal number of student vacancies, the university takes into account all the necessary aspects for perfect functioning:</p> <p>a) Material-technical resource/bases of the university (fixed and liquid assets, library resource);</p> <p>b) Human resource (administrative, academic, invited, support staff and other persons required for the programme implementation);</p> <p>c) Specifics of educational programme;</p> <p>In the authorization period there is planned:</p> <p>1. Enhancement of internal quality assurance mechanisms, which implies the introduction of the term self-evaluation system and the involvement of more stakeholders in the implementation of quality assurance mechanisms.</p> <p>2. Designing and establishing the external evaluation mechanisms for quality assurance.</p>
<p><b>Evidences/indicators</b></p> <p>1. Internal Evaluation Mechanisms for Quality Assurance (CD3 attached file 2.11);</p> <p>2. Surveys and their findings (CD 3 attached file 2.12);</p> <p>3. Regulation of Quality Assurance Department (CD 2 attached file 2.2 attached file 2.2.19);</p> <p>4. Programme Evaluation Forms (CD 3 attached file 2.11 attached file 1);</p> <p>5. Staff Evaluation Forms (CD 3 attached file 2.11 attached file 2);</p> <p>6. Strategic Development Plan (CD 2 attached file 1.2);</p> <p>7. Methodology for determining the ratio of staff and students and marginal body of students (CD 3 attached file 2.14);</p> <p>8. Rule for regulating the learning process (CD 4 attached file 3.11);</p> <p>9. Report on using Quality Evaluation Results (CD3 attached file 2.13).</p>
<p><b>2.3. Defending principles of ethics and integrity</b></p> <p>➤ HEI has developed regulations and mechanisms that follow principles of ethics and integrity. Such regulations are publicly accessible.</p> <p>➤ Institution has implemented mechanisms for detecting plagiarism and its prevention.</p> <p>➤ HEI follows the principles of academic freedom.</p>
<p><b>Description and assessment</b></p> <p>Code of Ethics has been developed for students and staff at Telavi State University, which is in compliance with the Law of Georgia on Higher Education, the University Statute and other normative acts.</p> <p>Code of Ethics is based on the moral rules established in educational society and follows the principles of intellectual freedom, equality, transparency, fairness and integrity.</p> <p>In case of violating ethical norms established in the university, TeSaU has developed in its Internal Regulation the procedures relevant to the violation. According to the University Internal Regulation, in case of violation of ethical norms, the university staff and student are entitled to apply to the University Ethics Committee. The complaint is registered in electronic form and will be given to the addressee. The Ethics Committee discusses the facts described in the complaint and develops the written conclusion about the violation of the ethical norms or its absence.</p>





The University Internal Regulation for violation of ethical norms includes:  
In case of student - reprimand, or suspension of student status. In case of staff - warning, reprimand and more.  
To combat plagiarism, the university has developed a mechanism for detecting plagiarism. Besides the norms established in the relevant normative acts, TeSaU administration promotes preventing plagiarism with the information campaigns and involvement of the university personnel in international projects.  
In case of possible violation of the academic integrity principles, the interested person's application with attached documents, namely, the original works confirming plagiarism, should be handed over to the University Faculty Board by substantiated solicitation of the Faculty Dean and Head of Quality Assurance Department.  
In order to detect the fact of plagiarism, the Faculty Board, after consideration of the application, creates the Commission, where the members are approved by the Rector.  
The Commission consists of at least 3 members, among which at least one is the specialist of the proper subject. The number of the commission personnel is definitely odd.  
On the basis of the documents submitted by the Faculty Board, the Commission begins studying the issue in order to detect plagiarism. The Commission session is closed and except for the members of the Commission, it is attended by the applicant and a possible violator referred in the application.  
In case of necessity, the Commission has the right to use the electronic programme for detecting plagiarism. The Commission defends the principle of confidentiality until the work is completed. The decision made by the Commission is sent to the University Academic Council for the relevant response.  
In case of confirming the fact of plagiarism by the Commission, the violator is charged with the disciplinary responsibility in accordance with the University Internal Regulation.  
The University Administration provides the university students and staff with guidelines relevant to ethical standards through the Code of Ethics. Code of Ethics is available on the website and accessible for everyone.  
Academic freedom as one of the highest values is stated in the University Statute, Regulations of the Faculties and TeSaU Strategic Development Plan. The university academic staff and students take part into formulation of the Faculty Regulation with the help of the Faculty Board.  
Faculty Regulations are accessible on TeSaU website, while the University Statute is published on the website as well as in the Legislative Herald.  
Under the authorization period the university plans to:

- Establish the mechanisms for revealing the personnel and students distinguished with keeping the high ethical norms and encouraging them;
- Develop the electronic programme at the University within Erasmus + (INTEGRITY) Project, which will become a mechanism for detecting plagiarism at the university.

**Evidences/indicators**

1. Code of Ethics (CD 3 attached file 2.15);
2. Plagiarism Detection Rule (CD 3 attached file 2.16);
3. Internal Regulation (CD 3 attached file 2.17).

☐ **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

**Strengths**

1. Organized Structure;
2. Transparent Rule for Electing Management Bodies;
3. Improved Mechanisms for Quality Assurance;



<ol style="list-style-type: none"> <li>4. Code of Ethics;</li> <li>5. Plagiarism Detection Rule;</li> <li>6. Involvement in Erasmus + (INTEGRITY) project;</li> <li>7. The University readiness to fight against plagiarism.</li> </ol>
<b>Areas for improvement</b>
<ol style="list-style-type: none"> <li>1. Self-Evaluation culture;</li> <li>2. Evaluation system for Quality Assurance Mechanisms;</li> <li>3. Number of facts of responses to violation of ethical norms;</li> <li>4. Students' awareness level concerning ethical norms and plagiarism.</li> </ol>

### 3. Educational Programmes

HEI has procedures for planning, designing, approving, developing and annulling educational programmes. Programme learning outcomes are clearly defined and are in line with the National Qualifications Framework. A programme ensures achievement of its objectives and intended learning outcomes.

<b>3.1. Design and development of educational programmes</b>
<p>➤ HEI has a policy for planning, designing, implementing and developing educational programmes.</p>
<p><b>Description and assessment</b></p> <p>TeSaU has a methodology for planning, designing, implementing and developing educational programmes, which is based on Plan-Do-Check-Act cycle.</p> <p>The planning of the programme development takes place in the relevant departments. The need to implement the programmes is corroborated by a number of factors: the demands of a changeable labor market, the achievement of the objectives in accordance with the University Mission and Strategic Development Plan, and the compliance with the challenges in learning/research environment.</p> <p>The programme coordinator carries out market research before developing the programme. The survey covers the employees, the administration, potential employers, potential applicants, students/alumni (if any) and other target groups implementing the programme.</p> <p>The research results are submitted to the appropriate department where the possibility to implement the programme in accordance with human and material resources is discussed. In the case of a positive assessment, at the initiative of the department, the programme will be submitted to the Faculty Board for review, which, in turn, will determine the relevance of the programme implementation needs and opportunities. In the event of a positive decision, the programme will be reviewed for recommendations/assessments by the Faculty and University Quality Assurance Departments and then submitted to the Academic Council. The Council approves it through the relevant procedures. On the grounds of the decision of the Academic Council, the programme is presented to the National Center for Educational Quality Enhancement for accreditation procedures.</p> <p>In case of accreditation, the programme is implemented in line with the established legislation</p> <p>The programme coordinator ensures the continuing development and updating of the programme taking into account the following factors:</p> <ul style="list-style-type: none"> <li>• Ensuring the enrichment of literature and educational /research resources;</li> <li>• Recruitment of the qualified personnel and development of the qualifications of the existing staff;</li> <li>• Improving the quality of internationalization;</li> </ul>



- Exchange of local and international practices;
- Monitoring the students' academic performance;
- Permanent improvement/perfection of learning and teaching components in accordance with the needs of the programme and/or changeable legal norms in the field of education.
- Internal and external evaluation: the programme reflects the survey results of students, staff, and employers, the results of the programme evaluation performed by Quality Assurance Department, as well as the recommendations from external experts and overseas consultants.

The university and faculty administrations support the development and implementation of the programme with human, financial and material resources.

The procedures for designing, implementing and developing the programmes described above are supported by TeSaU prepared and approved regulation (guidance on the planning, preparing, implementing, developing and annulling of academic programmes), in which it is stated:

- ✓ The programme development planning takes place in the respective departments. The need for the programme implementation is corroborated by the following factors:
  - a) To meet the requirements of a labor market;
  - b) To achieve the goals set by the University Mission and Strategic Development Plan and overcome other challenges in research/learning environment;
  - c) Before starting the legal procedures, the programme coordinator carries out a study for the purpose of self-evaluation of the programme. The survey involves employees implementing the programme, the administration, potential employers, potential applicants, students/alumni (if any) and other necessary target groups.
  - d) Taking into consideration the research results, the responsible department contributes to the development of the programme by allocating human and material resources. At the initiative of the department, the programme is presented to the Faculty Board for review, which in turn determines the needs and opportunities for implementing the programme. In the case of a positive decision, the programme will be reviewed for recommendations/assessments by the Faculty and the University Quality Assurance Departments. In the case of a positive recommendation from the Quality Assurance Department, the programme will be reviewed by the Academic Council, and if approved, the programme will be submitted to the National Center for Quality Assurance for the accreditation/ authorization procedures.
  - e) After receiving accreditation, the programme is implemented in line with the established legislation. The Programme coordinator ensures its ongoing development, by providing new literature and educational/research resources, recruiting qualified personnel or enhancing the skills of existing staff.
  - f) The administration supports the implementation and development of the programme with human, financial and material resources.

In the course of programme implementation, the monitoring and evaluation of the programme are carried out on an ongoing basis. In particular, surveys of programme students (satisfaction surveys), staff, alumni and potential employers are conducted using questionnaires developed by the university. Student academic performance is also monitored, followed by a general analysis of the outcomes and possible conclusions/recommendations for the development of programmes and/or individual courses.

TeSaU Quality Assurance Department evaluates educational programmes in accordance with many components. At the end of each year, it monitors the students' academic performance. It constantly studies the requirements of a labor market, and carefully studies the meetings with employers and feedback, and the results are reflected in the programmes. TeSaU has permanent and renewable links and consultations with professional associations. Taking all these into account, TeSaU plans, designs, implements educational programmes and, develops/modifies





existing ones; By reviewing and sharing best local and international practices, TeSaU improves the various components of the programmes.

The decision to annul the programme is carried out in accordance with the following procedures:

- The decision of the Faculty Board;
- The decision of the Quality Assurance Department;
- The decision of the Academic Council.

On the basis of reasoned justification of the Quality Assurance Service, the Academic Council is entitled to decide on the annulment of the programme. In case of amending or annulment of an educational programme, an institution gives due consideration to legal interests of the students and grants them the opportunity to smoothly complete an educational programme. If an alternative programme is not available in the university base, in order to obtain the necessary credits for the completion of the educational programme, the student will be able to continue studying at the higher educational institution of Georgia, the university has completed a contract memorandum of cooperation in which the relevant educational programme is implemented. In other cases, students have the right of mobility.

#### **Evidences/indicators**

- Instructions for planning, designing, implementing, developing and annulling educational programmes (CD 4, attached file 3.1);
- Educational programmes, syllabi (CD 4, attached file 3.2);
- Analysis of labor market research (CD 4, attached file 3.3);
- Examining the satisfaction of students, alumni, employers and analyzing the results (CD 4, attached file 3.4);
- Studying the alumni in terms of their career and academic development (including the employment indicator in accordance with the acquired qualification) (CD 4, attached file 3.5);
- The results of the monitoring of students' academic performance (CD 4, attached file 3.6);
- Guidance on planning, designing, implementing, developing, and annulling educational programmes (CD 4, attached file 3.7);
- Rules governing the educational process (CD 4, attached file 3.11).

### **3.2. Structure and content of educational programmes**

- Programme learning outcomes are clearly stated and are in line with higher education level and qualification to be granted.
- With the help of individualized education programmes, HEI takes into consideration various requirements, needs and academic readiness of students, and ensures their unhindered involvement into the educational process.

#### **Description and assessment**

As part of the development of the educational programme, TeSaU follows the established legislation and ECTS-Guiding Principles of the European Credit Transfer and Accumulation System. TeSaU educational programmes are therefore based on transparent learning outcomes and competencies, and the acquisition of field-specific, practical and generic, so-called transferable skills.

TeSaU implements Bachelor, Master and Doctoral programmes.

Student-focused, flexible-structured each curriculum is a document composed of study courses/modules.

Each programme covers the number of credits allocated to the appropriate circle of higher



education in accordance with established legislation; Credits are distributed to all educational components of a study programme and reflect the quantity of the contact and independent hours required to achieve its specific objectives or learning outcomes in relation to the study workload necessary for a student (1 credit (ECTS) 25 hours).

**Consistency and modification of educational programme components** - the educational component of a study programme (such as modules, courses, practice, qualification work, etc.) and the scientific research component (Master and Doctoral theses) fully ensure the achievement of learning outcomes envisaged by the programme and are clearly stated.

Programme components ensure the achievement of programme objectives and student learning outcomes of the appropriate level of qualification in the National Qualifications Framework and in related provisions (in the provision on designing, formatting, defense and evaluation of Master's Thesis and Dissertation Board provisions); and in the programme it is presented in the form of learning outcome mapping;

The academic degree to be granted after completing the educational programme is in compliance with the higher education circle described in the National Qualifications Framework and the qualification to be granted.

TeSaU also implements regulated educational programmes (law, primary education, and 60-credit teacher training educational programme), the learning outcomes of which are based on the field specifics of the programmes of law and teacher training.

**The structure and content of the programme ensure the logical connection among all of its components and achievement of learning outcomes by a student with an average academic performance, within a reasonable timeframe:**

The educational programme is a unity of study courses selected in accordance with a certain logic and distributed over semesters.

Each programme is accompanied by a schedule of preconditions for admission to the course (activity), the so-called prerequisites, indicating which credits or compulsory activities must be completed before the start of each course or activity; The content and the volume of all study courses are selected so that learning outcomes included in the programme are achieved by a student with average academic performance within a reasonable timeframe (in line with the academic calendar).

**The programme provides students with opportunities to elect non-compulsory components of an educational programme;**

TeSaU educational programmes include free elective courses (the so-called free credits, the number of which is governed by guidance on planning, designing, and implementing educational programmes) and elective specialization courses, whose credit number is individually defined in each educational programme; A student can select the desired courses according to their individual and intellectual tastes, in order to strengthen their professional and general transparency skills in accordance with curricula and/or semesters.

**The volume of a programme component is defined by taking into account its content, learning outcomes and the field specifics:**

The volumes of the educational programme components (study course, research, practice) are defined by taking into account their contents, learning outcomes and the field specifics:

1. Bachelor programme covers a minimum of 240 credits, which are distributed as follows:

a) for non-regulated professions :

- at least 120 credits are allocated to major specialization courses;
- 60 credits are allocated to additional specialization courses/ free credits;
- 30 credits are awarded to compulsory university courses: (academic writing - 5



credits, computer skills and informational technologies - 5 credits, foreign language - 20 credits);

- 30 credits are awarded to university elective courses. It is also possible to distribute credits as follows:

A minimum of 120 credits are allocated to major specialization courses;

Depending on the needs and specifics of the programme, the remaining credits may be allocated to the study courses/components required to achieve the outcomes defined in the programme.

b) for state-regulated professions (Education, Law):

- At least 75% of an educational programme is provided for the development of skills required for a regulated profession.
- 30 credits are awarded for the university compulsory courses (academic writing - 5 credits, computer skills and informational technologies - 5 credits, foreign languages - 20 credits).
- At least 30 credits are allocated for university elective courses.

Credits can also be distributed as follows:

At least 75% of an educational programme is allocated for the development of competencies necessary for a regulated profession. The remaining credits may be distributed to the training units/components / and/or others to achieve the results of the programme.

2. Master's degree programme comprises at least 120 credits, the essential component of which is the Master's Thesis, covering at least 30 credits. The master programme includes a study component and a qualification work, developed on the basis of independent research. Some master programmes also include practice.

3. The doctoral programme covers at least 180 credits, which can be distributed as follows:

Research component – at least 120 credits;

Learning component – at least 60 credits.

A doctoral educational programme includes learning and practical components. It is completed by the development and public defense of a qualification thesis prepared on the basis of independent research.

The scope and content of scientific and research components are planned and defined in curriculum taking into account the specifics of their content, learning outcomes, a circle of study and specifics of the field. This mainly refers to the master and Ph.D. programmes.

At the master level, detailed information about the study is contained in the relevant curricula and syllabi, indicating the scope of the study, the content, the proposed research topic and the evaluation rules and systems.

The format of the performance and presentation of the Master's degree studies is governed by the university regulation "Instructions for Preparation, Formatting, Defense, and Evaluation of the Master's Thesis".

At the doctoral level, the description of the scientific-research component, its scope, content, the proposed research topic, and the evaluation rule and system are included in relevant curricula. The performance of the doctoral research is also regulated in accordance with the provisions of the Dissertation Board.

- **The teaching and learning methods used in an educational programme take into account the field specifics and ensure the achievement of learning outcomes.**

The combination of teaching methods used in different components of the programme ensures the achievement of outcomes provided by the programme, also presented in the programme curriculum. Based on the specifics of each course of study, in the learning process, teaching and learning methods such as a lecture, group work, practical work, seminar and e-learning, verbal or written methods, independent work on a book, explanatory method, heuristic method, inductive and deductive methods of learning, analysis and synthesis, problem-based learning, etc. are used covering relevant activities: discussion, debates, demonstration, presentation, seminar and much



more.

The teaching and learning methods of the respective course are presented in the curricula of the corresponding courses.

The workload of the students in the programmes thus consists of a) a lecture, group work, laboratory and practical work b) independent work c) preparation and passing of exams; d) performing theoretical and practical work; e) preparation and presentation of the papers; g) working on thesis, etc.

- **TeSaU ensures access to the information about educational programmes :**

The catalog of educational programmes serves for the purpose of informing interested parties on the educational activities of TeSaU. The programme catalog is updated according to the changes in the programme. It is accessible to all interested individuals and can be found on the TeSaU website. PR campaigns are conducted regularly in public schools, information leaflets are accessible, open door days are held. Public information about programmes can also be found in Deans' Offices and Departments of the respective Faculties.

- **With the help of individualized curricula, HEI takes into account various requirements, needs and academic readiness of students and ensures their unhindered involvement in the educational process.**

Trough individualized curriculum TeSaU offers appropriate formats and conditions of teaching-learning and assessment to students with different requirements, special educational needs, and different academic readiness as well as opportunities for the adapted environment and appropriate human resources, if required.

TeSaU curricula are developed at all circles of education to meet the students' various requirements, special educational needs, and academic readiness. Each curriculum includes specialization electives and university electives as well as compulsory courses that enable students to deepen their expertise and/or satisfy the intellectual tastes and needs. The Bachelor, Master and Doctoral programmes are therefore different for all students and adapted to their interests.

In addition, as part of restoring the status of the Student Mobility Applicant (internal and external), a commission is formed at the faculty consisting of the Faculty Dean, the Faculty Quality Assurance Department, and the corresponding Programme Coordinator. The commission prepares the mediation (conclusion), which the Dean of the faculty submits to the TeSaU Rector. The programme coordinator determines the credit compatibility, summarizes the number of credits and creates an individual study schedule.

The mediation (conclusion) defines which study courses completed by a Student Mobility Applicant are regarded as recognized in accordance with the curriculum of the educational programme (including indications about the appropriate credits and assessments received) and the semester in which the student is considered to continue his/her studies. The conclusion shows the total number of credits accumulated by Student Mobility Applicant, the number of credits remaining to complete the programme, and, in case of necessity, the student's individual schedule.

TeSaU owns partially adapted physical and social environment for the unhindered inclusion of students with disabilities and special educational needs (SEN) in the educational process, such as access ramps and sanitary nodes to each building; The mentioned infrastructure is under development (the lift is planned for 2019). At the university, especially at the faculty of Education Sciences, there is an inclusive education specialist who can assist or correctly redirect a person with special educational needs. In addition, the most academic staff have completed international and local training sessions that allow them to provide minimal assistance to such students. It is planned to equip the library computer center with appropriate programmes (audio programmes, literature in braille, etc.).



#### Evidences/indicators

- Educational programmes, syllabi (CD 4, attached file 3.2);
- The rule for planning, implementing and evaluating the scientific-research component specified in the Regulation of the Dissertation Board, syllabi for the preparation and defense of Master's and Doctoral Theses and related programmes (CD 4, attached file 3.9);
- Instructions for planning, designing, implementing, developing and annulling the study programmes (CD 4, attached file 3.7);
- Academic calendar (CD 4, attached file 3.10);
- Catalog of educational programmes (<http://tesau.edu.ge/saganmanatleblo-programebis-katalogi>).

#### 3.3. Assessment of learning outcomes

- HEI has law-compliant, transparent and fair system of learning outcomes assessment, which promotes the improvement of students' academic performance.

#### Description and assessment

**1. Assessment system of learning outcomes considers specificity of the field and includes the adequate assessment forms, components and methods, which promote an opportunity to determine how the students have achieved the learning outcomes provided by the educational programme components;**

Acquiring the study courses offered by the university educational programme is based on the principle of continuous assessment of acquired knowledge. The most frequently used assessment forms and components are: Midterm and Final Assessment Forms and Evaluation Components – verbal, written (Test, Case, Quiz, Open and Closed Questions, Essay etc.); survey, preparation and presentation of group/individual assignments. Midterm, Final Exam.

Assessment components and criteria are compiled by the author/authors of the relevant study course by taking into consideration the specifics of study courses. Assessment components are indicated in each syllabus of the course and aimed at achieving the learning outcomes of the same syllabus. For example, the presentation component evaluates the knowledge of the issue, the skill of critical analysis, interaction and the skill of using visualization techniques; Knowledge of the searched and developed information and the skill of presenting/analyzing it are assessed under the abstract component; Knowledge of specific issues is evaluated under the test component; Knowledge of the issue, quality of understanding and acknowledging the exam is evaluated under the examination component.

In the programmes we see those assessment forms, criteria and methodology, which are still approbated at the university up today. In addition, internal regulations are under improvement. In other words, they are under certain correction at the beginning of each new academic year and are published on TeSaU website. Internal regulations are accessible for any interested person. All the students of the university have the opportunity to get acquainted with printed and/or electronic versions of the syllabus at the beginning of the term and learn the basic assessment components as soon as the course starts. During the term, students have the opportunity to monitor their assessments, to have a permanent contact with the lecturer and to make the proper reaction to the results achieved. Also, lecturers provide effective feedback. Lecturers have the opportunity to analyze the level of student preparation at the Faculty Board.

**2. Assessment system and the current regulations regarding the assessment system are clearly defined and compatible with the normative acts regulating the learning process in Georgia;**  
The student's knowledge assessment system is regulated by the Order of the Minister of





Education and Science of Georgia (N3, 05.01.2007; last change N102/6, 18.08.2016) on “the Rule of Calculation of Educational Programme Credits and Student’s Knowledge Assessment System” as well as the relevant Regulation of the University.

In developing and implementing the educational programme, TeSaU follows the legislation in force and principles of the ECTS - Credit Transfer and Accumulation European System. In every syllabi there is defined the minimum competency margin of midterm and final assessments in maximum 60%.

Assessment methods and forms are adapted to learning outcomes of the curriculum so as they provide achieving learning outcomes determined under the programme. Assessment methods are diverse and based on the specifications of the course.

**In evaluating the student's knowledge transparent criteria are used to ensure the student's awareness of the results achieved, shortcomings and ways of improvement;**

Each component of the student's assessment system established by the lecturer together with the determinative assessment gives the student information about the achieved outcomes, shortcomings and ways of improvement. In particular, each criterion of assessment depends on the assessment of the students to be enhanced: what they have gained, what the students know at a lower level and/or which competences the students do not reveal.

In addition, the assessment process includes the mutual and self-assessment, which is a direct (but not the only) strategic instrument for development of general (transferable) skills (communication, defining ethical, educational needs, submission and sharing of the ideas, leadership, and effective group work) for students.

This format of assessment offered to the students by the lecturer will help to identify the student's professional enhancement stages and determine the dynamism of progress (or regression). This is a condition for improving the quality of teaching and learning.

**Assessment system provides equal legal approaches;**

Assessment system is multi-component and fully focused on students' interests. There are alternatives of written and verbal communication, group and individual forms of evaluation, mutual and self-evaluations, which give students the opportunity to completely demonstrate their knowledge and field competences.

Students have the opportunity to appeal the point and re-check/change their results.

**The student is informed about the ongoing assessment system and the current regulations on assessment in HEI;**

The student is fundamentally informed about the assessment system and current regulations regarding assessment in HEI;

The student can see information via the University Educational Management Automated System, in the relevant Regulation on the website, in curricula, in the syllabi. In the Dean's office in verbal form and on the auditorium or consultation meetings with the lecturer.

**In HEI there is an effective system for complaining the assessment.**

In TeSaU there is an effective system for complaining student's assessment, which is regulated by the instruction on conducting exams by the Examination Centre of Quality Assurance Department and the Rule regulating the study process.

In particular, **TeSaU student has the right to:**



Request a fair assessment of knowledge and complain the examination results through the established rule. (Complaining the results of other assessment takes place at the Faculty and the Dean of the faculty creates the Commission for solving the target issue. Based on the results of the work of the Commission, concrete decisions are taken);

According to the rules of conducting, postponing the examinations, evaluating the examination works, complaining the examination results, discussing the complaint and making decisions, the student has the right to:

1. Apply to the Examination Center (also possible through the electronic database) within 2 working days after revealing the results and request to look through the work and revise the results on the basis of the application and/or complaint.
2. Within 2 working days after receiving the application and/or complaint, the examination center provides to:
  - a) Allow the student to overview his/her paper;
  - b) Appeal to the faculty plenipotentiary employee by sending the works of those students who do not agree with the assessment of the exam and demand revision of the results.
3. The plenipotentiary employee of the Faculty is obliged to give the works to the lecturer/appellate commission for explanation/revision within one working day, who in turn is obliged to give the conclusion of the appeal to the faculty plenipotentiary person within 2 working days.
4. The faculty plenipotentiary person returns a copy of the paper to the Examination Center within one working day.
5. After the completion of the procedure, the copy of the work along with the conclusion of the complaint is returned to the Examination Center, which states the results into the examination process management system.

#### Evidences/indicators

- Instruction for conducting the examinations by the Examination Center (CD 3 attached file 2.2 file 2.2.2 attached file 2);
- The Rule on regulating the University study process (CD4 attached file 3.8).

#### ☐ Strengths and Areas for Improvement

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

#### Strengths

- Existence of the continuous cycle of development and improvement of the programme at the university: plan, do, check, act;
- Maximum involvement of persons interested in developing the programme;
- Curricula oriented on variable requirements of the student, employer and labor market;
- Objective, transparent, fair and student focused methodology of teaching-learning and assessment in curricula.

#### Areas for improvement

- Methodology for developing the curriculum adapted for **SEN and PwDs** persons;
- Increasing the practice component in Bachelor and Master programmes;
- Strengthening contacts with the employer;
- Developing the alumni electronic base.



#### 4. Staff of the HEI

HEI ensures that the staff employed in the institution (academic/scientific/invited/administrative/support) are highly qualified, so that they are able to effectively manage educational/research/scientific/creative/performing and administrative processes and achieve the goals defined by the strategic plan of the institution. On its hand, the institution constantly provides its staff with professional development opportunities and improved work conditions.

##### 4.1. Staff Management

- HEI has staff management policy and procedures that ensure the implementation of educational process and other activities defined in its strategic plan.
- HEI ensures the employment of qualified academic/scientific/invited/administrative/support staff.

##### Description and assessment

The University has elaborated integrated and consequential staff management policy relevant to its Mission, Vision, Strategic Development Plan. Management policy makes human resource relevant to the university strategy and is aimed at promoting achievement of the university strategy and functional goals. Staff management policy is based on the following principles: merit-based attitude, fairness, equality and transparency. Staff management process involves the following main steps: planning labor resources, recruitment/inclining/selection; staff development (defining salary and privileges, adaptation, teaching), evaluating work activities and responding according to the results (professional advancement, dismissal, etc.).

Appointment of academic staff at the university is accomplished in accordance with the Regulation on “Integrated Rule for Academic Staff Employment” on the basis of a contest. Academic staff is selected through an open competition, which is based on transparency, equality and fair competition principles. Additional agreements of the competition, except for the demands defined by Georgian Law and University Statute “About High Education”, are established by the Faculties of the University and Academic Council. Additional agreements of the competition are eventually discussed and confirmed by the Representative Council of the university. Before holding the competition, according to the deadline mandated by the law, an advertisement about rules and terms of the competition is published in a newspaper and university website. After announcing competition, Rector’s individual administrative-legislative act and statement on announcing competition are placed on the university information board. Considering academic position, list of documents which should be presented by competitors and terms of competition are differentiated. Competition results are reviewed by the Faculty Board and later introduced to the Academic Council of the University for confirmation. The Rector issues individual administrative-legislative act about appointing academic position. Competitors have the right to appeal. Providing the peculiarities of education programmes at the university, it is possible to invite doctors/teachers of the corresponding field/subject on the basis of labor contract. Faculty Dean and Department are involved in the invitation process of the abovementioned persons. Due to their demand, considering professional skills, Rector issues an invitation order on the basis of the labor contract.

The employment and requirements for the support and temporary staff are defined with the university regulation “integrated rule for employing support and temporary staff at Legal Entity of Public Law (LEPL) Iakob Gogebashvili Telavi State university. Selection of support and temporary staff is implemented with maintaining legislative requirements, the interest of candidates and university, competition publicity, transparency, equality and equity. The Head of Administration with the agreement of the Rector announces competition for filling vacant positions of the university staff. An advertisement about the competition is published on the university website and information board. Competition Committee is formed by the Head of Administration along with the Rector. The Committee checks the relevance between candidate’s qualification and the





requirements of the competition. The Head of Administration, on the basis of individual administrative-legislative act, determines qualification requirements and the list of documents to be submitted during the process of staff appointment. After the competition is finished, the Head of Administration along with the Rector, on the basis of the decision made by the Committee, issues an order about appointing a person on the vacant position. Staff can also be appointed without competition considering work specification or as a temporary employee in order to accomplish special work.

Each member of the academic staff at LEPL Iakob Gogebashvili Telavi State University determines affiliation on the basis of the contract signed with the university. The University has developed the rule of affiliation of the staff with the university. Affiliated academic staff participate in the process of developing society and sharing information on behalf of the university and is involved in different activities. University gives the advantage to affiliated academic staff while distributing working hours. Also, within the timeframe of the academic staff authority, in case of insufficient or non-existing hours, contract with non-affiliated academic staff will be canceled. University is likely to encourage its affiliated academic staff additionally.

The University ensures academic staff participation in discussing and resolving educational, research and other important issues, which is provided by being a Faculty Board member, selecting them in Academic and Representative Councils and attending Collegiate Body Sessions and the right of voting.

The University supports professional development of its staff. In particular, procedures of raising staff qualification and training are occasionally held. Surveys are conducted at the university in order to define requirements. According to the survey results specific training courses are planned for the target group. University also plans to elaborate and offer various training courses of continuous education.

- The University has a list of full-time employees and stated amount of the salary per position. Payment is differentiated according to the position and work specification. Ways of staff encouragement are determined in the University Internal Regulation. For accomplishing duties perfectly, long-term and devoted work, fulfilling specially hard and important tasks, the following types of encouragement are used: expressing gratitude; single money award; awarding with valuable gifts; official benefits or growing rating; abolishing disciplinary responsibilities prior to term.
- University cares about adapting new employees, their integration in working environment and involvement in the working process. Contract is signed with the employed staff, as a rule, for a probationary period. Head of the relevant structural unit helps new employees to adapt with structural units with which he/she will have regular business relations. The head of the structural unit introduces a new employee to the team and if needed, entrusts him/her to the experienced one, who will show him/her all the necessary documents and help in organizing working process, etc.
- Personal data of the employees is processed by Human Resources Manager and Quality Assurance Register Operator. Personal data of the employees is processed according to their age and gender, academic staff correspondence with administrative and support staff, ratio between the number of academic staff and students. Information about staff retention rate is also being processed at the university.
- University has worked out two types of surveys for management monitoring: 1. Evaluation from the employees (administrative, support, academic, invited staff), which is anonymous; 2. Evaluating employees from the employer's point of view. University plans to use evaluation and satisfaction research results in management process.
- The University, considering job fulfillment, sets target benchmarks and cares for resolving weak points of the employees. Special measures are taken in order to prevent weak points of the employees, to train staff members and give them time for the improvement.

The University has specified qualification requirements corresponding to



administrative/academic/invited/support staff positions, regarding job description, functions and active law: in the University Statute, Regulation on “Integrated Rule for Staff Employment“, regulations of structural units, in individual administrative-legislative acts issued by the Rector and Head of Administration. Staff qualification is in compliance with the qualification requirements determined by the university.
<b>Evidences/indicators</b> <ol style="list-style-type: none"><li>1. Staff management policy (CD 5 attached file 4.1.);</li><li>2. Qualification requirements and job description (CD 5 attached file 4.6 and CD 3 attached file 2.2 (job description is shown in regulations));</li><li>3. Samples of contracts signed with staff (CD 5 attached file 4.7);</li><li>4. Staff distribution according to their age and gender (CD 5 attached file 4.3);</li><li>5. Documentation proving staff qualification (CD 5 attached file 4.2);</li><li>6. Rules and surveys for evaluating staff management efficiency (CD 5 attached file 4.5).</li></ol>
<b>4.2. Academic/Scientific and Invited Staff Workload</b>
➤ Number and workload of academic/scientific and invited staff is adequate to HEI's educational programmes and scientific research/creative/performing activities, and also other functions assigned to them.
<b>Description and assessment</b> <p>The annual teaching and scientific-methodological workload scheme of the academic staff, teachers, invited professors and lecturers determines workload norms for the academic staff, teachers and specialists invited under the contract, in particular, the amount of their annual workload, hourly standards for each educational activity connected with study process.</p> <p>The workload for the academic staff at the university is 1000 hours.</p> <p>The number of hours is distributed according to the semesters and individual workload scheme is filled for each academic employee at the beginning of each semester. At the end of the semester it is compared with the fulfilled work.</p> <p>The main components of annual workload for academic staff, teachers, invited professors and lecturers are <b>academic workload and scientific work</b>.</p> <p>For people holding academic positions, who at the same time belong to administrative staff or other positions, namely the rector, vice rector, head of administration, deputy head of administration, dean, assistant dean, head of the university and faculty quality assurance department, head of support structural units of the university, the annual academic workload is decreased by 50%, therefore their payment is also reduced by 50% according to the Rector's decision.</p> <p>Based on the information presented by Departments, Faculty Deans and Heads of Faculty Quality Assurance Departments, at the end of the academic year, university administration discusses and evaluates the results of academic and scientific annual workload of the academic staff, teachers and specialists invited under the contract. The University has defined weekly workload for professors, associate professors, assistant professors and assistants.</p> <p>According to the affiliation rule for the academic staff of the university, weekly academic workload for the affiliated academic staff must not exceed 22 hours in TeSaU and other HEI and also the maximum limit along with the research workload defined by the Labor Code. Most of the academic staff (96 persons) are affiliated with TeSaU.</p> <p>The number of the academic staff at the university is 104. The number of educational programmes at the university higher education stage is 28. Ratio between employees and programmes is about 4/1. Conformably, the number and workload of the academic staff gives the</p>



university an opportunity to lead teaching and research processes successfully.  
In order to ensure programme stability, university establishes the minimal number of the academic staff involved in a single programme fulfillment.  
In the course of authorization process, it is planned:  
To optimize academic staff in accordance with strategic plan, priorities and the budget of the university;  
To encourage the affiliated academic staff with the purpose of raising efficiency of their scientific work;  
To hold a training course “Modern Teaching Methods” and to offer lecturers free courses of foreign language and information technologies.

#### Evidences/indicators

1. Order of the Head of Administration regarding annual workload of the academic staff at LEPL Iakob Gogebashvili Telavi State University by the head of administration (CD 5 attached file 4.8; order 2/200);
2. Workload schemes for academic and invited staff in other HEIs as well (CD 5 attached file 4.8);
3. Documents of academic staff for the competition (orders of competition announcement, election or appointment) (CD 5 attached file 4.4);
4. Affiliation rule (CD 5 attached file 4.9);
5. Methodology defining ratio between students and staff members and maximum marginal number of students (CD 5 attached file 4.10);
6. Instructions for planning, elaborating, fulfilling, developing and cancelling academic educational programmes (CD 4 attached file 3.1).

#### ☐ Strengths and Areas for Improvement

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

Strengths
<ul style="list-style-type: none"> <li>• The number of the affiliated academic staff;</li> <li>• Motivated and professionally developing administration;</li> <li>• Flexible and effective workload scheme of the academic staff;</li> <li>• Experienced academic staff.</li> </ul>
Areas for improvement
<ul style="list-style-type: none"> <li>• Level of English language competence among staff members;</li> <li>• The number of foreign academic staff;</li> <li>• Research work.</li> </ul>



## 5. Students and their support services

HEI ensures the development of student-centred environment, offers appropriate services, including career support mechanisms; it also ensures maximum awareness of students, implements diverse activities and promotes student involvement in these activities. HEI utilizes student survey results to improve student support services.

### 5.1. The Rule for obtaining and changing student status, the recognition of education, and student rights

- For each of the educational levels, HEI has developed regulations for assignment, suspension and termination of student status, mobility, qualification granting, issuing educational documents as well as recognition of education received during the learning period.
- HEI ensures the protection of student rights and lawful interests.

#### Description and assessment

There are regulations for student rights at the university reflecting the rules of obtaining the student status, suspension and termination, mobility, awarding and recognition of the qualification (study process regulations). The rules are developed on the basis of: Georgian Law on Higher Education, order N10/5 of the Minister of Education and Science of Georgia dated by February 4<sup>th</sup>, 2010 regarding “approving the fee and the rule of transferring from one Higher Educational Institution to another”; order N3 dated by January 5<sup>th</sup>, 2007 issued by the Minister of Education and Science of Georgia (on approval of the rule of credit calculation of higher educational programmes); order N98/5 dated by October 1<sup>st</sup>, 2010 issued by the Minister of Education and Science of Georgia (on approval of the fees and the rule of validation of educational documents issued in Georgia and recognition of education obtained abroad); the University Statute. The abovementioned information is available and open for students as it can be found on the university website. Students can also address to the proper Faculty Dean/the head of Quality Assurance Department and get necessary information in details. Students are provided with the information about their academic evaluation and liabilities by the electronic programme - Automated Educational Management System (AEMS). Individual administrative-legislative acts concerning student’s status are issued during the statutory period via electronic system of doc flow (eflow.emis.ge). Students are individually informed about every decision connected with them and explained appeal rules. Students’ involvement in status suspension, termination, mobility, awarding the qualification and recognition of gained education is provided. They are able to express their opinions about each procedure and present adequate documents. In case of their demand, the university ensures to search, elaborate and issue the documents necessary for students by keeping the law and the integrated rules and procedures of the university case administration.

- The University cares for students’ rights and legal interest protection. When enrolled at the university, students sign a contract relevant to each educational programme and level. The contract provides students’ rights protection mechanisms, causes for a contract termination and appropriate sanctions for those who terminate contract obligations. Students are familiarized with the content of the contract before signing it. One copy of the contract is given to the student after signing it. Students have a right to address Rector/Head of administration/Faculty Dean in order to protect his/her rights and legal interests defined in Georgian Law “on Higher Education”, the University Statute, internal normative documents. In case of violation of ethical standards, students have a right to appeal to the University Committee of Ethics. The University self-governance is actively involved in the discussion when protecting students’ rights and legal interests. Student self-governance has developed “mechanisms for protecting students’ rights and legal interests” which is approved by the Representative Council of the university. In addition, there is a



<p>Department for protecting students' rights in Student Self-governance. Students' statements/complaints are registered electronically (eflow.emis.ge) in the chancellery and is sent to appropriate addressee for further response.</p> <p>In case of violation of the students' legal rights by the university personnel, the university administration starts disciplinary actions against the violators in compliance with the University Internal Regulation. While taking disciplinary actions, students' rights and legal interests are protected (students have a right to attend their case discussion, get a written form of well-grounded decision about their disciplinary persecution, etc.). Appropriate standards covering all of these are described in the University Internal Regulation. Students are explained about their rights prior to the procedure. Any step of the procedure concerning student rights and legal interests, is transparent, fair and relevant to the acting law.</p>
<p><b>Evidences/indicators</b></p> <ol style="list-style-type: none"> <li>1. Regulation Rule of Teaching Process (CD 4 attached file 3.11);</li> <li>2. Regulation of Examination Center (CD 3 attached file 2.2);</li> <li>3. TeSaU Internal Regulation (CD 3 attached file 2.17);</li> <li>4. Samples of contracts signed with students (CD 6 attached file 5.1)</li> </ol>
<p><b>5.2. Student support services</b></p> <ul style="list-style-type: none"> <li>➤ HEI has student consulting services in order to plan educational process and improve academic performance.</li> <li>➤ HEI has career support service, which provides students with appropriate counselling and support regarding employment and career development.</li> <li>➤ HEI ensures students awareness and involvement in various university-level, local and international projects and events, and supports student initiatives.</li> <li>➤ HEI has mechanisms, including financial mechanisms to support low SES students.</li> </ul>
<p><b>Description and assessment</b></p> <p>The University Quality Assurance Department constantly cares for planning the educational process for students and improving their academic achievements. Heads of Quality Assurance Departments of all Faculties are in permanent contact with students and from the very beginning of studies they help them to be aware of the content of educational programmes/learning courses, prerequisites, preconditions, accumulation of credits and other needful details. Assistants of the Deans constantly monitor students' personal affairs and provide the students with relevant information based on their needs. The lecturers of all academic courses have assigned additional time for consulting the students, which is described in the syllabi of the academic course. Introduction of syllabi for students is done in the first week of study process. The University has got a students' career enhancement and development service, which helps students in career enhancement planning. Career enhancement services include:</p> <ol style="list-style-type: none"> <li>1. Searching the information connected to the potential employers and forming the common database;</li> <li>2. Coordinating relations with employers and establishing regular contacts with employers for exchanging the information;</li> <li>3. Sending the information about students to the specific vacancies as well as searching other opportunities for internship or employment;</li> <li>4. Making regular analysis of dynamics of labour market and monitoring on the current vacancies;</li> <li>5. Helping and supporting the students in having relations with employers;</li> <li>6. Arranging the purposeful meetings with employers;</li> <li>7. Conducting the research about the students and alumni with the purpose of their career, personal and academic development;</li> </ol>





8. Promoting the involvement of the potential employers in development of the programmes along with the faculties.

**The university promotes** involvement of the students in the university, local and international projects and activities as well as supports the students' initiatives.

The University has the following sports and cultural-creative sections:

1. Volleyball;
2. Badminton;
3. Powerlifting;
4. Table Tennis;
5. Basketball;
6. Drama Studio;
7. Culture of Speech;
8. Georgian Folk Dance;
9. Variety Song.

(See the list of conducted and planned activities in Annex N 5.4)

The university promotes the students' participation in international mobility, projects and programmes. With this purpose, TeSaU provides the students' awareness about the international events/conferences planned by the university. The university organizes informational meetings twice a year. Besides, the information about planned and implemented activities are accessible on the university website and Facebook page of International Relations Office.

Students of Telavi State University travel to the partner universities with the purpose of studying abroad in the frames of Erasmus + International Project and participate in the activities planned under the project. The University allows students to participate in the activities within the framework of international projects, both within and outside the country.

International projects promoting participation of the students in various activities:

The participants of the project "530175-TEMPUS-1-2012-1-IL-TEMPUS-JPGR Development of an International Model for Curricular Reform in Multicultural Education and Cultural Diversity Training-DOIT" together with national and ethnic minority representatives planned and organized the joint cultural events. The results were presented at the final conference of the project held in Israel.

"53056 TEMPUS-1-2-12-DE-TEMPUS-JPCR-Development of new modules for international Bachelor and Master Programmes in sustainable tourism management-SuToMa".

Within the framework of the project, a group of tourism specialty students was created. They passed learning practice in the partner university in Germany. The students also attended the events held under the project in the Republic of Armenia.

"585841-EPP-1-2017-1-GE-EPPKA2-CBHE-SP - Academic Integrity for Quality Teaching and Learning in Higher Education Institutions in Georgia-INTEGRITY".

The goal of the project is to produce an active PR campaign against plagiarism. Development of learning modules is designed, where academic integrity and students' awareness will be focused. The research will be carried out about negative impact of plagiarism on the academic life. The project provides establishment of a united framework and mechanism by Georgian universities in the sphere of academic integrity. According to the project, the academic staff and students will be trained in order to implement the academic teaching.

From the projects financed by the European Commission, the university participated in Erasmus Mundus projects "132833-EM-1-2007-GR-ERA MUNDUS-ECW LOT 5 Erasmus Mundus External Cooperation Window for Georgia, Armenia and Azerbaijan" and "372234-EM-1-2012-1-IL-ERA Mundus-EMA21-Whole Europe Beyond the Borders", which included scholarship mobility of students and professors/teachers in European partner countries.

Since 2013, mobility scheme of student and academic staff has changed. Under the current rules, mobility is carried out on the basis of an agreement financed by the European Commission signed by the Universities.





As a result of the information received at the informational meeting held by the University International Relations Office, three students have already participated in the international conference.

With the support of the International Relations Office and University Administration, students' body participating in international projects is increased annually.

The University is also involved in Mevlana exchange programme. Mevlana exchange programme enables TeSaU students and professors to make mobility to the higher educational institutions of Turkey.

The University promotes not only educational mobility, but also learning practice. Namely: Memorandum of Cooperation is signed with Frankfurt Integration School. Within the framework of the Memorandum, Frankfurt Integration School enables the students and professors/teachers of the faculty of Education Sciences to pass learning practice in the direction of inclusive education in Frankfurt. Within the framework of the Memorandum, both sides can develop joint educational and scientific research projects.

The University actively cooperates with LOGO - "Agriculture and Ecological Equilibrium with Eastern European Union". According to the agreement signed with the organization, students of the Faculty of Agricultural Sciences will have the opportunity to pass practice in Germany. At the end of the practice the student will be given the relevant certificate.

Telavi State University is regarded as a reliable partner for implementing obligations timely and conscientiously under international agreements signed with international partners, which is confirmed in an annual increase of the number of students involved in international projects.

#### Data of 2015:

1. Number of students in international activities - 12 (DOIT, SUTOMA, DARE);
2. Number of students in exchange programmes - 22 (21 Eurmus +, 1 Mevlana);
3. Number of the agreements made between the universities of funded exchange programmes – 9 (**University of Education of Upper Austria, Austria; Middle East Technical University, Turkey; Aristotle University, Greece; Tuscia University, (Italy ) University of Bologna, (Italy) Angel Kanchev University of Ruse, (Bulgaria) Vilnius Business College, Lithuania, Paul Bocuse Institute in Lyon (France) Polytechnic University in Pozega, Croatia;**
4. Number of students sent to practice - 15 (8 Frankfurt, 5 LOGO).  
Increase of these indicators is being planned.

Students with academic liabilities are allowed by the university to pass a free course in the next academic year.

The university carries out various activities for socially vulnerable students. By taking into consideration their economic situation, lack of knowledge of the language, lack of information and integration problems, TeSaU conducted the international project "DARE (561547-EPP-1-2015-1-IL-EPPKA2-CBHE-JP – Developing programmes for Access of disadvantaged groups of people and Regions to higher Education". Within the framework of the project, the university has already organized academic courses for enrolled students and entrants. The aim of the courses was to support the youth of the national and ethnic minorities and improve their linguistic competences. In addition, on the basis of consultation of project coordinators and target group representatives, group of DARE decided to form the following courses: Mathematics and General Skills, Georgian Language and Literature, English and Russian Languages. In this way, representatives of national and ethnic minorities have been trained in the subjects required by the national exams. The courses were mainly taken by Azerbaijan and Kist community members.

Within the framework of the project, the research about the problems of the students of national and ethnic minorities was conducted at the University. The research participants were the students interested in the issues of national and religious minorities. Four students of the



university will make presentation about the research outcomes at Haifa University (Israel) in June, 2018.

Since 2013, discussions, surveys, excursions and sports events were organized by involving the National and Ethnic Minority Students with the help of the project DOIT funded by the European Union. In order to provide better service to socially disadvantaged students, the academic and administrative personnel, within the framework of the project, took the trainings for improving the awareness in the direction of multicultural education. In order to identify students with special needs within the framework of DARE project, the university has interviewed about 600 students and has identified the students' various problems dealing with acquiring learning materials.

For the socially disadvantaged students the University administration has developed the practice of determining the individual payment schedule of tuition fees. In addition, the representatives of the university self-government help the socially disadvantaged students and students from the large families in the form of donations and charitable activities. In order to obtain social grants allocated by the Ministry of Education and Science of Georgia, the University helps students to fill in the applications and provides consultations for timely submission of documents.

The university solicits socially disadvantaged students with various business organizations for financing tuition fees.

Information on the projects for socially disadvantaged groups and the opportunity for socially vulnerable students to pay the tuition fee per individual schedule is accessible and open for everyone. Information about all the activities is available on the university web and Facebook pages.

In the course of the authorization, there is planned:

Giving money awards to the excellent socially disadvantaged students;

Giving help to SEN students in different ways, for example, giving extra time during the exam;

Preparation of electronic courses, which will facilitate student's learning process;

Taking into account the needs of SEN students in the examination process;

Supporting national and ethnic minority students to be involved in student life;

Creating a separate unit for students' career enhancement and development.

#### **Evidences/indicators**

1. Regulations of the Faculties (CD 3 attached file 2.2 file 2.2.1);
2. Educational programmes and syllabi (CD 4 attached file 3.2);
3. Regulation on General Rules of Students' Career Enhancement and Development Manager (CD 6 attached file 5.2);
4. Regulation of the International Relations Office (CD 3 attached file 2.2 file 2.2.14);
5. Internationalization Policy (CD 3 attached file 2.7);
6. The rules of coordinators of sports and culture (CD 3 attached file 2.2 files: 2.2.10; 2.2.18);
7. Students' implemented and planned initiatives/projects (CD 6 attached file 5.4);
8. The Rule of payment of the tuition fees (CD 6 attached file 5.2);
9. Regulation of TeSaU Students' Self-governance (CD 6 attached file 5.2);
10. The results of the graduates' researches in connection with their career (among them, the employment rate in accordance with the gained qualifications) and the academic development (CD 6 attached file 5.3);
11. Means and results of the support to socially disadvantaged students (CD 6 attached file 5.5).



☐ **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

<b>Strengths</b>
<ul style="list-style-type: none"> <li>• Transparent and fair assessment system;</li> <li>• Friendly and professional relationships between students and staff;</li> <li>• Quality and quantity of sports and cultural events.</li> </ul>
<b>Areas for improvement</b>
<ul style="list-style-type: none"> <li>• Career development services;</li> <li>• Support activities for socially disadvantaged students;</li> <li>• Quality of students' involvement in the university management.</li> </ul>

## 6. Research, development and/or other creative work

Higher Education Institution, considering its type and specifics of field(s), works on the strengthening of its research function, ensures proper conditions to support research activities and improve the quality of research activities.

<b>6.1. Research Activities</b>
<ul style="list-style-type: none"> <li>➤ HEI, based on its type and specifics of its fields, carries out research/creative activities.</li> <li>➤ Ensuring the effectiveness of doctoral research supervision.</li> <li>➤ HEI has public, transparent and fair procedures for the assessment and defense of dissertations which are relevant to the specifics of the field.</li> </ul>
<p><b>Description and assessment</b></p> <p>LEPL Iakob Gogebashvili Telavi State University is an academic scientific-research institution, which promotes integration of teaching, research and economics on the bases of the mission and specifics of the field(s); conducts fundamental and applied research, thus contributing to scientific, economic and cultural development on the regional and national levels. With the purpose of carrying out the valuable scientific activities, the University operates in 10 different departments; Center for Caucasus Studies at the Faculty of Humanities, where the problematic issues of the Caucasus region and neighboring countries are being studied and modern social and political situation; two Research Labs at the Faculty of Agricultural Sciences: 1. Agriculture, which serves to study soils of the region, agricultural crops, fertilizers and pesticides; 2. Technology, where wine, grapes and preserved products are being investigated; there are experimental research and demonstration plots.</p> <p>The number of university academic staff is 104 (professor - 20; associate professor - 52; assistant professor - 24; assistant - 8). They are actively involved in various scientific research activities (organizing/conducting, participating in local and international scientific forums; supervising of students' scientific works and organizing their participation in scientific forums; supervising/reviewing of master and doctoral theses; participation in grant competitions; publication/reviewing of the scientific works; active collaboration with the schools with the purpose of involving the pupils in scientific researches; cooperation with international organizations; cooperation with the universities of Georgia and foreign countries in order to conduct the joint projects and publications.</p>



Telavi State University actively cooperates with business sector with the purpose of integration of researches and Economics due to the signed memorandums. Based on the support by business sector (funding/co-funding), the following research projects/activities are being conducted and planned, in particular: under the memorandums signed with LTD "Schuchmann Wines Georgia" and LTD "Twins Wine Cellar", on the Faculty of Agricultural Sciences the following research was conducted: "Herbicide Klin and its Impact on the Quality of Grapes and Wine"; on the basis of the memorandum signed with LTD "Luk-agro", the following research was implemented: "Fertilizer Organica and its impact on Agricultural Crops"; In addition, based on the order by the winery LTD "Aguna", the research "Influence of Filtering Substances on Fining Wine" was conducted and the research about "Determination of the Moisture in Wheat Harvest of Kakheti Region" was conducted according to the order made by the Agribusiness Development Fund at American Embassy.

Implementation of the following important projects is planned, in particular: "Cultivation of One Hectare Research Vineyard", "Scientific research of Wine Materials made from the Vine Variety at the Place of Origin", "Specification of the Optimal Scheme for Cultivation of Perspective Vine Varieties (Khikhvi, Kisi) within the Kakheti Industrial Range And Examination of Cordon Forms in order to Improve Quantity and Quality of Crops", "Creation of Agrochemical Cartograms of Soils for Telavi Municipality and the entire Region of Kakheti ", "Creation of Agro-technological Map of Agriculture Crops".

With the support of the business sector, implementation of similar research projects promotes economic and technological/industrial innovative development.

Telavi State University, as a research institute, has a well-defined vision due to which the university conducts and plans complex research activities at both local and international levels. For example, in the Polytechnic University of Valencia (Spain) associate professor of the Faculty of Agricultural Sciences together with professor Javier Martine Cortez and Professor Loles Garcia has conducted an important study - "Movement of Heavy Metals in the Soil"; the Faculty of Agricultural Sciences along with the professors of Pozega Polytechnic University of Croatia Valentina Obradovic and Joseph Messick will conduct joint research in viticulture and winemaking.

For Integration of the research outcomes in learning process, the University publishes scientific papers, collected works, which enable the academic staff to enrich the learning process with the latest/modern literature and, therefore, the new results of the research (University collected scientific works; proceedings of international scientific conferences "Intercultural Dialogues " (I, II, III, IV) and "Education, Research, Practice").

Telavi State University has the distinctly established functions of the supervisor of doctoral student in order to ensure the efficiency of supervising of Doctoral Studies, which is defined in the Regulation of the Dissertation Board and according to which the supervisor is responsible for the quality, consistent and effective implementation of the research component; the high degree of doctoral theses is also provided by the academic workload scheme, which defines an hourly workload (40 hours per year) and the ratio of the supervisor and the doctoral student (1/3).

To achieve the efficiency of supervising of doctoral studies, the university has prepared inquiries for PhD students. Data of the survey is analyzed and reviewed by the Academic Council. Taking into consideration the outcomes of the survey facilitate high quality and effective supervising of doctoral theses.

Telavi State University has public, transparent and fair procedures in order to achieve a high standard of the defense of Doctoral Theses involving highly qualified academic and invited personnel. The existence of regulatory rules for assessment and defense of doctoral theses ensures high quality of works.

#### **Evidences/indicators**

- The University Mission (CD2 attached file 2.1);
- Information about the scientific activities of the academic and scientific personnel (CD7



<p>attached file 6.1);</p> <ul style="list-style-type: none"><li>• Cooperation memorandums with economic agents and planned, current and implemented research projects (CD7 attached file 6.2);</li><li>• The strategy of the development of the University, as the institution of fundamental and/or applied research/creative activities (CD7 attached file 6.3);</li><li>• Current and/or planned scientific-research/creative activity projects (according to the Departments/Faculties) (CD7 attached file 6.4);</li><li>• Regulations for the assessment and defense of doctoral theses (CD7 attached file 6.8);</li><li>• Regulations of the Faculty Dissertation Boards (CD7 attached file 6.8);</li><li>• Student survey results about the efficiency of supervising doctoral researches (CD7 attached file 6.5);</li><li>• List of doctoral theses defended during the last five years (CD7 attached file 6.6);</li><li>• Doctoral theses abstracts (CD7 attached file 6.7).</li></ul>
<b>6.2. Research support and internationalization</b>
<ul style="list-style-type: none"><li>➤ HEI has an effective system in place for supporting research, development and creative activities.</li><li>➤ Attracting new staff and their involvement in research/arts-creative activities.</li><li>➤ University works on internationalization of research, development and creative activities.</li></ul>
<p><b>Description and assessment</b></p> <p>LEPL Iakog Gogebashvili Telavi State University, with the purpose of conducting and developing successful, effective, high quality scientific researches, has got the following research support mechanisms: the budget of the University provides sums for research activities; the University finances annual publication of the University Transactions; it actively cooperates with business sector, funds, research institutions/centers in order to promote research funding; the local and international scientific conferences are held systematically and the papers are published; mobility is available to the foreign partner universities and etc. The issues/regulations concerning the development of researches are indicated in the regulatory documents (University Budget, Regulation for Funding Scientific-Research Projects; Regulations of the Dissertation Boards).</p> <p>It is a priority for the University to carry out the researches which are aimed at building new knowledge, views and further perspectives in connection with the problem. The University supports academic staff to search for getting finances from different sources in order to carry out researches and improve the research infrastructure. For instance, researches in the field of agriculture were implemented with the financial support of the Reserve Fund of the President. As a result the infrastructure was improved – the research lab was repaired and equipped (Calcmeter, Phosphorus and Heavy Metals defining Devices; as well as Infrared Spectrophotometer, etc.). The project about Telavi History and Modernity was accomplished with the support of the National Archives of Georgia, Telavi City Hall and Culture Department.</p> <p>The University ensures grants administration as well; it helps academic staff with the matters regarding legal aspects of the project, preparation and presentation of applications.</p> <p>The University cares for attracting and involving youths in scientific activities in order to develop researches. The essential research strategy for the University is to create a free space for them and develop profile and interdisciplinary researches. Conformably, it tries to maintain modern research surroundings and scientific communication both on regional and international level in order to give youths opportunities to establish relations, develop, and use their new knowledge. The University collaborates with the business sector, research centers, plans initiatives, signs memorandums that promote employment of young scientists and introduction/commercialization of the research findings.</p> <p>Youths themselves are actively involved in organizing and holding scientific activities (scientific forums, scientific festivals, current and planned scientific projects, experimental research and</p>





demo plots, research labs, participation in seasonal schools, publication of scientific papers in the University Transactions). The youths successfully hold academic and other positions (Associate Professor, Assistant Professor, Assistant and Invited Teacher). For example, the alumni of the Faculty of Agricultural Sciences continue their scientific and pedagogical work at the same Faculty as associate professors and teachers. Doctorate students are actively involved in research projects and various scientific activities (“Laying out TeSaU-based one hectare research vineyard”, “Influence of Kvevri chemical composition over the qualitative index of the wine”) etc.

Special questionnaire are elaborated for studying initiatives support in students’ research activities, and on the basis of their analysis the University has got a complete picture in that regard and based on them it directs its further activities.

With the purpose of internationalization, the University collaborates with the foreign educational-scientific centers and conducts joint research activities. For instance, joint researches on the wheat culture are planned to be carried out by the University of Agricultural Sciences at the University of Tuscia, Italy. Moreover, the University established relations with the University of Santiago de Compostela (Spain) in order to accomplish the European Commission funded project – “University-enterprise Cooperation via Spin-off Companies Network “UNISON”. In addition, foreign doctors participate in the implementation of Master and Doctoral Programmes in the field of agriculture, they are: Valentina Obradovic, Joseph Messick (Croatia), Philippe Lespy-Labaylette (France); Lorenzo Venzi (Italy).

#### **Evidences/indicators**

- Research activity supporting mechanisms (CD7 attached file 6.10);
- The Strategy of attracting new staff and their involvement in scientific-research/arts-creative activities of the University (CD7 attached file 6.11);
- Regulation on scientific-research projects funding (CD7 attached file 6.9);
- The Budget of the University (CD8 attached file 7.22);
- Students survey results about their involvement in research/creative activities and proper initiatives support (CD7 attached file 6.12);
- Joint research/arts-creative activities and collaboration with the international partners (CD7 attached file 6.13).

### **6.3. Evaluation of Research Activities**

- HEI has a system for evaluating and analysing the quality of research/creative- activities, and the productivity of scientific-research units and academic/scientific staff.

#### **Description and assessment**

In order to evaluate the quality of research activities fulfilled by LEPL Iakob Gogebashvili Telavi State University academic staff, internal and external mechanisms of evaluation are used. Internal evaluation implies periodical monitoring of the Faculty Quality Assurance Department and Departments. For external evaluation, scientific-research reports of academic staff are sent to the Georgian National Academy of Sciences according to the fields/departments. The results/conclusions of evaluation are discussed at the Department and Academic Council meetings. The reports are published on the website of the University. Accordingly, in view of the recommendations, future activities are planned more effectively.

- People/organizations, which order the research, are also involved in external evaluation of the researches carried out in the field of agriculture.
- Faculty deans present the report on scientific-research activities to the Vice Rector in the field of Science, who will present the results to the Academic Council.
- The University drew out the evaluation system for the scientific productivity of the staff and the scientific productivity of each academic personnel is evaluated according to this





system.

#### Evidences/indicators

- Evaluation mechanism of the quality of research activity and the results of evaluation (CD7 attached file 6.14);
- Evaluation system for the scientific productivity of the staff (CD7 attached file 6.15);
- Report about the fulfilled researches according to the faculties/departments (considering the affiliation of the academic staff) (CD7 attached file 6.16).

#### ☐ Strengths and Areas for Improvement

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

Strengths
<ul style="list-style-type: none"> <li>• Publishing the Volumes of Scientific Works regularly;</li> <li>• Organizing/holding local and international scientific conferences systematically;</li> <li>• Participating in grant projects;</li> <li>• Collaborating with business sector and other organizations/foundations in the field of agriculture;</li> <li>• Existence of research labs, experimental research and demo plots in the field of agriculture;</li> <li>• Collaboration with international organizations;</li> <li>• Existence of public, transparent and fair procedures for research funding;</li> <li>• Existence of research activity support mechanisms;</li> <li>• Opportunities of mobility to foreign partner universities;</li> <li>• Existence of scientific productivity system for the academic staff;</li> <li>• Involvement of foreign doctors in the implementation of Master and Doctoral Programmes in the field of agriculture;</li> <li>• Implementation of combined researches together with foreign colleagues in the field of agriculture;</li> <li>• Involvement of pupils in scientific activities (cooperation with schools).</li> </ul>
Areas for improvement
<ul style="list-style-type: none"> <li>• Promoting financial support for participation in international scientific forums abroad;</li> <li>• Financing low-budget researches on the University level;</li> <li>• Increasing sums in the budget provided for scientific activities;</li> <li>• Intensifying involvement of youths in researches;</li> <li>• Searching for partners to create joint Master and Doctoral Programmes;</li> <li>• Financial support for publications in scientific journals of high rating;</li> <li>• Improving own service efficiency in compliance with the research activities;</li> <li>• Activating participation in international grants projects;</li> <li>• Fostering interdisciplinary innovative researches;</li> <li>• Obtaining finances from different sources for conducting researches and improving research infrastructure;</li> <li>• Improving internal and external mechanisms of research activity evaluation;</li> <li>• Supporting student initiatives in the research activities.</li> </ul>



## 7. Material, information and financial resources

Material, information and financial resources of HEI ensure sustainable, stable, effective and efficient functioning of the institution, and the achievement of goals defined through strategic development plan.

### 7.1. Material resources

- The institution possesses or owns material resources (fixed and liquid assets) that are used for achieving goals stated in the Mission Statement, adequately responds to the requirements of educational programmes and research activities, and corresponds to the existing number of students and planned enrolment.
- HEI offers environment necessary for implementing educational activities: sanitary units, natural light possibilities, and central heating system.
- Health and safety of students and staff is protected within the institution.
- HEI has adapted environment for people with special needs.

#### Description and assessment

LEPL Iakob Gogebashvili Telavi State University owns nonagricultural area of 75709 square meters in lawful possession granted in the form of free usufruct (amongst 63006 sq.m. address: #1, Kartuli Universiteti Street, Telavi and 12703 sq.m. address: #26, Tbilisi Highway, Telavi) and 160000 sq.m. agricultural (cropland) land with the right of enjoyment (address: Village Gulgula, Telavi). Three Study Buildings: I, II and III, as well as Library and annexes (gym, workshop, boiler-room, electric booth, etc.) are located at #1, Kartuli Universiteti Street and Study Building IV is situated at #26, Tbilisi Highway, Telavi. The total space of the University Buildings is 18438, 95 square meters. Amongst:

4011, 87 sq.m. educational space includes Study Buildings I, II and the Library. 14167,94 sq.m. annexes (259,14 sq.m. is the space for the vocational programmes that is not implied in the abovementioned) that is quite relevant to the requirements necessary for conducting educational programmes, study process and research activities and completely serves for the student quota stated for the University.

The buildings of the University have lecture halls, studies, laboratories, rooms for group work, administrative workplaces, conference halls and departments. There is a space appointed for the University Archive, rooms are allocated for administrative and auxiliary staff in order to create working environment. There are foyers on each floor of the building. The Library of the University, equipped with proper inventory and material-technical base, is located in a separate building. The University has got the recreation area as well.

The University lecture halls and laboratories are equipped with proper furniture and inventory, computers, projectors and other material-technical base considering specific features of the educational programmes. The study and research laboratories are equipped with the proper inventory and devices, reagents and materials necessary for carrying out experiments and investigations. Their preservation and usage conditions correspond to the standards established by the law.

There are sanitary units of constant lighting and ventilation supplied with the running water on each floor of the University. They are permanently disinfected. Disinfection and deratization are done in the buildings as well. Central heating system, natural and artificial lighting are found in all buildings. Anti-fire inventory (with the enclosed instructions) and evacuation plans are displayed on each floor of the building both at the central and evacuation exits.

Special rules are stated for ensuring security and discipline at the University. There are security video-cameras (with the function of saving video-recordings), a group of guards is appointed for monitoring the University buildings and outer space, guaranteeing the security and discipline



standards, protecting inventory holdings. Periodical trainings regarding anti-fire security standards and correct uses of anti-fire inventory are held at the University as well.

The University has got a medical service in order to provide first aid. The Medical Center is situated on the first floor of the building. It is equipped with the proper inventory and first aid medicines. It is supplied with natural and artificial lights, ventilation, constant cold and hot water. The standards of the medicine preservation established by the law are defended at the Medical Center. The University has a nurse for delivering first aid to the staff and students.

The buildings and material-technical base of the University needs permanent rehabilitation. Providing financial capacity, the University constantly reconstructs lecture-halls and studies. Financial estimate for complete rehabilitation of Study Building I is made up and agreed with LEPL Educational and Scientific Infrastructure Development Agency and is sent to the Ministry of Education and Science of Georgia demanding financial support .

Providing specificity of the region, the University has got an agricultural (cropland) land about 160000 sq.m. in order to develop the fields of agriculture. Furthermore, it owns appropriate agricultural technique and equipment for carrying out researches and scientific experiments. A demo plot of mixed garden (2500 sq.m.) is situated on the territory of the University (address: #1, Kartuli Universiteti Street, Telavi).

The first floor entrance of all University buildings is equipped with ramps that foster unhindered entry of the people with special needs in the building and unconstrained communication with the Faculties and Administration. In the first building of the University, there are special sanitary units for them and special parking place for disabled people. In case of having students with special needs, the University administration offers study process implementation on the first floor of the buildings.

During the authorization period, it is planned to:

Reconstruct the Study Building I (the estimate is made up and agreed with LEPL Educational and Scientific Infrastructure Development Agency and is sent to the Ministry of Education and Science of Georgia demanding financial support);

Install a lift in the Study Building I (proper project and estimate are made up that is discussed by LEPL Educational and Scientific Infrastructure Development Agency and is sent to the Ministry of Education and Science of Georgia demanding financial support);

Create an adaptable environment for the people with special needs in order to get to the Library reading hall (at present the library staff can serve them on the first floor of the building);

Arrange a dormitory in the Study Building III;

Rehabilitate the Study Building IV;

Equip agricultural laboratories additionally;

Update the material-technical base gradually.

#### **Evidences/indicators**

- Extract from the Public Register about the fixed assets (CD8 attached file 7.1.);
- Internal measurement drafts of the constructions (CD9 attached file 1);
- Contracts certifying purchase of liquid assets and granting, waybills, invoices, acts of delivery-acceptance (CD8 attached file 7.2);
- Contracts signed with the internship/research units (CD8 attached file 7.3);
- Student and staff survey findings in relation with the material resources (CD8 attached file 7.4);
- Contract signed for sanitary services (CD8 attached file 7.6);
- Expert's statement about the proper condition of central heating and ventilation system (CD8 attached file 7.5);
- Rules for fire security and medical aid (CD8 attached file 7.7);
- Consuming electric power and natural gas payment receipts (CD9 attached file 2 and 3);



- Expert's statement about the security of constructions (CD8 attached file 7.8);
- Kakheti Emergency Management Division findings about fire security (CD8 attached file 7.9);
- Contract signed for making ramps within the buildings and the Act of Delivery-Acceptance (CD9 attached file 4).

## 7.2. Library resources

- Library environment, resources and service support effective implementation of educational and research activities, and HEI constantly works for its improvement.

### Description and assessment

- **The library consists of the following sections: books repository, reading hall, working space for the library staff, space for meetings and group works, space equipped with information technology.**

The university library operates according to the Georgian legislation in force, University Statute and library regulation.

In order to improve library service, the university:

- plans and provides necessary conditions;
- makes material and technical base available;
- ensures its freedom based on the Library Law of Georgia;
- facilitates the development of the library;
- provides conditions for the library to use and improve technical equipment.

Comfortable environment planned and created in the library, teaching and research resources, professional staff and periodic update of modern library service methods and forms support constant and progressive improvement of modern library service.

The library is located in a separate, two-storeyed building. It is arranged thematically and is divided into several sections that are necessary for effective implementation of the library service. There are appropriately equipped presentation and assembly halls utilized not only for library service, but for group works, meetings, trainings and other events. The library has the following sections: reading hall, working space for the library staff, information-computer center for students and staff, working room for the head of the library (used individually as well as while working together with librarians), books depository, users (circulation) room, working space for the library staff (while providing service for users).

- **The institution has the rules of using the library and informational instructions. Here is appropriately equipped reading hall with internet-connected computers, printer, photocopier, scanner, Wi-Fi.**

The university library has developed rules of using library and provides service based on these regulations and statute (visit library website: <http://tesau.edu.ge/biblioteka>). The document is available on the website for any interested individual.

In case of necessity, library IT center employee or the library staff provide information for students and staff members about the accessibility of electronic databases and navigation procedures. Library rules are hung on an eye-catching place of the library. Besides, the library has potential to raise users' bibliographic knowledge and reading culture.

### **The library of the university has appropriately equipped reading hall:**

1. There are practical and convenient eight two-sided shelves and seven built in shelves (four bookshelves bottoms are closed). The bookshelves are made of wood and laminate.
2. There are thirty-six one-sided (laminated) tables and thirty-six chairs in the reading hall (the



place where readers have opportunity to work individually).

In order to provide uninterrupted service, two air-conditioners are installed in the reading hall.

The reading hall is bound to the IT center of the library. There are sixteen internet-connected computers, appropriate (laminated) tables and chairs (sitting place), photocopier, printer and scanner (for readers' service). Wi-Fi is also available in the library.

▪ **The library keeps various printed and electronic resources. They are updated according to the developments in the branch and provide opportunity for gaining learning outcomes and implementing research/scientific research work.**

The library has various printed and electronic resources. They are permanently planned and updated according to the challenges in the branch.

It is important that TeSaU has worked out a new strategic plan since 2018 and set up its priorities. In 2017 the university spent 5000 GEL. on electronic resources, however for three months of 2018 it has spent 10000 GEL. on them.

Besides, the library fund is filled from other HEI and scientific or public libraries that ensures achievement of educational programme learning outcomes and provides conditions to support research/scientific activities of students and staff. In order to monitor these processes, the library has an inventory magazine of its books fund, printed and electronic catalogs (visit library website - electronic catalog: <http://tesau.edu.ge/biblioteka>).

The reading hall of the library is equipped with:

1. Necessary informational literature (encyclopedias, dictionaries, reference books and other informational literature), periodical publications (printed journals and newspapers – focusing on general or specific, suitable to educational programmes' topics).
2. Course books that are arranged on the bookshelves according to their field of study.

There is free (open) access to the reading hall of the library. There is sufficient space for users and library staff to walk near the bookshelves. Course books are kept on one side of the hall and the informational literature and periodicals (journals, newspapers) are on the other side of it.

There is a cozy environment for the users. It is planned to divide space for individual (quiet) and group (louder) activities. It is provided with proper temperature and lighting throughout the year.

There are several corners in the reading hall:

1. Corner of Teachers' Professional Development Center of the Ministry of Education and Science of Georgia. Here is the collection of appropriate literature. It works productively.
2. The information corner of NATO (with appropriate literature and visual aids).
3. Model United Nations Corner (with appropriate literature).
4. Corner of European Union (with appropriate literature).
5. Corner of "Education for Safety" – decreasing the risk of disasters with the help of an inclusive approach (emergency situations: natural disasters – landslide/downpour, earthquake, flood, hurricane/tornado/storm, drought/fire) (with appropriate literature).

The reading hall also includes the working space for the library staff which is provided with appropriate work equipment and computers. The library staff serve for users in the reading hall (651 users).

The reading hall has information-computer center equipped with 16 internet-connected computers. Here students and staff can work with electronic databases (journals, scientific journals, informational publications reflecting different fields of science). The information is



also available in other internet-connected computers of the university (see the list of electronic database – the library website).

The reading hall is separated from periodicals repository and the office of the head of the library.

**Book Depository:**

The reading hall is next to the book depository. Book fund contains 170 845 items. Books are arranged according to their format. They are put on one and two sided, wooden and metal bookshelves. The shelves are convenient and easily accessible for library staff as they are not too high and there is enough space left among the shelves. The climate is periodically *controlled* (20-21° C). Book repository is also provided with natural ventilation means. Every day the library is cleaned and the dust is removed. The light is natural spread from the windows and above fastened safe bulbs. The library is equipped with simple firefighting tools.

**User (circulation) room:**

Circulation room keeps printed register and users (1510 users) have chance to borrow books from the library. Electronic catalog is permanently monitored and updated (EVERGREEN – online public access catalog (OPAC) programme) (see the list of literature of electronic catalog in Annex – cataloging/inventorying. The list contains 16 357 items).

▪ **Compulsory literature mentioned in syllabuses is available in the library of the institution.**

University students and staff have access to the compulsory literature mentioned in syllabuses. They can use them either in the reading hall or borrow them based on the regulations of interlibrary users or international book exchange.

The library service for students and academic staff is free. In case of necessity, the library supports electronic teaching materials and offers students electronic resources that are similar to printed ones or sends resources by e-mail.

▪ **Books existing in the library are processed according to the library rules.**

All resources of the library are registered, processed and arranged on the shelves or in the catalog (printed or electronic) according to the preplanned and developed library rules. The library staff ensures technical processing, recording (registering in the inventory magazine), material cataloging (alphabetic, systematic, and additional) of newly arrived books or printed materials. At the same time the library staff records the data of newly arrived printed materials in an integrated online catalog (EVERGREEN).

The library staff also records the data of library documents in an integrated online catalog (EVERGREEN) and ensures electronization of inventory magazine.

▪ **Students and staff have access to international electronic library databases.**

Students and staff can work with international electronic library databases. The information is available in the library and in other internet-connected computers of the university. For this reason, Wi-Fi is available in the library and at the University.

The university is incorporated and is the member of “Electronic Information for Libraries – Eifl”.

Cambridge Journals Online (<https://www.cambridge.org/core>)

free access to digital archive of previous years since 1997.

161 journals of Social Sciences (SSCI) (SCI) and 46 journals of Art and Humanitarian Sciences indexed by Thomson Reuters.





BioOneComplete(<http://www.bioone.org/>)

e-DukeJournalsScholarlyCollection(<https://www.dukeupress.edu/>)  
journals of Art, Humanitarian and Social Sciences with high citation index.

Edward Elgar Publishing Journals and Development Studies e-books  
(<https://www.elgaronline.com/page/70/journals>) -

IMechE Journals (<https://us.sagepub.com/en-us/nam/IMechE>)  
New England Journal of Medicine (<http://www.nejm.org/>)

Royal Society Journals Collection(<https://royalsociety.org/journals/>)  
SAGE Premier(<http://journals.sagepub.com/>) –

- **The library staff (librarians) have competences required for the personnel working in the library. Among these competences is the skill of providing consultation about the use of international electronic library databases.**

The library staff have competences required for the personnel working in the library. Among these competences is the skill of providing consultation about the use of international electronic library databases. The university permanently plans and maintains the development of competences of the library staff. It plans and supports its personnel to be actively involved in local and international library projects.

Moreover, the library of the university, together with the libraries of other educational Institutions, takes part in library weeks, scientific-practical conferences and trainings on actual issues of the library work.

The library of the university is the member of the Georgian library association.

Since 2007 it has been involved in international consortium that gives university students and staff access to electronic databases.

The library staff cooperates with faculties and observes to find additional subject specific electronic databases.

- **The library staff uses various means of disseminating information (e.g. arranges meetings, gives consultations, etc.) to notify university students and personnel about existing resources and services, helps them to retrieve literature and other resources (if necessary, from other libraries or with the help of purchase), organizes workshops and trainings.**

The library of the university permanently advances electronic resources, databases and electronic catalog. In order to improve its service, the library effectively uses the library intermediate service and retrieves printed or electronic materials for students and academic staff. Its services are always focused on the requirements of the readers.

When the library does not have required literature, it uses the library intermediate service. It tries to find a book, an article, etc. in other appropriate libraries and satisfy users' needs thoroughly. It organizes different types of events (book presentations, meetings, meetings with publishing houses, book exhibitions and fairs) which often aim the development of its book fund. Besides, it participates in a national library week annually. Furthermore, the library itself organizes the library week.

The library of the university frequently observes these processes and to ensure their



development it organizes trainings on electronic databases for library staff, as well as for students and academic staff.

- **The library is available for students and personnel at least for six days (60 hours) per week.**

The library is available for students and personnel for 60 hours per week. It works every day except Sunday and is open from 9:00 to 19:00.

The working hours of the library is planned and organized according to the labour law.

- **The library has an electronic catalog and electronic literature retrieval system.**

Strategic planning of finding, purchasing, monitoring and updating an electronic catalog programme takes into account the university resources.

In particular, since 2011 the library of Iagob Gogebashvili Telavi State University utilizes an electronic catalog "Integrated library system" – Evergreen programme ("Innovative Systems Management" company).

(see the list of literature of electronic catalog in Annex – cataloging/inventorying. The list contains 16 357 items). (visit library website: <http://tesau.edu.ge/biblioteka> and click on the link - *Electronic Catalog*). Evergreen (opac library.ac.ge) has flexible retrieval system which helps library to find literature in an integrated catalog.

Besides, the library carries out the electronization of inventory books (electronized 80 000 items). In case of necessity, it can use the data for retrieval system. The library also uses paper-based catalog: alphabetic and systematic.

- **The library management ensures effective use of library resources and services.**

The library is managed by the head. There are three chief specialists and four specialists. Their duties are described in the regulation (visit library website: <http://tesau.edu.ge/biblioteka> and click on the link - *Regulations*) and in their contracts. All specialists and users are frequently informed about the news. The library management plans and organizes trainings, meetings for academic staff, students and administration. The library generally uses every service existing in the Georgian libraries.

#### **Borrowing and Returning Books:**

a) The library will not lend the book if it has only one copy of it (exceptions are not taken). Students are allowed to use these books only in the reading hall.

b) Students are allowed to borrow the book if there are several copies of the book in the library. If the library has photocopy of the book it will lend it first.

c) The library will lend books for a year, a semester, a week, several days or 24 hours (it depends on the number of copies of the book and it is regulated by the specialist of the library).

d) Lecture materials, journals, books, reader, etc. which are assigned for lecture purposes by the lecturer and for students use in that semester can be lent only for 24 hours.

e) Book's lending duration depends on how frequently it is requested. The reader has to *return books* or materials by the *date* requested.

f) If the reader cannot return books she/he has to inform the library about the reasons. In exception cases (if the book is requested by other user) the library will provide the return of the book by itself.



- g) The specialist of the library may ask the reader to return the book or other library materials (journal, CD) earlier. In this case, the reader has to return materials in 24 hours.
- h) In case of material or book loss, the reader has to return either the similar book (with similar title and publication date) or other one with relevant market value and necessary for the library.
- l) The specialist has right to change lending rules of the library. She/he may not give books to the reader who has previously damaged the book or has not returned it in prescribed time frame.

#### **Using Information-Computer Center of the Library:**

- a) Computer user has to take care of the technique. She/he does not have right to write or erase any programme file on the computer.
- b) Computer user has to leave computer switch on after completion of the work.
- c) It is prohibited to use computer for playing purposes.
- d) In case of faulty operation, user has to inform the specialist of information-technology center. Users are not allowed to repair shortcomings.
- e) Two-hour time limit works if other users also want to use computers.
- f) If the user cannot find appropriate information or cannot navigate electronic databases, she/he may apply to the specialist of information-technology center or the library staff and they will help her/him.

- **HEI takes into consideration students' and staffs' requirements and permanently facilitates renovation and improvement of resources and services.**

The university maintains renovation and improvement of library resources and services. The development of library funds is permanently monitored in the library of the university. Deans of the faculty apply to the head of administration and present the list of printed and electronic literature they need to be purchased. The head of the administration takes actions and hence, the library resources are enriched and updated. Circulation - the second module of the programme - is in the process of implementation. The library staff undergo circulation training. Circulation trainings are also planned for students and personnel.

The library is equipped with printed, electronic resources and other types of materials that are used together with modern technologies. Users claim that the library experiences development and improvement. The study is annually conducted by the Quality Assurance Service of the university. This process gives us chance to look at our achievements and lacks.

#### **Future Initiatives and Strategies**

Permanent monitoring of the development of the library; caring about its extension; finding and purchasing additional electronic bases and focusing on high rate internet-resources;

Updating library resources and finding electronic databases especially reflecting the field of viticulture or wine-making.

Caring about the development of the library: providing additional working room for students and academic staff in the reading hall space (to facilitate openness and learning), arranging group work room for undergraduate students and using individual approaches to satisfy their requirements. Exploiting the area existing around the library building and organizing seasonal *Mediatheque* for students.



<p><b>Evidences/indicators</b></p> <ul style="list-style-type: none"> <li>• Documents confirming books fund possession (CD 8 attached file 7.10);</li> <li>• Electronic catalog on the university website: <a href="http://tesau.edu.ge/biblioteka/literaturis-eleqtronuli-sadziebeli">http://tesau.edu.ge/biblioteka/literaturis-eleqtronuli-sadziebeli</a></li> <li>• Documents confirming involvement in international electronic library network (CD 8 attached file 7.11);</li> <li>• Statistics of the use of electronic library databases (CD 8 attached file 7.12);</li> <li>• Means of developing and updating library resources and services (CD 8 attached file 7.13);</li> <li>• Organized meetings, consultations and other events (CD 8 attached file 7.14);</li> <li>• Rules and instructions for using library (CD 8 attached file 7.14);</li> <li>• The results of the study conducted by Telavi State University (the subjects of the study were students) (CD 8 attached file 7.15);</li> </ul>
<p><b>7.3. Information Resources</b></p> <ul style="list-style-type: none"> <li>➤ HEI has created infrastructure for information technologies and its administration and accessibility are ensured.</li> <li>➤ Electronic services and electronic management systems are implemented and mechanisms for their constant improvement are in place.</li> <li>➤ HEI has a functional web-page in Georgian and English languages.</li> </ul>
<p><b>Description and assessment</b></p> <p><b>The Correspondence between University Activities and Informational Technologies</b></p> <p>The university provides necessary requirements for teaching/learning/scientific activities with the help of informational, electronic, technical resources. The infrastructure of informational technologies of the university is equipped with modern systems. Their safety is guaranteed by server equipment and antivirus programmes. IT Department ensures permanent and persistent access to these resources. The Department operates according to the statute and the rules of informational technology management policy of the University. Informational, technological resources correspond to the needs and requirements of the structural units of the university.</p> <p><b>Risk Management and Impact Evaluation of Informational Technologies</b></p> <p>The university ensures the safety of its informational data with the help of informational technology management policy and the rules of electronic services or electronic systems of management. To manage and decrease risks of informational technology:</p> <p>The specific employee(s) (website administrator) of the university is responsible for the persistent running of the official website. Their duties are documented in order to provide ongoing operation of the central informational system (website).</p> <ul style="list-style-type: none"> <li>• Every day website administrator archives structural and informational bases of the system in order to ensure security and access to the information, normative documents or visual and structural materials posted on the university website. In emergency situations this procedures give us chance to restore website entirely or partially.</li> <li>• The employee(s) (AEMS administrator) of the university is responsible for the constant running of the automated education management system and the protection of personal data. The duties of the employee are described in the contract and “The rules for electronic services and electronic management systems”. The implementation of these rules provides the protection of the information of education management and personal data.</li> <li>• To reduce and manage informational risks of automated education management system, every day the administrator and the hosting providing company (“Cloud9”) archive its structural and informational bases with the help of systemic Back Up. This process provides</li> </ul>



the quality of university information and personal data protection.

- Because of the programme element of the staff and students authorization in automated education management system, the website of the authorization in the system (aems.tesau.edu.ge) uses SSL security certificate. In this way the personal data of authorized users is protected, amongst: e-mail, password, contact information and etc.
- Based on the established rules of informational technology management policy, IT Department regularly implements programming of university computers and archiving. This makes possible to restore devices in case of software damage, erase or virus spreading.

Independent and uninterrupted operation of safety standards of various electronic resources decrease risks of university Information technology. Among them are:

- Corporate e-mails – their safety norms are defined by Google programme policy.
- The system of electronic document flow (eflow.emis.ge) – whose security norms are established by the Ministry of Education and Science of Georgia.
- etc.

Different types of research and study of personnel and students groups are planned to assess the effectiveness of using information systems and information resources used in the working environment of the university. The aim of the study is to determine the quality of using electronic services of management in order to identify the strengths and weaknesses of operating systems.

#### **Information Technology Infrastructure and its Availability for Students and Staff.**

Information and technical resources are available for personnel and students to provide uninterrupted implementation of the university activities and educational procedures. The resources include:

##### **Stationary computer:**

- Operates with modern software and system security.
- All the structural units of the university are equipped. They are available for university personnel 24 hours a day.
- All computer centers of the university are equipped. They are available for students during working hours of the university.
- Internet connection is constantly available.
- Ensures uninterrupted access to university e-services (tesau.edu.ge/eflow.emis.ge/aems.tesau.edu.ge).

##### **Free Wi-Fi Internet:**

- is available in all working buildings of the university.
- Provides university personnel and students with wireless access to the Internet

##### **Electronic Devices of Presentation**

- All faculties of the university, including conference halls, are equipped with projectors. University personnel and students have access to them.
- A separate computer center is equipped with a presentation monitor. University personnel and students have access to it.

##### **Electronic Services and Electronic Systems of Management Implemented at the University**

With the purpose of facilitating university activities and quality enhancement, different e-



services and electronic systems of management are running in the university. The list includes:

- Joined system of documents flow (eflow.emis.ge) provides the service of sending, receiving, registering and managing university documents. It is suitable for university work structure and processes. It is available because of its permanent and stable functioning principle.
- The automated education management system (aems.tesau.edu.ge) ensures the execution of the functions of the university education process management. Facilitates access to administrative and academic personnel as well as students information data. It is created on the basis of the working structure and procedures of the University. It is available because of its permanent and stable functioning principle.
- Library management system (tesau.edu.ge/biblioteka) ensures increase of quality and efficiency of the use of library resources / services. Designed for university personnel and students. Available on a permanent and stable functioning principle. It is available because of its permanent and stable functioning principle.

#### **Official website of the university**

The official website of the University (tesau.edu.ge) is the central information and communication system. The information is provided in the Georgian and English languages. The website is linked to all e-services of the university, which are intended for academic personnel and students. All important information of the university is available on the web site. Information is about: History of University, Mission, Administrative / Academic / Scientific Personnel Contact Data, strategic development plan, educational programmes catalog, programmes and students selection criteria, normative acts and regulatory documents, conducted research, vacancies, etc.

Upgrading of the web site (uploading information materials, activities, documents) is carried out daily. As soon as the information is obtained, it is uploaded throughout the working day. The university web site is available in any internet-connected devices 24 hours a day.

#### **Development of University Information Services**

The university intends to implement/update various electronic services in order to facilitate the sustainable development of information resources. For example: digitalization of library and book Funds, implementation of electronic learning platform, implementation of registering system of archive documents, addition of programme elements of The automated education management system and renewal of existing ones, update of the interface and software elements of the university web site, etc. The procedures for the implementation of these activities are determined by university regulation of the development mechanisms of electronic services and electronic systems of management.

#### **Evidences/indicators**

- Website [www.tesau.edu.ge](http://www.tesau.edu.ge);
- Procedure for Web Site Production (CD 8 attached file 7.16);
- Contract with Internet Provider (CD 8 attached file 7.17);
- Information on electronic services and electronic systems of management (CD 8 attached file 7.18);
- Mechanisms for the development of electronic services and electronic systems of management (CD 8 attached file 7.19);
- Document certifying ownership of domain and hosting (CD 8 attached file 7.20);





<ul style="list-style-type: none"> <li>• Regulation of information technology service (CD 3 attached file 2.2 file 2.2.7).</li> </ul>
<b>7.4. Financial resources</b>
<ul style="list-style-type: none"> <li>➤ Allocation of financial resources described in the budget of HEI is economically achievable.</li> <li>➤ Financial standing of HEI ensures performance of activities described in strategic and mid-term action plans.</li> <li>➤ HEI financial resources are focused on effective implementation of core activities of the institution.</li> <li>➤ HEI budget provides funding for scientific research and library functioning and development.</li> <li>➤ HEI has an effective system of accountability, financial management and control.</li> </ul>
<p><b>Description and assessment</b></p> <ul style="list-style-type: none"> <li>• <b>Allocation of financial resources described in the budget of HEI is economically achievable.</b></li> </ul> <p>The budget of the University consists of revenues and expenditures. Revenue sources include sums getting from students' tuition fee, different local and international foundations, ministries, and projects as well. Every year the budget of the University is elaborated, discussed, and approved covering special procedures. Herewith, during the budget elaboration process, resources that are necessary for the achievement of strategic plan goals are taken into consideration as much as possible.</p> <p>The University budget revenues are mainly filled with students' tuition fee. The tuition fee contains payment paid by certain educational programme students, gained from funding state-priority programmes and student grants.</p> <p>Despite small increases in student quota, the amount of graduate students within the last five years exceeds the index of the university enrollees during the last three years. Therefore, the budget of the University was decreased (particularly in 2014-2015). Herewith, according to the analysis, in 2015-2017, the amount of students is noticed to be increased with 35% and the budget is increased with 11%.</p> <p>At present, financial resource of the University is sufficient for the performance of the activities described in strategic development and action plans. The budget of the University provides educational and research activity funding. The rule for financing interuniversity scientific researches was developed and activated. Moreover, sums gained from different foundations and projects serve for the effective implementation of core activities of the University.</p> <p>Several scientific-research projects, funded by Shota Rustaveli National Science Foundation, have been fulfilled at the University since 2012 and are still taking place there. The University itself funded interuniversity researches; it finances international scientific and student conferences annually. Special sums are allotted for money awards and gifts that are given to the winner students. Corresponding volumes of scientific papers and conference materials are printed. The University covers staff and doctorate students' business trip expenses as well for participation in different scientific conferences with the purpose of stimulating scientific researches. It also allots funds for different sports and cultural events.</p> <p>Every year the Ministry of Education and Science of Georgia assigns scholarship quota and sums for the University. Accordingly, the University grants scholarship to the distinguished students with high academic performance.</p> <p>Via the funds getting from international projects, TeSaU promotes students and staff mobility to foreign universities. Besides, with the help of international projects the University buys required</p>



technique and equipment.

Since 2015 with the finances allotted by the Ministry of Education and Science of Georgia, roofs of the Study Buildings III and IV were rehabilitated and computers were bought.

Since 2015, the University gained funds from the Reserve Fund of the President of Georgia for several research projects. Within funding, the agrarian lab of the Faculty of Agricultural Sciences was equipped with modern technologies, an experimental plot was made on a land of one-hectare area, and agricultural devices were purchased.

According to educational programmes, the library book fund is updated yearly. Via joining the consortium and signing corresponding contracts, the library was given an opportunity to have access on electronic library bases.

The University administration constantly cares for development, it makes financial analysis, and conformably, plans future activities. During the authorization period, it is planned to: organize activities for adopting students' quota planned by the University as much as possible; provide financial stimulation of vulnerable group of students with high academic performance; introduce internal and external audit system; give financial support to affiliated academic staff in order to publish articles in international publications of high rating; facilitate funding scientific/research projects; make an effective system of accountability, financial management and control.

TeSaU has the Rule of distributing responsibilities among subordinated persons, rule of delegating, and accountability. Responsibilities are allotted on the basis of Law, via the contract, on a certain date or according to TeSaU Statute in order to fulfill some work. Authority of the University management bodies and faculty management bodies is described in proper regulations approved by TeSaU Representative Council and distributed according to the fields. Authorities and liabilities of TeSaU Rector and Deputy Heads of Administration are delegated via the conformable individual administrative-legal acts. System of accountability among the subordinated persons works at TeSaU. Heads of structural units deliver a report to TeSaU leadership concerning the activities done within the bounds of the authorities defined through the Representative Council Regulations. TeSaU Rector, Head of Administration and Head of the University Quality Assurance Department present a report to the University management bodies (Academic and Representative Councils).

The necessity of mutual agreement between the Head of Administration and the Rector on hiring/dismissing staff is stated in TeSaU Statute. In case of temporal impossibility of realizing own authorities by the Chair of Academic Council, Rector, Head of Administration, Head of the University Quality Assurance Department, Dean and Head of Faculty Quality Assurance Department, their acting persons are defined through TeSaU Statute and Regulations of Structural Units. And in case of temporal impossibility of fulfilling own authorities by the head person in auxiliary structural units, his/her acting person is defined through the individual administrative-legal acts of the Rector and Head of Administration.

TeSaU has developed the rule for functioning the financial management and control system approved by the University Representative Council. This rule describes the financial management and control components in details. In TeSaU the goals, objectives, organizational structure of the structural units are defined including determination of authorities, the system of accountability, delegation of authorities and hierarchy of the structural units in steps. TeSaU has approved financial management and control measures, which imply the following: the responsibilities are allotted between managerial circles so that one and the same person is not responsible for granting authority, performance and control. In the management of finances, a dual system of signature is developed, under which the financial transactions are not planned and no expenses are carried out without simultaneous signatures of Head of TeSaU and head of its structural unit. TeSaU provides documentation of all financial transactions, fully, accurately and timely reflected in financial accounts submitted to TeSaU management and control structures.

Implementation of internal audit system of financial management and control is defined under



the rule for functioning TeSaU financial management and control system.

Within the authorization period there is planned:

Implementation of measures to maximally acquire the students' quota planned by the university; establishment of internal and external audit system; implementation of the effective system of accountability, financial management and control.

**Evidences/indicators**

- The University Budget (CD 8 attached file 7.22);
- Strategic Development Plan (CD 2 attached file 1.2);
- Three-year Action Plan (CD 2 attached file 1.2);
- Information about TeSaU Funding Sources (CD 8 attached file 7.21);
- TeSaU Financial Report 2017 and Dynamics of Financing 2013-2017 (CD 8 attached file 7.23);
- Rule and Form for Distribution, Delegation and Accountability of Responsibilities (CD 8 attached file 7.24);
- Document on Implementation of Financial Management and Control System (CD 8 attached file 7.25).

☐ **Strengths and Areas for Improvement**

Please, present the strengths and areas for improvement of the HEI considering the requirements of each component of this standard

**In the direction of material resources**

**Strengths:**

Area required for educational and research environment;

Land plot under the ownership having Agricultural importance for implementation of educational and research processes in the field of Agriculture;

- The owned demonstration plot of mixed garden for conducting educational and research processes in ownership;
- Recreational space with large area;
- Providing continuous material-technical means: (water, heating and etc.);
- Open and closed sports stadiums, Gym hall with training equipment;
- Laboratory for the researches in the field of Agriculture.

**Areas for improvement**

- Renovation and modernization of infrastructure (outdated);
- Attraction of additional financial resources for renovation of buildings and material-technical bases;
- Renovation, equipment-arrangement and activation of the owned third building with the living functions for students;
- Repair and renovation of the fourth building owned by the university for educational process in the field of Agriculture;
- Development of adapted environment and addition of the adapted areas for SEN and PwDs persons.

**In the direction of the library**

**Strengths:**



- Library located in a separate building;
- Different modern methods and services for user groups;
- Permanent trainings for librarians;
- Active relationship with academic staff and students for the purchase and acquisition of needful literature, various resources and materials;
- Collegial relationships with representatives of the library, association and consortiums. Joint trainings, meetings, webinars and other useful activities for establishing innovation.
- Management systems focused on users' requirements;
- Ownership of Historic (ancient) books;
- Access to electronic bases;
- Access to the book - literature based on the library consortium membership;
- Students' satisfaction with library and its surroundings;
- Well-equipped environment.

**Areas for improvement:**

- Focus on high frequency internet resources;
- Searching electronic databases for updating library resource;
- Caring for the active development of the library: offering to professors and students additional work room in the reading room space (for gaining more openness and knowledge);
- Setting up team work room for TeSaU students;
- Using the space around the building of the library and arranging seasonal mediatheque for users.

**In the direction of Information Technologies**

**Strengths:**

- Informational technical SWOT analysis of the University;
- Computers with access to internet and electronic libraries;
- Continuous Internet connection, WiFi
- Electronic base for educational process management;
- Lecture rooms equipped with computers with access to Internet;

**Areas for improvement:**

- Higher frequency internet connection;
- Focusing on resources;
- Enhancement of technical devices for efficient management of databases and webpage;

**In the direction of Financial Resources:**

**Strengths:**



- Increase of fundraising from the Ministry;
- Increase of additional financial resources based on the involvement in international projects;
- Increase of the number of students enrolled in the university.
- Stability of financial standing.

**Areas for improvement:**

- Getting closer to the maximum quota of students;
- Attraction and increase of number of international students by offering foreign language programmes and courses;
- Development of internal and external audit systems.

### Part III: Annexes

**The information, that should be included in self-evaluation report in form of text, graphical visualization and attached document<sup>10</sup>;**

**Mission and strategic development of HEI**

<sup>10</sup> **Note:** Along with the self-assessment report it is compulsory to present the documents selected with sign - ☒ in English;



- ☒ Mission of HEI
- ☒ The strategic development plan (7 years) and action plan (3 years);
- ☒ The methodology of strategic planning;
- ☐ The implemented and planned activities for contribution in development of society;
- ☒ The monitoring mechanisms of strategic development and action plan implementation;
- ☒ Annual reports of HEI (considering the action plan)

#### **Organizational structure and management of HEI**

- ☐ The structure of HEI;
- ☒ Functions of structural unit of the HEI;
- ☒ Procedures for election/appointment of staff at management bodies of HEI;
- ☐ Procedures of correspondence of HEI;
- ☒ Business continuity plan.
- ☒ Evaluation and monitoring mechanism for efficiency of management;
- ☒ Internalization policy;
- ☐ The international cooperation and internationalization mechanisms and evaluation of their efficiency;
- ☐ Mechanisms for attracting international students and staff (if applicable).
- ☐ The survey results of staff and students regarding international cooperation and internationalization;
- ☒ Description of quality assurance mechanisms and assessment of their efficiency;
- ☒ The analysis of survey results (e.g. student, staff surveys, etc) and relevant reports;
- ☒ Procedure for using the results of quality assurance and relevant reports;
- ☒ The mechanism, methodology and benchmarks for planning student body;
- ☐ Rules of ethics and conduct and procedures of responding on their violations;
- ☐ Mechanisms for detection and prevention of plagiarism and procedures of responding on plagiarism cases.
- ☐ Internal regulations of the HEI

#### **Educational Programmes**

- ☒ Methodology of planning, developing and improving educational programmes;
- ☒ Educational programmes and syllabi<sup>11</sup>;
- ☐ The demand of labor market and employers;
- ☐ Analysis of the survey results of students, alumni, employers in order to develop educational programmes and report on using the results;
- ☐ Alumni tracer study regarding their career (including employment rate by their qualification) and academic development.
- ☐ The monitoring results of students' academic performance;
- ☐ Procedures approval, amendment and cancellation of programmes;
- ☐ Mechanisms of ensuring provision of education for students' in case of amending/canceling the educational programme;
- ☒ Rules of planning, implementing and evaluating scientific-research component;
- ☐ Academic calendar;
- ☐ Mechanisms to inform stakeholders regarding educational programmes;
- ☐ Methodology of elaborating individual curriculum;

#### **Staff of the HEI**

- ☒ The staff management policy, relevant regulations (including mechanisms for attracting, selecting, recruiting and professional development of staff) and result of their implementation;
- ☒ Private files of staff<sup>12</sup>;

<sup>11</sup> It is compulsory to present only brief description of educational programmes, structure, aims, study results and study plan in English;





- ☐ Distribution of academic and scientific staff by age and sex;
- ☐ Competition documentation of academic staff (competition announcement, selection and/or hiring statement);
- ☒ The results of evaluation staff performance and their satisfaction survey and its use for staff management and development;
- ☐ Job descriptions and staff qualification requirements;
- ☐ Samples of contracts signed with staff;
- ☒ Workload of academic/scientific/invited staff and individual workload rate of academic staff (considering the workload of staff in other HEI)
- ☒ Affiliation rules and terms of academic staff;
- ☐ Methodology for defining the number of academic, scientific and invited staff by programmes.

#### **Students and their support services**

- ☒ The samples of contracts signed between HEI and student;
- ☐ Mechanism to protect student rights and legislative interests;
- ☐ Student's career support services
- ☒ Alumni tracer studies regarding their career (including employment with received qualification) and academic development;
- ☐ Implemented and planned student initiatives/projects;
- ☐ Supporting instruments for vulnerable students and its results;

#### **Research, development and/or other creative work**

- ☒ The scientific/creative/performing activities of academic and scientific staff of HEI;
- ☐ Memorandums of cooperation with economic agents and planned, ongoing and implemented research projects;
- ☒ In case of university, the strategy for developing the fundamental and/or applied research/performative activities;
- ☐ Brief descriptions of ongoing and planned scientific-research/creative projects;
- ☐ The students survey results regarding efficiency of supervising doctoral research and report on using the results;
- ☐ List of abstracts of Doctoral thesis's during last 5 years and Master thesis's during last 2 years presented by faculties;
- ☒ In case of university the list of abstracts of doctoral dissertations defended during last 2 years and in case of teaching university the list of defended Master thesis's abstracts during last 2 years;
- ☒ Regulations for assessing and defending the doctoral thesis;
- ☐ Public, transparent and fair procedures of funding research activities;
- ☐ Support mechanisms for research and creative activities;
- ☐ Strategy of attraction and inclusion of young new employees in scientific/creative activities of HEI;
- ☐ The students' survey results regarding their participation in scientific/creative activities and relevant supporting initiatives;
- ☐ Joint research/creative activities and cooperation with international partners;
- ☒ Quality assurance mechanism for research/creative activities and evaluation results;
- ☒ System of evaluation of scientific productivity of staff;
- ☒ Reports on implemented research activities by faculties/departments (taking into consideration the affiliation of academic staff);

#### **Material, information and financial resources**

- ☐ Documentation confirming possession of real estate, extraction from public registry;
- ☐ Documents certifying possession of current assets/ inventory records; Contract signed with practical/scientific-research institution;

<sup>12</sup> Updated CV of staff and document confirming their qualification should be presented, and it is compulsory to present only **CV** of staff in English



- ☒ The survey results of staff and students regarding material resources;
- ☐ Document certifying orderly operation of heating and ventilation systems, and timeframe for their validity;
- ☐ Document certifying compliance with sanitary norms.
- ☐ Fire prevention and safety, first aid, and order mechanisms;
- ☐ Reports on on building and fire safety
- ☐ Adapted environment and/or further development plan;
- ☐ Documentation certifying possession of books/inventory records;
- ☐ Documents certifying involvement in international electronic scientific library databases; Statistics for use of electronic library databases;
- ☒ Mechanisms of developing library resources and services and their renewal.
- ☐ Rules and instructions of using library, organized meetings, consultations and other events;
- ☒ The students survey results regarding existing library resources, environment and service;
- ☒ IT management policy and procedures, IT infrastructure
- ☐ Contract with an internet provider.
- ☐ Information regarding electronic management system;
- ☐ Mechanism of development electronic management system
- ☐ Certifying document regarding possessing domain and hosting;
- ☐ Sources of funding;
- ☒ HEI budget,
- ☒ Dynamics of funding during last 5 years, financial reports for current/previous reporting periods;
- ☐ Regulation for the distribution of responsibilities, delegation, and accountability;
- ☐ Document on implementation of financial management and control system.



Annex 1. The list of higher education programmes by faculties/departments/schools should be presented in the following table

#	Programme	Teaching language	Qualification (qualification code)	ECTS	Programme status (authorized/accredited )	The date and number of relevant decision <sup>13</sup>	The location of programme implementation	*Students' employment rate	*Alumni employment rate by their qualification	*Alumni employment
<b>Faculty of Humanities</b>										
1	Georgian Language and Literature	Georgian	the Degree of Bachelor in Philology; 1005	240	accredited	04.11.2011; N 231	N1, Kartuli Universiteti street, Telavi	13,3%	17.9%	29%
2	History	Georgian	the Degree of Bachelor of Humanities in History; 1004	240	accredited	04.11.2011; N 230	N1, Kartuli Universiteti street, Telavi	19 %	3%	26%
3	English Language and Literature	Georgian	the Degree of Bachelor in Philology; 1005	240	accredited	04.11.2011; N 232	N1, Kartuli Universiteti street, Telavi	16,6%	5.5 %	26%
4	Typological Linguistics and Translation	Georgian	Master of Philology; 1005	120	accredited	02.08.2012; N 303	N1, Kartuli Universiteti street, Telavi	25%	60%	71.4%
5	Modern and Contemporary History	Georgian	Master of History; 1004	120	accredited	02.08.2012; N 308	N1, Kartuli Universiteti street, Telavi	50%	6%	12%
6	Textual Criticism and	Georgian	the	180	accredited <sup>14</sup>	25.02.2015;	N1, Kartuli	100%	0	0

<sup>13</sup> In case the accreditation is given by other institution than National Center for Educational Quality Enhancement, please, indicate the name of the institution;

\*Note: HEI may present employment rate instead of programmes by field. In this case it relevant note should be made..

\*\*Note: To present data by faculties/departments/schools create copies of the tables;

<sup>14</sup>Annulled after expiry of the accreditation period



	Editorial Studies		Academic Degree of Doctor of Philology; 1005			N25	Universiteti street, Telavi			
7	Modern and Contemporary History	Georgian	the Academic Degree of Doctor of History; 1004	180	accredited <sup>15</sup>	14. 03.2018; N 39	N1, Kartuli Universiteti street, Telavi	83,3%	30%	63,33%
8	Georgian as a Second Language	Georgian	N/A	60	accredited	04.11.2011; N237	N1, Kartuli Universiteti street, Telavi	0	0	0
<b>Faculty of Education Sciences</b>										
1	Primary Education	Georgian	Bachelor of Education 03	240	accredited	Decision #229; 2011. 04.11 minutes # 9	N1, Kartuli Universiteti street, Telavi	4,5%	20%	41,3%
2	Teacher Training	Georgian	N/A	60	accredited	Decision # 2; 2016. 17. 03. minutes #1	N1, Kartuli Universiteti street, Telavi	57,1%	71,4%	71,4%
3	Subject Teaching Methodology	Georgian	Master of Education in Subject (Physics, Mathematics, Biology, Geography, Chemistry,	120	accredited	Decision #307; 2012. 02.08. minutes #9	N1, Kartuli Universiteti street, Telavi	45,5%	81,25%	93,75%

<sup>15</sup>Accredited for 9 months



			German Language, Georgian Language and Literature, English Language) Teaching Methodology 030201							
4	Integrated Bachelor-Master Educational Programme of General Education Primary Level Teacher Training	Georgian	Master of Education (with the right of teaching Georgian Language, Mathematics, Natural Science in I-IV grades of Primary Level of General Education and in addition, teaching two subjects (Georgian Language/	300	under the accreditation mode	N/A	N1, Kartuli Universiteti street, Telavi	N/A	N/A	N/A



			Mathematics/Natural Science in V-VI grades), 03							
<b>Faculty of Exact and Natural Sciences</b>										
1	Biology	Georgian	Bachelor of Biology 0504	240	accredited	09.12.2011 №419	N1, Kartuli Universiteti street, Telavi	8	0	33%
2	Mathematics	Georgian	Bachelor of Mathematics 0501	240	accredited	02.08.2012 (changes done 08.11.2012) №310 (changes done №662)	N1, Kartuli Universiteti street, Telavi	0	0	6%
3	Information Technologies	Georgian	Bachelor of Informatics 0401	240	accredited	09.12.2011 №420	N1, Kartuli Universiteti street, Telavi	2	0	6%
4	Meteorology, Climatology	Georgian	Master of Geography 0505	120	accredited	23.02.2018 №36	N1, Kartuli Universiteti street, Telavi	1	0	0%
5	Ecology	Georgian	Master of Ecology 1102	120	accredited	02. 08. 2012 №305	N1, Kartuli Universiteti street, Telavi	2	1 20%	100%
<b>Faculty of Agricultural Sciences</b>										
1	Food Technology	Georgian	Bachelor of Food Technology 0104	240	accredited	18.11.2011 N 318	N1, Kartuli Universiteti street, Telavi	23%	26%	36%
2	Agronomy	Georgian	The Degree of Bachelor	240	accredited	18.11.2011 N 317	N1, Kartuli Universiteti	19%	18%	39%





			in Agronomy 0101				street, Telavi			
3	Food Products Technologies (Beverage Technology, Food Safety)	Georgian	a) Master of Food Technology in Beverage Technology 010402 b) Master of Food Technology in Food Safety 010403	120	accredited	02.08.2012 minutes N9, decision N304	N1, Kartuli Universiteti street, Telavi	90%	42%	64%
4	Technology for Producing Alcoholic and Nonalcoholic Products	Georgian	Doctor of Food Technology 0104	180	accredited	08.11.2012 minutes N 16, decisionN 617	N1, Kartuli Universiteti street, Telavi	100%	100%	100%
5	Viticulture-Winemaking	Georgian	Master of Agricultural Sciences 01	120	under the accreditation mode	N/A	N1, Kartuli Universiteti street, Telavi	N/A	N/A	N/A
<b>Faculty of Social Sciences, Business and Law</b>										
1	Law	Georgian	Bachelor of Law 06	240	accredited	#41, 12.07.2016	N1, Kartuli Universiteti street, Telavi	8%	0	0
2	Public Administration	Georgian	Bachelor of Public Administrati on 1109	240	accredited	#314, 18.11.2011	N1, Kartuli Universiteti street, Telavi	8%	6%	34%



3	Business Administration	Georgian	Bachelor of Business Administration 02	240	accredited <sup>16</sup>	#37 12.03.2012	N1, Kartuli Universiteti street, Telavi	14%	21.8%	26%
4	Business Administration	Georgian	0203 Master of Business Administration in Management 020301 Master of Business Administration in Tourism and Hospitality Management 020306 Master of Business Administration in Educational Management	120	accredited <sup>17</sup>	#302 02.08.2012	N1, Kartuli Universiteti street, Telavi	67%	32.2 %	45.1%
5	Economics	Georgian	Bachelor of	240	accredited	#24	N1, Kartuli	0%	N/A	N/A

<sup>16</sup>The programme is under reaccreditation mode

<sup>17</sup>The programme is under reaccreditation mode



			Economics 0701			28.06.2016	Universiteti street, Telavi			
6	Economics	Georgian	Master of Economics 0701	120	accredited	#25 28.06.2016	N1, Kartuli Universiteti street, Telavi	75%	N/A	N/A
7	Applied Economics	Georgian	Doctor of Economics 0701	180	accredited <sup>18</sup>	#100 28.07.2015	N1, Kartuli Universiteti street, Telavi	100%	100%	100%
8	Tourism	Georgian	Bachelor of Tourism 0205	240	accredited	#316 18.11.2011	N1, Kartuli Universiteti street, Telavi	21%	6%	35%

List of Joint Programmes										
#	Programme	Teaching language	Qualification (qualification code)	ECTS	Programme status (authorized/accredited)	The date and number of relevant decision	The location of programme implementation	*Students' employment rate	*Alumni employment rate by their qualification	*Alumni employment
1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Annex 2. The data regarding students by faculties/departments/schools and programmes should be presented in the following timetable

Faculty of Humanities						
	Programme	Cycle	Number of students		Number of international students	Programme graduation rate
			Active	suspended		
1	Georgian Language and Literature	Bachelor	132	28	0	65%
2	History	Bachelor	242	55	0	32%
3	English Language and Literature	Bachelor	29	25	0	69%
4	Typological Linguistics and Translation	Master	8	5	0	85%
5	Modern and Contemporary History	Master	8	6	0	50%

<sup>18</sup>Annulled after expiry of the accreditation period



6	Textual Criticism and Editorial Studies	Doctoral	4	0	0	No alumni of the programme yet
7	Modern and Contemporary History	Doctoral	5	9	0	14%
8	Georgian as a Second Language	One year educational programme (60 credits)	7	1	0	61%
<b>Faculty of Education Sciences</b>						
	Programme	Cycle	Number of students		Number of international students	Programme graduation rate
			Active	suspended		
1	Primary Education	Bachelor	89	11	0	56%
2	Teacher Training	Independent one year programme (60 credits)	14	1	0	100%
3	Subject Teaching Methodology	Master	11	1	0	73%
4	Integrated Bachelor-Master Educational Programme of General Education Primary Level Teacher Training	Integrated Bachelor-Master Educational Programme	N/A	N/A	N/A	N/A <sup>19</sup>
<b>Faculty of Exact and Natural Sciences</b>						
	Programme	Cycle	Number of students		Number of international students	Programme graduation rate
			Active	suspended		
1	Biology	Bachelor	130	12	0	65%
2	Mathematics	Bachelor	7	8	0	133% <sup>20</sup>
3	Information Technologies	Bachelor	24	16	0	94%
4	Meteorology, Climatology	Master	1	1	0	100%
5	Ecology	Master	8	3	0	100%
<b>Faculty of Agricultural Sciences</b>						
	Programme	Cycle	Number of students		Number of international students	Programme graduation rate
			Active	suspended		
1	Food Technology	Bachelor	169	21	0	115% <sup>21</sup>

<sup>19</sup>The programme is under the accreditation mode

<sup>20</sup>Taken into account the students transferred under the mobility

<sup>21</sup>Taken into account the students transferred under the mobility



2	Agronomy	Bachelor	20	7	0	81%
3	Food Products Technologies (Beverage Technology, Food Safety)	Master	20	7	0	40%
4	Viticulture-Winemaking	Master	N/A	N/A	N/A	N/A <sup>22</sup>
5	Technology for Producing Alcoholic and Nonalcoholic Products	Doctoral	10	15	0	0
<b>Faculty of Social Sciences, Business and Law</b>						
	Programme	Cycle	Number of students		Number of international students	Programme graduation rate
			Active	suspended		
1	Law	Bachelor	31	1	0	No alumni of the programme yet
2	Public Administration	Bachelor	107	53	0	63%
3	Business Administration	Bachelor	98	50	0	161% <sup>23</sup>
4	Business Administration	Master	26	31	0	59%
5	Economics	Bachelor	27	0	0	No alumni of the programme yet
6	Economics	Master	8	1	0	No alumni of the programme yet
7	Applied Economics	Doctoral	8	15	0	12%
8	Tourism	Bachelor	37	39	0	57%

<sup>22</sup>The programme is under the accreditation mode

<sup>23</sup>Taken into account the students transferred under the mobility



Annex 3. Please present the data on academic, scientific and invited staff by faculties/departments/schools as indicated in the table below:

<b>Faculty of Humanities</b>	
Number of staff (academic, scientific, invited)	<b>38 (academic), 9 (invited)</b>
<b>Total number of academic staff</b>	<b>38</b>
- professor	8
- associated professor	14
- assistant professor	10
- assistant	6
<b>Scientific staff</b>	<b>0</b>
- Scientist	0
- Post-doctoral staff	0
<b>Total number of affiliated academic staff</b>	<b>37</b>
- affiliated professor	8
- affiliated associated professor	13
- affiliated assistant professor	10
- affiliated assistant	6
Foreign academic/invited staff involved in teaching process	0
Foreign academic/invited staff involved in research process	0
Invited staff involved in teaching process	9
<b>Faculty of Education Sciences</b>	
Number of staff (academic, scientific, invited)	<b>11 (academic), 8 (invited)</b>
<b>Total number of academic staff</b>	<b>11</b>
- professor	3





- associated professor	5
- assistant professor	3
- assistant	0
<b>Scientific staff</b>	0
- Scientist	0
- Post-doctoral staff	0
<b>Total number of affiliated academic staff</b>	11
- affiliated professor	3
- affiliated associated professor	5
- affiliated assistant professor	3
- affiliated assistant	0
Foreign academic/invited staff involved in teaching process	0
Foreign academic/invited staff involved in research process	0
Invited staff involved in teaching process	8
<b>Faculty of Exact and Natural Sciences</b>	
Number of staff (academic, scientific, invited)	20 (academic), 21 (invited)
<b>Total number of academic staff</b>	20
- professor	4
- associated professor	9
- assistant professor	6
- assistant	1
<b>Scientific staff</b>	0
- Scientist	0
- Post-doctoral staff	0
<b>Total number of affiliated academic staff</b>	19



- affiliated professor	4
- affiliated associated professor	8
- affiliated assistant professor	6
- affiliated assistant	1
Foreign academic/invited staff involved in teaching process	0
Foreign academic/invited staff involved in research process	0
Invited staff involved in teaching process	21
<b>Faculty of Agricultural Sciences</b>	
Number of staff (academic, scientific, invited)	12 (academic), 10 (invited)
<b>Total number of academic staff</b>	12
- professor	3
- associated professor	8
- assistant professor	1
- assistant	0
<b>Scientific staff</b>	0
- Scientist	0
- Post-doctoral staff	0
<b>Total number of affiliated academic staff</b>	12
- affiliated professor	3
- affiliated associated professor	8
- affiliated assistant professor	1
- affiliated assistant	0
Foreign academic/invited staff involved in teaching process	3
Foreign academic/invited staff involved in research process	0
Invited staff involved in teaching process	10



<b>Faculty of Social Sciences, Business and Law</b>	
Number of staff (academic, scientific, invited)	<b>23 (academic), 20 (invited)</b>
<b>Total number of academic staff</b>	23
- professor	2
- associated professor	16
- assistant professor	4
- assistant	1
<b>Scientific staff</b>	0
- Scientist	0
- Post-doctoral staff	0
<b>Total number of affiliated academic staff</b>	17
- affiliated professor	2
- affiliated associated professor	10
- affiliated assistant professor	4
- affiliated assistant	1
Foreign academic/invited staff involved in teaching process	0
Foreign academic/invited staff involved in research process	0
Invited staff involved in teaching process	20



Annex 4. Benchmarks by faculties/departments/schools

Faculty of Humanities	Actual Benchmarks	Target Benchmarks	Estimated date of reaching the target benchmark
Ratio of the academic and scientific staff number to the number of invited staff	38/9	38/9	2019
Ratio of the academic, scientific, invited staff number to the number of students	47/437	47/750	2024
Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	47/8	47/11	2024
Ratio of the affiliated staff number to the number of academic and invited staff	37/47	38/47	2024
Ratio of the affiliated staff number to the number of students	37/437	38/750	2024
Ratio of the number of supervisors and doctoral students	5/9	1/2	2024
Retention rates of the academic staff	93%	93%	2024
The employment rate of Alumni by their qualification (the latest authorization period)	35.9 %	60%	2024
The rate of defended doctoral dissertations since the last authorization	28	7	2024



Faculty of Education Sciences	Actual Benchmarks	Target Benchmarks	Estimated date of reaching the target benchmark
Ratio of the academic and scientific staff number to the number of invited staff	11/8	20/13	2023
Ratio of the academic, scientific, invited staff number to the number of students	19/120	33/500	2024
Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	19/3	33/5	2024
Ratio of the affiliated staff number to the number of academic and invited staff	11/19	20/33	2024
Ratio of the affiliated staff number to the number of students	11/120	20/500	2024
Ratio of the number of supervisors and doctoral students	N/A	N/A	N/A
Retention rates of the academic staff	99%	99 %	2024
The employment rate of Alumni by their qualification (the latest authorization period)	57%	75 %	2024
The rate of defended doctoral dissertations since the last authorization	39	N/A	N/A



Faculty of Exact and Natural Sciences	Actual Benchmarks	Target Benchmarks	Estimated date of reaching the target benchmark
Ratio of the academic and scientific staff number to the number of invited staff	20/21	18/9	2024
Ratio of the academic, scientific, invited staff number to the number of students	41/200	27/414	2024
Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	41/5	27/7	2024
Ratio of the affiliated staff number to the number of academic and invited staff	19/41	18/27	2024
Ratio of the affiliated staff number to the number of students	19/200	18/414	2024
Ratio of the number of supervisors and doctoral students	N/A	N/A	N/A
Retention rates of the academic staff	97%	97%	2024
The employment rate of Alumni by their qualification (the latest authorization period)	31 %	50%	2024
The rate of defended doctoral dissertations since the last authorization	14	N/A	N/A





<b>Faculty of Agricultural Sciences</b>	<b>Actual Benchmarks</b>	<b>Target Benchmarks</b>	<b>Estimated date of reaching the target benchmark</b>
Ratio of the academic and scientific staff number to the number of invited staff	12/10	20/20	2019-2024
Ratio of the academic, scientific, invited staff number to the number of students	22/224	40/500	2024
Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	22/4	40/7	2019-2024
Ratio of the affiliated staff number to the number of academic and invited staff	12/22	20/40	2024
Ratio of the affiliated staff number to the number of students	12/224	20/500	2024
Ratio of the number of supervisors and doctoral students	4/10	1/3	2024
Retention rates of the academic staff	99%	99%	2024
The employment rate of Alumni by their qualification (the latest authorization period)	56.5 %	75%	2024
The rate of defended doctoral dissertations since the last authorization	4	8	2024



<b>Faculty of Social Sciences, Business and Law</b>	Actual Benchmarks	Target Benchmarks	Estimated date of reaching the target benchmark
Ratio of the academic and scientific staff number to the number of invited staff	23/22	23/18	2024
Ratio of the academic, scientific, invited staff number to the number of students	43/342	41/510	2024
Ratio of the academic, scientific, invited staff number to the number of the higher educational programmes	43/8	41/8	2024
Ratio of the affiliated staff number to the number of academic and invited staff	17/43	23/41	2024
Ratio of the affiliated staff number to the number of students	17/342	23/510	2024
Ratio of the number of supervisors and doctoral students	3/8	1/2	2024
Retention rates of the academic staff	100%	100%	2024
The employment rate of Alumni by their qualification (the latest authorization period)	51%	75%	2024
The rate of defended doctoral dissertations since the last authorization	1	5	2024



Annex 5. Area of buildings per each address

<b>Total area of the institution per each address:</b>	
Factual address (1)	N1, Kartuli Universiteti street, Telavi
Cadastral code of the real estate	583.20.42.052
Sq.m.	63006 Sq. m.
Factual address (2)	N26, Tbilisi Roadway <sup>24</sup> , Telavi
Cadastral code of the real estate	53.20.34.035
Sq.m.	12703 Sq. m.
Factual address (3)	Village Gulgula, Telavi
Cadastral code	53.09.34.034
Sq.m.	160.000 Sq. m.

<b>Size of the institution's auxiliary area per each address:</b>	
Factual address (1)	N1, Kartuli Universiteti street, Telavi
Cadastral code of the real estate	53.20.42.052
Sq.m.	10547.69 Sq. m.
Factual address (2)	N26, Tbilisi Roadway <sup>25</sup> , Telavi
Cadastral code of the real estate	53.20.34.035
Sq.m.	3620.05 Sq. m.
Factual address (3)	Village Gulgula, Telavi
Cadastral code	53.09.34.034
Sq.m.	160000 Sq. m.

<sup>24</sup>There is no educational process at present

<sup>25</sup>There is no educational process at present



**The list of canceled programmes, implementation of which is not planned by the university in the course of new authorization**

**Faculty of Humanities:**

1. German Language and Literature (Bachelor);
2. French Language and Literature (Bachelor).

**Faculty of Education Sciences:**

1. Sport (Bachelor);
2. Teacher Training (Minor);
3. Preschool Primary and Elementary Level Pedagogical Psychology (Minor).

**Faculty of Exact and Natural Sciences:**

1. Ecology (Bachelor);
2. Geography (Bachelor);
3. Physics (Bachelor);
4. Energetics (Minor);
5. Doctor of Dental Medicine (one-cycle);
6. Biology (Master);
7. Theory of Functions and Functional Analysis (Master)
8. Biodiversity (Doctoral);
9. Ecology (Doctoral);
10. Meteorology, Climatology (Doctoral);



11. Computer Science (Doctoral);

12. Theory of Functions and Functional Analysis (Doctoral).

**Faculty of Agricultural Sciences:**

1. Forestry (Bachelor);

2. Agro Ecology (Master).

**Faculty of Social Sciences, Business and Law:**

1. Journalism (Bachelor).