



Ken Walker International University

Rule for Planning, Elaborating, Approving, Developing, Altering, and Terminating Educational Programs

Approved by the order #0221-11 of Rector, dated February 10, 2021.

1. General Regulations

- 1.1. The goal of this document is to define procedures and responsible bodies for planning, elaborating, approving, developing, altering, and terminating educational programs (from now forward – ‘program’)

2. Planning, Approving, Elaborating of the Educational Program

- 2.1. The process of planning, approving, elaborating and developing educational program contains several stages:

- Declaring of the idea for creating educational program;
- Planning the educational program (market research/considering needs);
- Elaboration and consistent discussion of the educational program (in collaboration with stakeholders);
- Approving the educational program;
- Implementing and developing the program.

- 2.2. With respect to the above mentioned stages following time limits must be preserved:

Declaring and discussing of the idea for creating educational program	The idea must be declared at least prior 2 weeks before its discussion on the Faculty Council. Although, the time limit for its discussion is defined by the Faculty Council depending on the need.
Planning the educational program (considering market needs).	Is defined by the Faculty Council considering program specifications.
Elaboration the educational program (in collaboration with stakeholders);	Is defined by the Faculty Council and the process must be concluded at least 3 months before presenting the program for gaining accreditation.
Consistent discussion of the educational program (in collaboration with stakeholders) <ul style="list-style-type: none"> - Presenting educational program package to the educational department; - Presenting educational program package to the Quality Assurance Office; - Presenting educational program package to the Faculty Council; - Presenting educational program package to the university’s Academic Council for approval. 	Is defined by the Faculty Council and the process must be concluded at least 6 weeks before presenting the program for gaining accreditation.

Implementing and developing the program (considering alterations).	Permanent process

3. Declaration Stage of the Program's Idea

- 3.1. Declaring the program's idea means presenting it to the Faculty Council.
- 3.2. A new idea of the educational program may be proposed by:
 - University's academic, invited, and scientific personnel;
 - University's international partner organization;
 - University's structural unit;
 - Field specialist/employer;
 - Other university (including, foreign) (by means of implementing joint program or/and on the basis of collaboration).
 - Any stakeholder (public, commercial, non-governmental and professional organizations).
- 3.3. The Faculty Council discusses the educational program in the presence of the initiator or his/her representative. Also, the Faculty Council is eligible to invite other stakeholders or/and competent bodies on the discussion of the program.
- 3.4. While discussing the idea, the Faculty Council confers following issues:
 - Educational program vitality for the society;
 - Educational program relevance to university's strategic plan;
 - Evaluating entrants'/students' interests and students employment perspectives (results of labor market research);
 - Other important issues which are critical for the program implementation.
- 3.5. While discussing the idea of the educational program, the Faculty Council in means of collecting additional information is eligible to extend discussion time limit and request from appropriate bodies to collect/process the information.
- 3.6. In the frame of discussing educational program, the Faculty Council evaluates the vitality and relevance of its implementation considering university's strategic plans. In case of positive position the Faculty Council makes decision on initiating the planning stage of the educational program.
- 3.7. Besides the above mentioned competences, the Faculty Council also defines time limits for the processes of planning, elaborating, preparing and implementing program accreditation.

4. Planning of the Educational Program

- 4.1. The Faculty Council forms the group responsible for the planning, elaborating, preparing and implementing program accreditation. (from now forward – 'Program Development Team').
- 4.2. The Faculty Council appoints the Head of Program Development Team who is responsible on team's work and is accountable to the Faculty Council.

4.3. According to the decision of the Faculty Council, the Program Development Team must include following bodies:

- Initiator of the program's idea (or his/her representative);
- Faculty's academic and invited personnel;
- University's administrative personnel;
- Students;
- Representatives from the university's partner institutions and organizations;
- Employers;
- Alumni.

4.4. Program Development Team is obliged to present educational program's plan in the time limit defined by the Faculty Council. The plan will be polled by the Faculty Council and decision will be made either on initiating the program elaboration process, or on reviewing the plan considering the recommendations given by the council, or on rejecting the plan.

4.5. Educational program plan must include program's general features:

- 4.5.1. Program name;
- 4.5.2. Instruction language;
- 4.5.3. The head of the program;
- 4.5.4. Program goal;
- 4.5.5. Grantable qualification;
- 4.5.6. Program volume;
- 4.5.7. Learning outcomes;
- 4.5.8. Program curriculum.

4.6. Decision in the Program Development Team is made by majority votes of team members in open polling and each team member has one vote.

4.7. Program Development Team discusses possible candidates of the head of the program and presents selected candidate to the Faculty Council.

4.8. The Faculty Council considers the candidate proposed by Program Development Team and appoints him/her as a head of the program.

- 4.8.1. The functions and duties of the head of the program are defined in the documents of university's job descriptions and required qualifications.
- 4.8.2. The process of selecting the head of the program is based on candidate's qualification, professional experience in his/her field and in education, motivation and his/her view on program development.

5. Elaborating Educational Program

5.1. Elaborating educational program means:

- 5.1.1. Delegating responsibilities among Program Development Team members;
- 5.1.2. Creating educational program's documentation which includes:
 - 5.1.2.1. Vitality of program implementation, program evaluation in accordance to the university's strategic plan;

- 5.1.2.2. SWOT analysis;
 - 5.1.2.3. Program curriculum;
 - 5.1.2.4. Learning courses' syllabi;
 - 5.1.2.5. Information about the academic personnel engaged in the program (CV, the list of scientific publications and other data);
 - 5.1.2.6. The evaluation of accessibility to the library and preserved books which are critical for implementing the program;
 - 5.1.2.7. The evaluation of the relevance of the necessary resources which are critical for implementing the program;
 - 5.1.2.8. Rationalizing program's financial sustainability;
 - 5.1.2.9. Documents proving the involvement of stakeholders (academic personnel, students, alumni, potential employers and others);
 - 5.1.2.10. Analyses of surveying potential employers and market needs;
 - 5.1.2.11. Additional documentation if needed.
 - 5.1.3. Defining necessary resources for implementing educational program.
 - 5.2. Team responsible for program elaboration presents documentation of a new educational program to the Quality Assurance Office. Quality Assurance Office examines the educational program package and in case of satisfactory documentation and positive evaluation transfers it to the Faculty Council for discussion. Then, the process moves to the discussion stage of the educational program.
 - 5.2.1. In case of insufficient documentation Quality Assurance Office returns package to the Program Development Team with attached remarks.
- 6. Discussing and Approving of the Educational Program**
- 6.1. Discussion stage of the educational program means analyzing documentation of the educational program.
 - 6.2. The Faculty Council discusses and evaluates presented program relevance to the university's mission, strategic development plan, and accessibility to the necessary resources for implementation.
 - 6.3. In case of positive decision, program package is presented to the university's Academic Council with the evaluations of the Faculty Council and Quality Assurance Office for further discussion and approval.
 - 6.4. University's Academic Council discusses approval seeking presented program in accordance to the university's mission, strategy, necessary resources for implementation, and other components and makes final decision.
 - 6.5. In case of negative decision university's Academic Council sends motivated response to the Faculty Council.
 - 6.6. In case of positive decision university's Academic Council approves the program and sends the request to:
 - 6.6.1. The head of Administration to provide appropriate material, financial and human resources;

- 6.6.2. The Quality Assurance Office to prepare full package of the program for presenting to the National Center for Educational Quality Enhancement in accordance of the Law of Higher Education of Georgia and in compliance of the rules established by LEPL – National Center for Educational Quality Enhancement.

7. Program Implementation and Development

- 7.1. The idea for necessary changes in program development can be declared by any stakeholder who presents his/her position with arguments to the Head of the Program.
- 7.2. The Head of the Program with Quality Assurance Office after considering consultancies with stakeholders and analysis of program evaluation results discusses the necessity of alteration, possible outcomes and defines relevant activities.
- 7.3. The responsible person for preparing necessary changes for program development is the Head of the Program.
- 7.4. After preparing and discussing necessary changes in the program at the appropriate department, the Head of the Program presents documentation to the university's Quality Assurance Office.
- 7.5. The Quality Assurance Office analyzes program alteration package and program documentation in accordance of the active regulations and in case of the positive evaluation sends the educational program package for discussion and approval to the Faculty Council. After approval of the Faculty Council the educational program is sent to the Academic Council.
- 7.6. University's Academic Council discusses alteration package of the educational program in compliance of the university's mission, strategy and resources. In case of positive decision university's Academic Council approves the program. And, in case of negative decision the rationalized position is sent to the Faculty Council.

8. Program Termination

- 8.1. The decision about terminating educational program is made by Academic Council on the basis of analyzing following objective circumstances listed below:
 - 8.1.1. The educational program opposes university's mission or legal requirements;
 - 8.1.2. The students absence on the educational program for last 4 years;
 - 8.1.3. Other objective circumstances which makes program implementation impossible.
- 8.2. In case of program termination:
 - 8.2.1. The university provides students with information and consultancy regarding mobility possibilities to the other educational organizations where similar programs exist;
 - 8.2.2. The university supports student mobility until issuing decision of program termination.
 - 8.2.3. In case of making decision about program termination the university signs memorandum/contract with the educational organization implementing similar educational program (which includes granting the qualification) and the contract includes defining the compatibility of these programs and credit recognition procedures in means of simplifying mobility process;

- 8.2.4. The university offers to the student to transfer to another program of the relevant level (if there is any) via using internal mobility regulations in the frame of the university;
- 8.2.5. The university is obliged to allow student graduate from the from the educational program if the cause of the program termination is not university liquidation, canceling authorization or accreditation in case of regulated educational programs, or if the university is not able to provide students with mobility until declaring the decision of terminating the program, or if there is no signed memorandum/contract with the other educational organization implementing similar educational program (which includes granting the qualification) with defined compatibility of these programs and credit recognition procedures in means of simplifying mobility process.