



**Avicenna International Community College Ltd.**

# **Learning Process Regulations**

**Tbilisi  
2018**

## **Article 1. General provisions**

- 1.1. The rule of regulating this study process (hereinafter the rule) has been developed on the basis of the Law of Georgia on Vocational Education, the recommendations of the field of education and the legislation regulating the sphere..

## **Article 2. Head of the Professional Program**

- 2.1. The vocational education program based on the framework document, implemented by the institution, has a head of vocational education program - relevant field specialist.
- 2.2. The Head of the Vocational Education Program shall monitor the implementation of the relevant professional education program.
- 2.3. Vocational Education Program Manager, together with Quality Assurance Manager and Vocational Teacher, participates in adaptation, introduction and modification of modules.

## **Article 3. Vocational teachers**

- 3.1. Module Implementing Person is a vocational teacher.
- 3.2. For the purpose of conducting the study activities, the institution has the professional teachers of the relevant amount selected on the basis of the legislation on the basis of the educational objectives of the institution.
- 3.3. Vocational teacher may be a person with higher education or IV or V level of vocational education or a person with at least 3 years of experience working with the relevant profession.
- 3.4. The person holder of IV level qualification does not have the right to teach in the V cycle educational program.

## **Article 4. Adapt and modify modular program; Add program and modify program**

- 4.1. The modular program approved by the director of the institution is defined: name of the program, registration number, professional qualification assigned, goal of the program, prerequisite for access to the program, graduate employment opportunities, learning outcomes, volume and duration of the program, structure and modules, approval of learning outcomes and granting credit, granting professional qualifications, Special Education Needs (CSM) and Disabled vocational Students. The program is included in the appendices: mandatory general modules, compulsory professional modules, curriculum and professional teachers.
- 4.2. Module is an independent, consistent block of learning that is focused on learning outcomes. The module will interconnect the study topics and achievement learning outcomes and information related to organizing the study and assessment of a vocational student. The module is an integral part of the modular program and is approved with the program. Changes in the Module are based on the relevant legal act.

4.3. The learning outcomes of the modular program are in line with the Vocational Education Program Framework.

4.4. The professional teachers and the quality assurance manager with the appropriate program manager are involved in the adaptation and implementation of the modular program.

4.5. The adapted modular program is approved by the director of the institution on the basis of the presentation of the Quality Assurance Manager.

4.6. The director of the institution addresses the meeting of partners of the institution in order to add and implement the Vocational Education Program / Programs on his/her own initiative or on the recommendation of the Quality Assurance Manager, which in turn takes a decision on the introduction and implementation of the Vocational Education Program. On the basis of this decision, the Director shall issue a decree instructing the Quality Assurance Manager to adapt and introduce the vocational education program together with the head of the relevant vocational education program and vocational teachers.

4.7. In connection with the Adapted Vocational Education Program, upon submission of Quality Assurance Manager, the Director shall issue a decree on approval of the above-mentioned Vocational Education Program. In order to obtain the right of adaptation and approval of vocational education program the institution will submit the relevant application at LEPL National Center for Educational Quality Enhancement.

4.8. Not permitted to make any changes in the standard record of the module. Auxiliary record is a recommendatory character and the institution is authorized to modify its amendments. If the deficiencies are recorded in the standard record, the institution shall inform the National Center for Educational Quality Enhancement.

4.9. Decision on Modification of Vocational Education Program is made by the Director of the Institute on the basis of the presentation of Quality Assurance Manager.

4.10. The Director shall issue a decree on modification of the vocational education program on the basis of which the National Center for Educational Quality Enhancement is informed about the changes implemented.

#### **. Article 5. System of assessment of the implementation of the Vocational Education Program**

5.1. Establishment has been developed to evaluate the results of implementation of the Vocational Education Program in order to improve the quality of the learning process.

5.2. The Vocational Education Program Performance Assessment System is approved by the Director upon submission of Quality Assurance Manager.

#### **Article 6. Obtain the Status of a vocational Student**

6.1. A vocational student is a person who studies on a vocational education program. A candidate for a vocational student is a person who has full general, secondary or basic education.

- 6.2. Procedures and deadlines for obtaining the status of a vocational student are determined by the order of the Director of the Institution, which is publicly available and accessible.
- 6.3. The prerequisite for enrollment of the third cycle vocational education program is to present a document confirming passage of general education.
- 6.4. The prerequisite for enrollment in the fourth and fifth cycle vocational education program is the presentation of a full general education document.
- 6.5. The order of the Director of the institution shall determine the procedures and terms for obtaining the status of a vocational student:
- 6.5.1. Exact name of the vocational education program, level, tuition fee and number of seats;
- 6.5.2. Prerequisites for access to vocational education programs;
- 6.5.3. The list of documents to be submitted:
- a) Personal (in case of a minor person - legal representative's) statement;
  - b) A copy of the passport / identity document;
  - c) A document certifying education (document certifying education recognition by the National Center for Educational Quality Enhancement in case of education abroad),
  - d) 2 photos 3x4 and its electronic version (on disk).
- 6.5.4. The dates for the beginning and ending of the above mentioned documents;
- 6.5.5. Learning process start and end date
- 6.6. In case of incomplete submission of documents stipulated in paragraph 6.5.3 of the present Rule, the applicant must provide the complete submission of the documents before issuing a decree on obtaining the status of a professional student.
- 6.7. The person is awarded the status of a vocational student after the director of the institution issues the order on obtaining the status of the vocational student, after signing the contract and reflecting in the registry of professional educational institutions.
- 6.8. National Center for Educational Quality Enhancement shall define the maximum number of students eligible for vocational education program.
- 6.9. The relevant data shall be reflected in the registry of vocational educational institutions not later than 5 days after issuing a decree of the director on obtaining a student's status.
- 6.10. If the application is submitted to the institution in the number of students exceeding the number of pre-specified vocational students, the selection of the vocational students' contingent will be based on the final signs indicated in the Appendix of the School.

## **Article 7. Suspension of Status of a vocational Student**

- 7.1. The termination of the status of a vocational student shall be deemed to be exempt from the fulfillment of the right and duties of the institution and the vocational student without termination of the status of a vocational student.
- 7.2 The basis for suspension of vocational student status is:
- a) personal statement;

b) Enter the legal verdict of the conviction sentence by the court against him/her when the verdict is executed in such a way that is incompatible with learning;

b) financial debt;

c) deterioration of health, pregnancy and newborns;

e) Instances of the institution's labor regulations and other grounds.

7.3. In case of suspension of the vocational student, the amount paid for the study will not be returned, but in the course of the study it will be considered in the tuition fees.

7.4. The status of a vocational student may be suspended for no more than 5 years. The vocational student will be deprived of the status of a student unless the status quo will not be renewed within the timeframe.

7.5. The status of a vocational student is suspended on the basis of the Director of the Institution, which will be reflected in the Vocational Education Institutions Register no later than 5 days after the issue.

7.6. The status of a vocational student can be restored in the event of elimination of the status of suspension within the framework of the same vocational education program.

7.7. In case of restoration of the status of a professional student, the vocational student will be considered to have the credits used before the status suspension and will continue to study the vocational education program at the stage of which the student status has been suspended. The individual training plan will be developed by the Quality Assurance Manager together with the Head of the relevant Vocational Education Program and submits it to the Director of the Institution for approval.

7.8. Issues relating to the suspension and restoration of the status of a vocational student shall not be taken into account in accordance with the applicable legislation and other legal acts of the institution.

## **Article 8. Termination of the status of a vocational student**

8.1 The basis for termination of vocational student status is:

8.1.1. Personal Statement;

8.1.2. Complete the vocational program at the given level;

8.1.3. Death;

8.1.4. The verdict passed in a lawful penalty for a serious or especially serious offense of a vocational student, which envisages more than 5 years of imprisonment;

8.1.5. Suspension of a student status during study period for more than 5 years;

8.1.6. Instances of the institution's internal labor regulations and other grounds.

8.2. The institution is obliged to inform the person about the termination of the status of a professional student, to hear his/her position and give him/her the right to give the explanation.

8.3. The termination of the status of a vocational student leads to disruption of the contract concluded with the vocational student, which does not free the parties from fulfilling the obligations arising before the contract is over.

8.4. After termination of the status of a student, the issue of restoring the status of a student is not considered and the amount paid before the termination of the status is not returned.

8.5. Legal results envisaged by the Decree on termination of the status of a professional student shall be issued after 12 months from the date of issuing the order. In this period of time, the status of a vocational student is considered to be suspended and the vocational student is entitled to use the right to mobility and move to another vocational educational institution.

8.6. In case of termination of the status of a vocational student, it is permissible to obtain it in accordance with the regulations set out in regards to obtaining the status of a student.

8.7. The status of the professional student is terminated based on the reasoned order of the Director of the institution, the data of which shall be reflected in the Vocational Education Institutions Register not later than 5 days after issuing the order. Decision to terminate the status of a professional student may be appealed in accordance with the rules established by the legislation acting in court.

8.8. Issues related to termination of the status of a vocational student, not provided in the present rules, will be decided in accordance with the applicable legislation and other legal acts of the institution.

## Article 9. Mobility

9.1. Mobility of a vocational student is a free movement for vocational students to participate in the learning process accompanied by recognition of education and credits.

9.2. Mobility can be implemented in the following cases:

9.2.1. If the vocational student of the institution wishes to continue to study on other vocational educational programs (internal mobility) or moving to other institution (external mobility);

9.1.2. If a vocational student of another institution wants to enter the vocational education program in the institution.

9.2. The basis for starting a mobility procedure is a vocational student's application (a statement must be attached by the copy of the document on the basis of which a person enrolled in a vocational education institution and copies of the other documents in the student's personal case), on the basis of which the issue of the confirmation of the module's learning results by a professional student and the confirmation of the individual results of the module and the issue of compatibility with the confirmation of individual results of the module. For the purpose for reviewing this issue and making decision, the commission shall be created by the order of the director of the institution, the decision of which is made in the form of a protocol. In the case of determination of compliance, the Director shall issue a decree on the mobility of a person on the basis of the above protocol

9.3. Mobility can be made within one cycle of vocational education program.

9.4. Mobility is a right of any professional student, who is a student of vocational institution implementing institution at the time of mobility, whether he or she has a status of a professional student.

9.5. In case of mobility, in case of completion of the learning outcomes of the module, the vocational student will be automatically considered to have passed a module..

#### **Article 10 Recognition of education received during the study period and awarding qualification**

10.1. Vocational qualification - vocational knowledge and skills, which is confirmed by vocational diploma issued by vocational education institution.

10.2. In order to be awarded vocational qualification, learning outcomes are provided by all modules of vocational educational program should be recognized by vocational student.

10.3. After studying the academic program on specific stage of vocational educational program by the vocational Student, the issue of recognition of the education and qualification of a particular level of vocational education program is carried out by the director's order issued on the basis of the training process management manager.

10.3. Granting qualifications to a person will be reflected in the registry of educational institutions.

10.4. Recognition of education received within the Vocational Education Program is carried out in case of submission of the modules or the document asserting the individual learning outcomes.

10.5. A vocational diploma confirming the relevant qualification is prepared and issued based on the order of the director, which is signed by the Director and certified by the institution's stamp.

10.6. A person who has failed to complete a particular level of vocational education program can be given the certificate signed by the director and the certificate stamped by the institution.

10.7. The procedure for registration of a professional diploma is determined by uniform rules of the institution's proceedings.

10.8. Recognition of vocational education and certification of the qualification is preserved in the prescribed procedure for further processing and archiving

#### **Article 11. Recognition of informal education**

11.1. Non-formal vocational education is professional education, that a person has received from a vocational education institution. independently.

11.2. Recognition of non-formal vocational education is inadmissible within the 4th and 5th cycle of vocational education.

11.3. Recognition of non-formal vocational education is carried out in accordance with the procedure established by the legislation of Georgia and aims to examine the knowledge, skills and values envisaged by the professional standard for the relevant level of professional education of a person with informal vocational education.

11.4. Issues related to the recognition of non-formal education not defined by this regulation shall be regulated in accordance with the legislation of Georgia.

## **Article 12. Rules for ensuring educational students with further education in case of changing or revocation of vocational education program**

12.1. In case of variation or abolition of vocational education program, the institution offers a vocational student the following mechanisms for further education:

- a. The institution has signed memorandums of cooperation with various educational institutions in the case of replacement or abolition of vocational education program on the provision of professional students with further education within the same or related professional education program.
- b. The institution offers vocational student the chance to complete the revised or canceled vocational education program.
- c. The institution offers vocational student provision with further education in the framework of the professional education program that has been altered or revoked.

12.2. In the cases envisaged by subparagraph "a" and "c" of paragraph 12.1 of this article recognition of credits used by a professional student is carried out.

12.3. In case of absence of mechanisms provided for in subparagraph "a", "b" and "c" of paragraph 12.1 of this article, or in case the professional student rejects the existing mechanisms in writing, the institution shall issue the relevant certificate / reference based on the credits used by the vocational student.

## **Article 13. System of assessment of learning outcomes of a vocational student**

13.1. The evaluation of a vocational student is a process of verifying the knowledge and skills defined by the vocational education program. The assessment of the achievement of a vocational student is the developing and determining.

13.2. Developing assessment is an assessment of the learning process that controls the dynamics of the development of a vocational student and the goal is to provide vocational student assistance through feedback. Developing assessment is an integral part of the contact hours and it can be done by the decision of the professional teacher using the scores and deductive principles.

13.3. A determining assessment serves as the ultimate evaluation of the achieved learning outcomes or results in accordance with the performance criteria defined by the module. It provides the use of the system based on the principles of passing (Based on verification of competences) and gives the following two types of assessment:

- a) Learning outcome has been confirmed;
- b) Learning outcome has not been confirmed.

13.4. The training process management manager of the institution is obliged to evaluate the results of the vocational student at least in 5 working days after their receipt in the electronic management system of the institution.

13.5. In case of receiving a negative assessment, a vocational student has the right to require the confirmation of the learning results before the completion of the vocational education program or before the next module, the predecessor of which was the module that was not confirmed. The vocational student has the opportunity to realize the above right within a study result only twice

13.6. If the student fails to confirm the results of the study within one study result, the vocational student has the right to pass the module repeatedly, for which he/she is obliged to pay the fee for the above mentioned module, which is determined by the number of credits granted to the vocational student, and the value of one credit is determined by the present Rule.

13.7. The evaluation results are considered to be acknowledged by a professional student at the institution management system within 3 days from the moment of reflection in the electronic management system of the institution, the appeal shall be lodged at the time of appeal through the application submitted by the Director. In the given case, a temporary commission of investigation (based on the director's order) is created (The Commission consists of: Director, Training Process Management Manager; Quality assurance manager; Professional head of the program and vocational teacher of the respective module) and the deadline for consideration of the issue is determined. The Commission will review and evaluate the professional student's application in a fair way and evaluate the evidence of the performance or re-evaluate the professional student's assessment, based on the results of which the decision is made on the application of vocational student. The answer should be given to the vocational student immediately.

13.8. Calendar plan and evaluation instrument is developed by a vocational teacher and submits to the Quality Assurance Manager before 15 days before the module starts and verifies them in case of verification. In developing the assessment tool, the professional teacher is recommended by the Appendix 1 of the present Rule (Annex 1 represents an integral part of the present Rule). The vocational teacher is entitled to decide on which criterion will be used when developing an appraisal instrument.

13.9. Evidence of performance is the confirmation of material or digital form of the learning outcome by the assessor. All learning outcomes should be confirmed by relevant evidence.

13.10. Responsibility for collecting evidence of performance is assumed by a vocational teacher who places these evidence in the professional student's portfolio and after the end of the module handles it to the training process management manager.

13.11. Evidence of the performance is stored for a period of one year after obtaining them, after which their destruction is carried out in accordance with the procedure envisaged by the Uniform Rules of the Institution.

13.12. Evidence of the performance includes the identification of a valuable person.

13.13. The results of the study are considered valid if the assessor is positively assessed based on assessment criteria.

13.14. Confirmation of the learning outcome is performed within one program only once.

13.15. Within a particular module it is possible to confirm several learning outcomes simultaneously.

13.16. The results of the studies confirmed by the vocational student is concluded by the assessment sheet of a vocational student.

13.17. Certificates of confirmation of the student's results are stored in the portfolio before awarding qualification to a vocational student, and after the qualification is delivered to the archive and stored for a lifetime.

13.18. A vocational student who cannot fully apply all the modules of vocational education program and decides to study, is entitled to request certificates on the modules / learning outcomes.

#### **Article 14. Rules for involving people with special educational needs and persons with disabilities in the learning process**

14.1. Involvement in the teaching and learning process of persons with disabilities provides an adaptive learning environment, which implies:

- a) The possibility of free access to the institution's premises;
- b) Allocation of security and safety workers in case of necessity in the entire territory of the institution to ensure uninterrupted movement.

14.2. In case of need, the institution is developing an individual curriculum for people with special educational needs, based on the vocational education program / module and represents its modification (Qualitative or quantitative change of learning outcomes) and / or accommodation (Change in teaching and assessment approaches without change of learning outcomes) and thus specify additional educational services for a vocational student with a special educational need. An individual curriculum is used as a guide for the educational process of a professional student with a special educational need. The current assessment of a vocational student with a special educational need within the individual curriculum is conducted individually, with respect to the achieved learning outcomes, and final assessment and credits - in respect of the requirements of the vocational educational program / module.

14.3. The individual training plan will be developed by the Quality Assurance Manager together with the Head of the relevant Vocational Education Program and submits to the Director of the Institution for approval.

#### **Article 15. Determination of marginal number of vocational students**

15.1. In determining the marginal number of vocational students of the institution, the number of professional students' jobs and technical equipment in A, B and C study environments are taken into consideration.

15.2. A type of learning environment is intended for the theoretical trainings and group work and equipped with tables and chairs, pad, computer, printer and projector for vocational student and vocational teacher.

15.3. B type study environment is a computer lab and equipped with computers, printer, training desks and chairs, projector.

15.4. For the purposes of implementation of various vocational educational programs, C type training environment is equipped with material resources – inventory, indicated in modules.

15.5. It is permissible to use the same space for the purpose of implementing a different program module if it is compatible with the provisions of the study environment and technical equipment, taking into consideration week loading, with the maximum of two-shift working mode.

15.6. It is permissible to place different models of learning (A, B and C study environment) in one space.

15.7. Most part of the vocational education program involves a practice component that is implemented in the open space area, according to a study environment in a single shift, with average 50%, which enables the institution to take a double amount of vocational student learning jobs in a single shift, and quad quantity in two shifts.

15.8. The vocational student earns an average of three credits per 60 credits in B study environment, consequently, in the B study environment in a single shift the load is an average of 5%, which enables the institution to take twenty times more amount of vocational student learning jobs in a single shift, and forty times more amount in two shifts.

15.9. The marginal number of vocational student should not exceed the minority of the quantities provided for in paragraphs 15.7 and 15.8 of this Article.

15.10. In determining the marginal number of vocational students on vocational education program, the number of vocational student seats in the C study environment or C study area is taken into consideration.

15.11. Institution has at least one vocational education teacher on 20 vocational students.

15.12. The amount of vocational students is determined by the authorization board according to the number of places indicated in the authorization application submitted by the institution in the decision making authorization.

### **Article 16. Internal Support Group**

16.1. In order to ensure successful implementation of vocational education programs, it is necessary to observe continuous monitoring of the training process and to plan relevant support activities. For this purpose the institution established the internal support group.

16.2. The composition, functions and obligations of the internal support group are determined in accordance with the Rule of Evaluation of Vocational Education Program based on which the Director of the institution creates an internal support group and approves its action plan.

### **Article 17 Mechanisms for storage and use of materials and raw materials used for study purposes**

17.1. Taking into consideration number of students enrolled in the vocational education program, materials and raw materials of the modules included in the program, the Quality Assurance Manager submits the request to the Director based on consultation with professional teachers about the materials and raw materials of the project to be purchased no later than 10 (ten) working days before the respective module starts..

17.2. The director of the institution will provide the materials and raw materials used in the study process.

17.3. When purchasing materials and raw materials, the date of expiry should be taken into consideration at the time of their use.

17.4. Materials and raw materials are stored in accordance with the rules of storage.

17.5. Upon completion of the Module, the report of used materials and raw materials is concluded and the unused materials and raw returns are returned to the relevant vocational teacher based on the act of acceptance and delivery.

### **Article 18 Waste disposal within the study process**

18.1. Removal of wastes produced in the learning process should be carried out in accordance with the rules of waste utilization provided by the applicable legislation in order to prevent damage to environment and people around.

18.2. The control of the fulfillment of the requirements set forth in the present Article shall bear the consequences of the Director of the Institution.

### **Article 19. Tuition Fee**

19.1. The full cost of studying on vocational education programs in the institution is determined based on the order of the Director (1 credit fee is the full cost of the Vocational Education Program divided in total number of vocational educational programs credits).

19.2. Different types of teaching may be established for foreign citizens and stateless persons.

19.3. In respect of the tuition fees, the institution operates on the following privileges:

- a) Veterans of war and armed forces and their children;
- b) Internally displaced persons;
- c) Citizens affected by military actions for Georgia's territorial integrity, freedom and independence;
- d) Persons with disabilities I and II;
- e) Orphans who need guardianship;
- F) persons carrying socially vulnerable status;
- g) In case of study of more than one person from the family;
- h) The person who is from a large family.

19.4. The issue of implementation of the benefits in the payment of the tuition fees is discussed in case of presenting a certificate asserting the name of the applicant to the Director of the Institution by the Professional Student and by the document asserting the category under Section 19.3 of the present Article

19.5. In each case, the type and amount of allowances paid in the tuition fees shall be determined based on the order of the director of the institution, taking into account the existing circumstances.

## Article 20. Final provisions

20.1. This rule is approved by the order of the Director of the institution.

20.2. Changes and / or amendments in the present Rule may be made based on the Director's Order

## Evaluation tools and evidence

N	Tool	Evidence	Observation the process	Evidence Evaluate product / result	Poll (academic skills)
1	Test				
1.1	"True / false" Containing the answer questions	Filled test			
1.2	Evidence / reasoning containing questions (multiple choice answer)	Filled test			
1.3	Insert missing words	Filled test			
1.4	Questions - to determine the conformity	Filled test			
1.5	MESH questions	Filled test			
1.6	Questions with many optional answers	Filled test			
1.7	Questions with multiple answers	Filled test			
1.8	Questions with limited choices	Filled test			

2	Writing assignment  (Written work)	(Written work)			
3	Case study	Written work (Checklist)			
4	Questions with open endings	Filled test			
5	Oral questions (can be  Part of all directions)	Checklist  Or / and  Audio record			
6	Structural questions	Written work (Checklist)			
7	Project	Written  Report  Or /and  Electronic file			
8	Professional discussions	Portfolios;  Teacher's record;  Audio and / or video  recording			
9	Practical assignment	Created product;  Record of observation;  Photo pictures;  Video recording    Practice blog Electronic  blog			
10	Role playing	Teacher Completed  Assessment checklist  (Video recording)			
11	Simulation	Teacher Completed  Assessment checklist  (Video recording)			