

Akaki Tsereteli State University

Faculty of Business, Law and Social Science

 “Approved”

Rector: Prof. G.Gavtadze

Protocol N 28(13/14) of session of Academic Council . 09.01.2014 .

 “Approved”

Dean: Prof. A.Bakuradze

Protocol N10 of session of Faculty Council

16 .10. 2013.

 Education Program of Mater

**Leadership and Management in Higher Education**

Kutaisi

2014

1. **The name of the program**: Leadership and Management in Higher Education
2. **Academic Degree:** Master of Education Management
3. **The volume of the program in credits :** Educational program involves 120 ECTS credits. One credit is equal to 25 academic hours at ATSU. Program duration is 2 academic years, 4 semesters.
4. **Language of the program:** English
5. **Program prerequisits:**
* Bachelors degree or equivalent;
* Successful passing of ATSU exam. University exam will be conducted according to the ATSU regulation for MA programs. Information can be found at University web site.
* Applicants should have at least B1 level English proficiency ( could be poved by successfully passing the university exam in English or provide with international certificate of at least B2level)

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1. **Program description:**
	1. The goalof the program is to prepare self-motivated leader, ready to lead successfully in a changing context of High Education, who can communicate effectively and act collaboratively in local national and international context.

They will be able:

• To contribute to the improvement of high education system management and foster and support organizational change.

• To assist in areas of strategic planning and decision-making.

• To develop research skills needed for action research and student oriented teaching , exercised full knowledge of economical , political, legal and theoretical issues involved.

**program analoges:**

Bath Spa University **-**  <http://www.bathspa.ac.uk/schools/education/courses/postgraduate/education-leadership-and-management>

Middlesex University - <http://www.mastersportal.eu/studies/7728/education.html>

International Black Sea University - http://bm.ibsu.edu.ge/index.php/ka/programs-ge/master-ge

Ilia State University - <http://www.iliauni.edu.ge/files/pdf/Masters_program_in_Educatio_Administrati.pdf>

Armanian State Pedaggogical University - <http://www.armspu.am/aboutus/ln/en/t/87>

6.2. **Learning Outcomes:** After completing Education Program - Leadership and Management in Higher Education - the graduates will be able to formulate following Competencies:

**Knowledge and Understanding of:**

* the values\*, principles and practices support good leadership and management in the European Higher Education Area;
* the roles, responsibilities and benefits of universities within their societies, as seen from various perspectives;
* the seminal literature on student-centered approaches to the provision and enhancement o higher education;
* Guiding principles and good practices in quality assurance, policy development, change management, and governance that can be applied to enhance quality in higher education.

**Applying Knowledge:**

* The key challenges that universities face in supporting the development of their students and staff, and addressing the needs of their local/national communities and stakeholders;
* How knowledge of ways that students learn and experience higher education(within and outside the curriculum) can be used to improve teaching and professional practices;
* The ways that management processes can be set standards, and applied to support the attainment of the strategic objectives of university departments and services.

**Making Judgment:**

* Use of key tools and methods of (qualitative and quantitative) data collection, interpretation and presentation;
* Collect, analyze and present data in an ethical and effective manner;
* Reflect critically upon aspects of their own professional practice, and identify opportunities for self-improvement;

**Communication Skills**:

* Writing, communication and presentation of reports and other documents in clear and scholarly styles;
* Use of digital technology to support and enhance the effectiveness of professional activities.
* Address opportunities to improve higher education, based upon sound knowledge of management principles and the application of good leadership, communication and teamwork skills.

**Learning Skills**:

* Design, undertake and present (through dissertation or project work) a substantial piece of original research on a contemporary challenge in higher education;
* Leading learning and research independently;
* Self-evaluation skills.

**Values**

* Contribute to the development of a professional Community of practice, though the sharing of ideas, outputs and activities;
* Develop values to respect other peoples’ opinion and attitudes;
* Conception of educational problems in multicultural context;
* Develop values of professional honesty.

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| **6.3. Spheres of employment**:The graduates of the program can find employment at various governmental and non-governmental and research oriented educational institutions and universities at managerial position.1. **Methods for teaching the learning outcomes**
* Interactive and modified lectures;
* Practical classes;
* Group discussion;
* Case study;
* Role play;
* Problem-based and task-based teaching;
* Literature review;
* Brainstorming
* Involvement in the research process;
* Presentation;
1. **Student assessment system**

At AkakiTsereteli State University student academic success is measured according to indicators declared by the law issued by the Minister of Education and Research (№785 (05.01.2007) და №3 (21.09.2009))and the regulations made by the academic board of the University (№12; 30.10.2009; №35; 10.11.2010) individual criteria are defined by the corresponding sillsbi. Knowledge evaluation is conducted via **100-point system.** Summary evaluation takes into account two elements-evaluation of interim and final exams. Each element has its percentage share in entire system of evaluation. The element of interim evaluation is divided into the components that have own percentage share within the frame of this element; within the interim evaluations a student may collect **60 points**. Final exam is mandatory, its specific share in the evaluation system is **40 points**.  A student is entitled **to take final exam,** if she/he has collected **minimum 11 points** in interim evaluations. **Final exam** is considered passed in case a student collects minimum **51 points** taking into consideration interim evaluations and maximum point of final exam **(40 points).**The grading scale excepted on the National level:***Evaluation system:***

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| **91%-100%** | **A** | **Excellent**  |
| **81%-90%** | **B** | **Very good**  |
| **71%-80%** | **C** | **Good**  |
| **61%-70%** | **D** | **Satisfactory**  |
| **51%-60%** | **E** | **Sufficient**  |
| **41-50%** | **Fx** | **Not passed** *(a student is in need of more working capacity and he/she is conferred a right to take additional exam with the help of independent work)*  |
| **0-40** | **F** | **Failed** *(work provided by a student is not sufficient and he/she must study a subject again)*  |
|  |  | ***A student failing on final exam is entitled to take an additional exam in the same semester after 10 days from completion of basic exams.***  |

**9. Material and human resources:**The program is carried out by University academic staff, local and invited professors. The auditoriums, labs, library and the facilities, computer classes and internet access give students opportunity to use electronic library. Practical courses are touch in bases the university has memorandum with partner universities which take part in Tempus Project, MAHATMA”, which implies exchanging staff and students, and professional development and trainings of the academic and administrative staff. |
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|  | Akaki Tsereteli State University |
|  | Leadership and Management in Higher Education |
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| 1 | Core courses - 54 ECTS. |  |  |  |  |  |  |  |  |
| 2 | Free credit-6 ECTS |  |  |  |  |  |  |  |  |
| 3 | elective courses - 24 ECTS |  |  |  |  |  |  |  |  |
| 4 | Internships - 6 ECTS |  |  |  |  |  |  |  |  |
| 5 | master thesis - 30 cr. |  |  |  |  |  |  |  |  |
| (I-IV Semester) |
| № | Course  |   | CreditsNumber | total hours | lec/gr.wrk/ex/ind | Semesters |
| I | II | III | IV |
| 1 | Research methodology/action research | C | 6 | 150 | 15/30/6/99 | 6 |   |   |   |
| 2 | Curriculum Development and teaching theories | C | 6 | 150 | 15/30/6/99 | 6 |   |   |   |
| 3 | Leadership in higher Education | C | 6 | 150 | 15/30/3/102 | 6 |   |   |   |
| 4 | Communicative technologies and Strategies | C | 6 | 150 | 15/30/3/102  | 6 |   |   |   |
| 5 | Educational Policy and World Education systems (best practices) | C | 6 | 150 | 15/30/3/102 | 6 |   |   |   |
|   |   |   | **30** |  |  |  |   |   |   |
| 6 | Management and strategic planning in High Education | C | 6 | 150 | 15/30/3/102 |   | 6 |   |   |
| 7 | Higher Education Administration | C | 6 | 150 | 15/30/3/102 |   | 6 |   |   |
| 8 | Assessment Systems and Evaluation in higher Education | C | 6 | 150 | 15/30/6/99 |   | 6 |   |   |
| 9 | Quality Assurance in higher education | C | 6 | 150 | 15/30/6/99 |   | 6 |   |   |
| 10 | Internship  | C | 6 | 150 | 45/105 |   | 6 |   |   |
|   |   |   | **30** |  |  |   |   |   |   |
| 11 | Elective course | E | 6 | 150 |   |  |  | 6 |   |
| 12 | Elective course | E | 6 | 150 |   |   |   | 6 |   |
| 13 | Elective course | E | 6 | 150 |   |   |   | 6 |   |
| 14 | Elective course | E | 6 | 150 |   |   |   | 6 |   |
| 15 | Free credit | F | 6 | 150 |   |   |   | 6 |   |
| 16 | Master Thesis | C | **30** |  |  |   |   |   | **30** |
| 17 | Elective courses |   | **6** |  |  |  |   |  |   |
| 18 | Academic Writing |   | **6** | **150** | 15/30/6/99 |  |   |  |   |
| 19 | HR Management |   | 6 | 150 | 15/30/3/102 |   |   |   |   |
| 20 | Sociology of education |   | 6 | 150 | 15/30/6/99 |   |   |   |   |
| 21 | General and high education Psychology |   | 6 | 150 | 15/30/6/99 |   |   |   |   |
| 22 | Educational Management in Global Environment |   | 6 | 150 | 15/30/3/102 |   |   |   |   |
| 23 | Education and Economy |   | 6 | 150 | 15/30/3/102 |   |   |   |   |
| 24 | Fund Raising and Project Management  |   | 6 | 150 | 15/30/6/99 |   |   |   |   |
| 25 | Financial management of Education |   | 6 | 150 | 15/30/3/102 |   |   |   |   |

**Akaki Tsereteli State University, Kutaisi, Georgia**

Charts of competences

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|  | Research methodology/action research  | Curriculum Development and teaching theories | Leadership in higher Education | Communicative technologies and Strategies | Educational Policy and World Education systems | Management and strategic planning in High Education | Fund Raising and Project Management | Assessment Systems and Evaluation in HE | Quality Assurance in higher education | Internship |  Master thesis | Academic Writing | HR Management | Sociology of education | General and high education Psychology | Educational Management in Global Environment | Education and Economy | Higher Education Administration | Financial Management of Education |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Knowledge and understanding | X | X | X | X | X | X | X | X | X |  | X | X | X | X | X | X | X | X | X |
| Applying Knowledge | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Making Judgment | X |  | X | X | X | X | X | X |  | X | X |  | X | X | X | X | X | X | X |
| Communicative Skills | X |  | X | X | X | X | X | X |  | X | X |  | X | X | X | X | X | X | X |
| Learning Skills | X |  |  | X |  |  |  |  |  | X | X |  |  | X | X |  |  | X | X |
| Values | X |  | X | X | X | X | X |  |  | X | X |  | X |  | X | X | X | X | X |