



განათლების ხარისხის გაძვირების ეროვნული ცენტრი  
NATIONAL CENTER FOR EDUCATIONAL QUALITY ENHANCEMENT

## Final Report on MA in Business Administration Accreditation



September 28-29, 2017

Tbilisi  
2017

სსიპ-განათლების ხარისხის გაძვირების ეროვნული ცენტრი	
შეგთქმული №	_____
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### HEI's Information Profile

Name of Institution Indicating its Organizational Legal Form	LTD Georgian National University SEU
HEI's Identification Code	208215509
Type of Institution	Teaching University

### Higher Education Programme Information Profile

Name of the Programme	Business Administration
Level of Education	Second
Qualification Granted Indicating Qualification	Master of Business Administration
Code	02
Language of Instruction	English
Number of Credits	120 ECTS
Programme Status (Authorized/ Accredited/New)	New

### Expert Panel Members

Chair (Name, Surname, University/organization/Country)	Mr. Heinz-Ulrich Schmidt Foundation for International Business Administration Accreditation (FIBAA), Germany
Member (Name, Surname, University/organization/Country)	Mr. Pavel Zufan Mendel University in Brno, Czech Republic
Member (Name, Surname, University/organization/Country)	Mr. Giorgi Gaganidze Ivane Javakhishvili Tbilisi State University, Georgia
Member (Name, Surname, University/organization/Country)	Mr. Tornike Guruli Ilia State University, Georgia / PSP Pharma
Member (Name, Surname, University/organization/Country)	Ms. Ana Gvritishvili Ivane Javakhishvili Tbilisi State University, Georgia

## **Accreditation Report Executive Summary**

### **General information on the education programme**

Members of the expert panel appreciate the effort of the university to extend the internationalization of its programmes, and consider the designed programme to be focusing in the right direction. On the other hand, the reservation towards the master programme design are significant, specifically in terms of its contents, and sometimes relatively low differentiation from the wording in the Bachelor programme.

### **Brief overview of the accreditation site-visit**

The accreditation visit was well organized, in general. The facilities provided to the evaluation panel were appropriate for the work, and enabled a smooth run of the evaluation. Since there are no students and graduates of the programme, yet, the panel has cancelled two meetings scheduled with students and alumni. In general, the visit was fruitful and contributed significantly to improve the knowledge of the panel necessary for evaluation of the programme.

### **Summary of the analysis of institution's compliance with the standards**

Major issues related to compliance have been identified in the programme contents, which are not considered to correspond with the Master degree in Business Administration (missing standard topics related to e.g. marketing and sales, financial management, ICT), and insufficient number of more extensively involved staff for assurance of programme quality and appropriate service for students. But at the end, the programme of the institution partially complies with the required standards.

### **Summary of Recommendations**

Following recommendations have been formulated:

- The calculation of student's workload should reflect the varying demands of different courses.
- Continue with individualisation of course description regarding teaching methods, evaluation criteria.
- The programme must not be started before its design is adjusted according to the necessary amendments.
- Carefully check the accordance of course goals with the required level.
- Enrich the literature available for students with modern publications until the programme starts.
- Provide a list of available access to scientific databases on the website.
- Provide a complete English version of the website.

### **Summary of Suggestions**

Following suggestions have been formulated:

- Formalize the monitoring of labour market demands on the regular basis.
- Take care of carefully describing the respective criteria in the Course Results sections in the course descriptions.
- Identify the main competitors, and advantages of their graduates / programmes to identify potential improvements.
- Provide sufficient evidence of participation of the key stakeholders in programme establishment including feedback to them, in particular to the students.
- Establish a transparent procedure for hiring invited teaching staff.

- Provide students with information on the reaction to their feedback on a regular basis.
- Include students in the respective committees to participate in planning and assessment of the quality assurance and development procedures.

**Summary of the best practices**

As far as the programme has not been run, yet, not many best practices could possibly be identified.

**Summary of significant accomplishments and/or progress**

This issue is not relevant as far as the programme has not been taught, yet.

**Evaluation**

- ☐ Complies with requirements
- ✓ Partially complies with requirements
- ☐ Does not comply with requirements

## Compliance of the applicant programme with Accreditation Standards

### 1. Educational programme objectives, learning outcomes and their compliance with the programme

1.1 Programme objectives are clearly defined and achievable; they are consistent with the mission of the HEI and take into consideration labour market demands
<b>Descriptive summary and analysis of compliance with standard requirements</b> Programme objectives are defined on a general level, in the SER, which is seen as acceptable. Objectives are achievable, and reflect the mission of the institution. Reflection of labour market demands is only articulated, but without a clear evidence. Monitoring labour market demands is done on a rather non-formal basis, without sufficient "institutionalization" (regularity of the process, keeping records, formalizing reaction to findings – these issues are not described in the SER, and school representatives only mentioned they are done mostly on informal level, partly recorded in the minutes of board meetings). All in all, there is room for improvement, but not really needed in order to meet the requirements.
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ SER provides information on programme objectives and their relation to business mission and labour market demands.</li> <li>○ Interviews with university administration and self-evaluation team of the MA programme</li> </ul>
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>
<b>Suggestions:</b> <ul style="list-style-type: none"> <li>○ Formalize the monitoring of labour market demands on the regular basis.</li> </ul>
<b>Recommendations:</b> <div style="text-align: right; padding-right: 20px;">None</div>
<b>Best Practices (if applicable):</b> <div style="text-align: right; padding-right: 20px;">not applicable</div>
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b> <div style="text-align: right; padding-right: 20px;">Not relevant</div>

1.2 The content of a programme component (a course, a module, etc.) ensures the achievement of the objectives and student learning outcomes of the component, considering the number of credit hours allocated for it and teaching methods utilized

**Descriptive summary and analysis of compliance with standard requirements**

Achievement of the learning outcomes seems mostly realistic.

Equal distribution of student workload in almost all courses does not correspond with the various demands of different courses – whereas e.g. in "Project writing and management" there should be more weight on the contact hours, in courses like "Strategic management" there can be higher emphasis on independent work.

It is to mention that several exceptions exist like, e.g., Academic Writing, where the defined course results are not defined in accordance with the definition of respective criterion; Managerial Economics, where the "Values" do not actually represent values, and would rather fit a course of Academic writing.

**Evidences/indicators**

- The MA programme curriculum and course descriptions
- SER
- Interviews with university administration, teaching staff and self-evaluation team of the MA programme

**Evaluation**

- ☐ Complies with requirements
- ☒ Partially complies with requirements
- ☐ Does not comply with requirements

**Suggestions:**

- Take care of carefully describing the respective criteria in the Course Results sections in the course descriptions.

**Recommendations:**

- The calculation of student's workload should reflect the varying demands of different courses.
- Continue with individualisation of course descriptions regarding teaching methods, evaluation criteria.

**Best Practices (if applicable):**

not applicable

**Significant Accomplishments and/or Progress (applies to existing programmes only)**

not relevant

1.3 Programme components ensure the achievement of programme objectives and student learning outcomes of the appropriate level of qualification in the National Qualifications Framework	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Programme components ensure the achievement of programme objectives and student learning outcomes on the second level of NQF. However, the programme design does not comply with general practice. Arguments presented during the site-visit discussion did not convince the panel, and SEU management promised to make changes in the existing programme design. Some courses have the same goals – e.g. Managerial Accounting and Control, and BA Course Managerial Accounting. Some important courses are missing like Strategic Marketing, Marketing Management and Sales Management.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ The MA programme curriculum and course descriptions.</li> <li>○ Interviews with university management, teaching staff and self-evaluation team of the MA programme.</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complies with requirements</li> <li><input checked="" type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b> none	
<b>Recommendations:</b> <ul style="list-style-type: none"> <li>○ The programme must not be started before its design is adjusted according to the necessary above mentioned amendments.</li> <li>○ Carefully check the accordance of course goals with the required level.</li> </ul>	
<b>Best Practices (if applicable):</b> not applicable	
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b> not relevant	

1.4 Programme learning outcomes ensure the competitiveness of its graduates on educational (at the next level of education) and labour markets

**Descriptive summary and analysis of compliance with standard requirements**

SER does not show any awareness of the existing competitive educational programmes in other Georgian higher educational institutions. Only if the programme design does include the above mentioned amendments, it will be sure that graduates will be competitive on the labour markets.

**Evidences/indicators**

- SER.
- Interviews with university management, teaching staff, and self-evaluation team of the MA programme.

**Evaluation**

- ☐ Complies with requirements
- ☒ Partially complies with requirements
- ☐ Does not comply with requirements

**Suggestions:**

- Identify the main competitors, and advantages of their graduates / programmes to identify potential improvements.

**Recommendations:**

- The programme must not be started before its design is adjusted according to the necessary above mentioned amendments.

**Best Practices (if applicable):**

not applicable

**Significant Accomplishments and/or Progress (applies to existing programmes only)**

not relevant



**1.5** The mechanism of stakeholders' (employers, academic staff, students, graduates) participation in the establishment of programme learning outcomes and programme development, is established and implemented

**Descriptive summary and analysis of compliance with standard requirements**

There is a mechanism of stakeholders' participation established (cf. standard 5), but it seems to be there is no formal and regular feedback monitoring from the stakeholders (employers and students). Some of the courses are actually run by employers, who may – to a certain extent – influence the further development of the programme.

**Evidences/indicators**

- SER mentions the informal mechanisms, but does not describe any tangible records, except the references to existing questionnaires.
- SEU Statute, Art. 13 – Quality assurance).
- Interviews during the on-site visit.

**Evaluation**

- ☒ Complies with requirements
- ☐ Partially complies with requirements
- ☐ Does not comply with requirements

**Suggestions:**

- Provide sufficient evidence of participation of the key stakeholders in programme establishment including feedback to them, in particular to the students.

**Recommendations:**

none

**Best Practices (if applicable):**

not applicable

**Significant Accomplishments and/or Progress (applies to existing programmes only)**

not relevant

**Programme's Compliance with Standard**

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply with Requirements
Educational programme objectives, learning outcomes and their compliance with the programme		x	

## 2. Teaching methodology and organization, adequate evaluation of programme mastering

2.1 Programme admission preconditions are transparent and ensure the admission of students of relevant knowledge, skills and values necessary to master programme learning outcomes	
<b>Descriptive summary and analysis of compliance with standard requirements</b> A person, who has completed not less than BA in Business Administration and possesses the relevant document issued by the state (diploma) has the right to study the MA programme. In programme description SEU states that in order to admit student he/she has to have a BA degree without specifying the specialty. Nevertheless, since all candidates receive the right to study at this programme on the basis of results of the unified MA entrance exams and the university programme-related entrance exam, there will be a coherent cohort regarding required qualifications. Additional requirements for the acceptance are: internal university exams in specialty and foreign language (B2 level). B2 level is confirmed with the relevant document. Thus, admission preconditions are transparent and ensure the admission of students with relevant knowledge, skills and values necessary to master programme learning outcomes. Preconditions for enrolling in the programme reflect current amendments implemented in the Georgian legislation.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ The academic programme: MA in Business Administration</li> <li>○ University programme-related entrance exam description provided during the site-visit</li> <li>○ SEU Rule of Regulating the Learning Process</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b>	None
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

2.2 Teaching methods utilized in various components of the programme ensure the achievement of programme learning outcomes	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Different methods used in the process of programme implementation will ensure that graduates possess subject-related competences, as well as general skills. Different methods will be used, namely: verbal method, method of working on a book, discussion/debate, collaborative method, Problems Based Practice (PBL), cooperative method, vertical method, case study, Brain Storming, action oriented and E-learning methods. Lecturers have to choose the adequate teaching method out of this collection. But usually, there is no standardized template, and each course description defines the respective appropriate and applied teaching methods, so that students do know in advance.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ The academic programme: MA in Business Administration</li> <li>○ Study course syllabi</li> <li>○ Interviews with the teaching staff during the site-visit</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complies with requirements</li> <li>✓ Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b>	none
<b>Recommendations:</b> <ul style="list-style-type: none"> <li>○ Continue with individualisation of course descriptions regarding teaching methods.</li> </ul>	
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

2.3 The sequence and admission preconditions of programme components are logical	
<b>Descriptive summary and analysis of compliance with standard requirements</b> The sequence of programme components is logical. Admission preconditions of programme components are not defined, but they may be useful regarding the respective electives in order to facilitate the achievement of the intended learning outcomes. Nevertheless, the standards required are met.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ The academic programme: MA in Business Administration</li> <li>○ Study course syllabuses</li> <li>○ Interviews with the teaching staff during the site-visit</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li>✓ Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b> <ul style="list-style-type: none"> <li>○ Check, whether prerequisites for electives may better ensure the achievement of the intended learning outcomes.</li> </ul>	
<b>Recommendations:</b> <div style="text-align: right;">none</div>	
<b>Best Practices (if applicable):</b> not applicable	
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b> <div style="text-align: right;">not relevant</div>	

2.4 The evaluation methods of each programme component ensures the achievement of student learning outcomes of this component, which is proved by evaluation results	
<b>Descriptive summary and analysis of compliance with standard requirements</b>	
Evaluation methods of all programme components are standardized. They include appropriate opportunities for the achievement of student learning outcomes. But usually, there is no standardized template, but each course description defines the respective appropriate and applied evaluation methods, so that students do know exactly in advance.	
<b>Evidences/indicators</b>	
<ul style="list-style-type: none"> <li>○ The academic programme: MA in Business Administration</li> <li>○ Course descriptions</li> <li>○ SEU Rule of Regulating the Learning Process</li> <li>○ Interviews with the teaching staff during the site-visit</li> </ul>	
<b>Evaluation</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complies with requirements</li> <li><input checked="" type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b>	none
<b>Recommendations:</b>	
<ul style="list-style-type: none"> <li>○ Continue with individualisation of course descriptions regarding evaluation methods.</li> </ul>	
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

2.5 Student evaluation criteria are transparent; students are informed about the achievement of learning outcomes, their gaps and ways for improvement	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Assessment of knowledge in the university is implemented according to the Georgian legislation and has many components. It includes the interim assessment, concluding and repeated exams.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ The academic programme: MA in Business Administration</li> <li>○ Course descriptions</li> <li>○ SEU Rule of Regulating the Learning Process</li> <li>○ It was not possible to gain evidence from students, since the programme hasn't started, yet.</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li>✓ Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b>	none
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

#### Programme's Compliance with Standard

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply with Requirements
Teaching methodology and organization, adequate evaluation of programme mastering		X	

### 3. Student achievements and individual work with them

3.1 Students receive appropriate consultations and support regarding the determination of their profile, planning of learning process and improvement of their academic achievement	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Students will receive appropriate consultations on individual request, as well as the administrative support as described in the SER and explained in the course descriptions. Also teaching and administrative staff promised to provide students with appropriate opportunities.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"><li>○ SER, course descriptions</li><li>○ SEU Rule of Regulating the Learning Process</li><li>○ Interviews with teaching and administrative staff during the site-visit</li></ul>	
<b>Evaluation</b> <ul style="list-style-type: none"><li>✓ Complies with requirements</li><li><input type="checkbox"/> Partially complies with requirements</li><li><input type="checkbox"/> Does not comply with requirements</li></ul>	
<b>Suggestions:</b>	none
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

3.2 Academic staff workload scheme includes individual work with students	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Consultation hours are included in course descriptions and they also represent a part of job contracts of the teaching staff.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ course descriptions</li> <li>○ job contracts of teaching staff</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li>✓ Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b>	none
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant



3.3 The institution supports students' involvement in research projects and extra-curricular activities, and also offers them components developing practical skills	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Students' involvement in research projects and extra-curricular activities are offered including components developing practical skills. Nevertheless, students' activities may be limited by the fact that majority of students will be also working and will probably not have sufficient time to use the opportunities offered.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ SER</li> <li>○ Interviews with the teaching staff</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li>✓ Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b>	none
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

3.4 The institution aims to internationalise its teaching and scientific work as well as the employability of its graduates

**Descriptive summary and analysis of compliance with standard requirements**

Taking into account the graduates' employability, internationalisation represents the major reason for introducing this programme in the university study programmes. It includes internationally oriented contents and learning outcomes in the course descriptions. SEU aims to initiate exchange programmes (Erasmus+) and memoranda of understanding with respective partners. SEU offers opportunities for students to participate in international conferences, and, when possible, also international internships. Nevertheless, some lecturers identified internationalisation focussed on English language only. During the meeting with potential employers, the need of an English programme was emphasized.

**Evidences/indicators**

- SER
- SEU Statute, art. 13
- Interviews with management, teaching staff, and potential employers representing Georgian companies

**Evaluation**

- ✓ Complies with requirements
- ☐ Partially complies with requirements
- ☐ Does not comply with requirements

**Suggestions:**

none

**Recommendations:**

none

**Best Practices (if applicable):**

not applicable

**Significant Accomplishments and/or Progress (applies to existing programmes only)**

not relevant

**Programme's Compliance with Standard**

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply with Requirements
Student achievements and individual work with them	X		

#### 4. Providing teaching resources

4.1 The infrastructure and technical equipment of the institution ensures the achievement of programme learning outcomes

##### **Descriptive summary and analysis of compliance with standard requirements**

Technical equipment and infrastructure help to ensure the goals of the programme. University is adapted for students with disabilities. Library, computer classes are accessible for all students. The book fund owned is in line with the literature referred in the academic course programme. The infrastructure and technical equipment existing at SEU (academic inventory, central library of the university, computer classes connected to Internet, unhindered electricity supply, heating system, toilets) help to ensure the achievement of goals determined by the programme.

The institution has signed agreements on periodic publications. In order to implement the academic programmes, the university developed a strategy for the development of resources that includes strategic goals and objectives, a detailed action plan, monitoring and analysis of the action plan, etc. The strategy for developing the university resources includes: Improvement of the physical infrastructure at the university, the development of academic materials and human resources.

The university is building a very impressive additional new campus, which will be finished 2018.

##### **Evidences/indicators**

- SEU strategy
- Tour of the facilities
- Interviews during the on-site visit.

##### **Evaluation**

- ☐ Complies with requirements
- ✓ Partially complies with requirements
- ☐ Does not comply with requirements

##### **Suggestions:**

none

##### **Recommendations:**

- Enrich the literature available for students with modern publications until the programme starts.

##### **Best Practices (if applicable):**

not applicable

##### **Significant Accomplishments and/or Progress (applies to existing programmes only)**

not relevant

4.2 Programme staff has necessary competences required for the achievement of intended learning outcomes of the component they teach, which is proved by-in case of academic staff- scientific papers written during the past 10 years (in arts field- creative projects) proving staff's competence in the relevant field; in case of invited staff -may be certified by practical experience

**Descriptive summary and analysis of compliance with standard requirements**

The academic personnel are mostly young professionals. The academic and invited personnel involved in the programme implementation have competences necessary to assure study results included in the relevant programme component. Qualifications of the academic personnel are confirmed by academic works published during the last 10 years.

**Evidences/indicators**

- SER
- CVs of the teaching staff
- Interviews during the on-site visit.

**Evaluation**

- ✓ Complies with requirements
- ☐ Partially complies with requirements
- ☐ Does not comply with requirements

**Suggestions:**

- Establish a transparent procedure for hiring invited teaching staff.

**Recommendations:**

none

**Best Practices (if applicable):**

not applicable

**Significant Accomplishments and/or Progress (applies to existing programmes only)**

not relevant

4.3 Programme implementation is ensured by the administrative and support staff of an appropriate competence	
<b>Descriptive summary and analysis of compliance with standard requirements</b>	
In the implementation of the programme the administrative and support personnel are involved, namely: rector, vice-rector, HR, international office, MA supervisors and quality assurance service. The activities of the university are directed towards the implementation of its mission. To achieve the goal, the university has established clearly-defined structure and functions of its structural units, which ensure the correct and effective implementation of the educational process. The competences seem to be appropriate for their positions.	
<b>Evidences/indicators</b>	
<ul style="list-style-type: none"> <li>○ University structure and staffing table</li> <li>○ Personal files of the administrative and support personnel</li> <li>○ Interviews with the administrative and support personnel during the on-site visit.</li> </ul>	
<b>Evaluation</b>	
<input checked="" type="checkbox"/> Complies with requirements <input type="checkbox"/> Partially complies with requirements <input type="checkbox"/> Does not comply with requirements	
<b>Suggestions:</b>	none
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant

4.4 Teaching materials are based on the core achievements in the field and ensure the achievement of intended learning outcomes	
<b>Descriptive summary and analysis of compliance with standard requirements</b> The study material is modern and based on publications of international researchers/ scientists. The access to the materials for students is determined by the library – books and electronic fund – as well as internet resources. An up-to-date modern literature was purchased in the English Language. This literature is accessible for students in the library. Available access to scientific databases is not mentioned. There is no complete English version on the website.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ Course descriptions</li> <li>○ books and electronic textbooks in the library checked during the site-visit</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complies with requirements</li> <li>✓ Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b> <div style="text-align: right;">none</div>	
<b>Recommendations:</b> <ul style="list-style-type: none"> <li>○ Provide a list of available access to scientific databases on the website.</li> <li>○ Provide a complete English version of the website.</li> </ul>	
<b>Best Practices (if applicable):</b> <div style="text-align: right;">not applicable</div>	
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b> <div style="text-align: right;">not relevant</div>	

4.5 Programme is financially sustainable	
<b>Descriptive summary and analysis of compliance with standard requirements</b> The budget of programme is included in the SEU general budget. From this budget appropriate funds are allocated for the MA degree programme. The funds will be used for renewing the material-technical resources, enriching the library fund of the university, attracting intellectual resources, organizing student academic conferences etc.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ SEU Budget</li> <li>○ Financial Plan of programme</li> <li>○ Interviews during the on-site visit.</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b> <div style="text-align: right;">none</div>	
<b>Recommendations:</b> <div style="text-align: right;">none</div>	
<b>Best Practices (if applicable):</b> <div style="text-align: right;">not applicable</div>	
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b> <div style="text-align: right;">not relevant</div>	

**Programme's Compliance with Standard**

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply with Requirements
Providing teaching resources		X	

## 5. Teaching quality enhancement opportunities

5.1 There is a publicly available quality assurance system which is based on the "Plan-Do-Check-Act" cycle	
<b>Descriptive summary and analysis of compliance with standard requirements</b> A quality assurance and development procedure, which systematically and continuously monitors and develops the quality of the programme with respect to its contents, processes, and outcomes, has been set up. Responsibilities are clearly defined.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"><li>○ SEU Statute, art. 13</li><li>○ Interviews with teaching and administrative staff during the site-visit</li></ul>	
<b>Evaluation</b> <ul style="list-style-type: none"><li>✓ Complies with requirements</li><li><input type="checkbox"/> Partially complies with requirements</li><li><input type="checkbox"/> Does not comply with requirements</li></ul>	
<b>Suggestions:</b> <ul style="list-style-type: none"><li>○ Provide students with information on the reaction to their feedback on a regular basis.</li><li>○ Include students in the respective committees to participate in planning and assessment of the quality assurance and development procedures.</li></ul>	
<b>Recommendations:</b>	none
<b>Best Practices (if applicable):</b>	not applicable
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b>	not relevant



5.2 Internal and external quality assurance results are utilized to improve the achievement of programme learning outcomes	
<b>Descriptive summary and analysis of compliance with standard requirements</b> Evaluation by the students and by faculty is carried out on a regular basis and in accordance with a prescribed procedure; the outcomes are communicated to the students and provide input for the quality development process. Also, an external evaluation is carried out on a regular basis and in accordance with a prescribed procedure; the outcomes are communicated and provide input for the quality development process.	
<b>Evidences/indicators</b> <ul style="list-style-type: none"> <li>○ SEU Statute, art. 13</li> <li>○ Interviews with teaching and administrative staff during the site-visit</li> </ul>	
<b>Evaluation</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complies with requirements</li> <li><input type="checkbox"/> Partially complies with requirements</li> <li><input type="checkbox"/> Does not comply with requirements</li> </ul>	
<b>Suggestions:</b> <div style="text-align: right;">none</div>	
<b>Recommendations:</b> <div style="text-align: right;">none</div>	
<b>Best Practices (if applicable):</b> <div style="text-align: right;">not applicable</div>	
<b>Significant Accomplishments and/or Progress (applies to existing programmes only)</b> <div style="text-align: right;">not relevant</div>	

#### Programme's Compliance with Standard

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply with Requirements
Teaching quality enhancement opportunities	X		

HEI's Name: SEU National University of Georgia

Higher Education Programme Name: MA in Business Administration (second-level)

Number of Pages of the Report: 25

**Programme's Compliance with the Standard**

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply With Requirements
1. Programme objectives are clearly defined and achievable; they are consistent with the mission of the HEI and take into consideration labour market demands		X	
2. Teaching methodology and organization, adequate evaluation of programme mastering		X	
3. Student achievements and individual work with them	X		
4. Providing teaching resources		X	
5. Teaching quality enhancement opportunities	X		
Final Evaluation		X	

Expert Panel Chair's Signature



HEI's Name: SEU National University of Georgia

Higher Education Programme Name: MA in Business Administration (second-level)

Number of Pages of the Report: 25

### Programme's Compliance with the Standard

Standard	Complies with Requirements	Partially Complies with Requirements	Does not Comply With Requirements
1. Programme objectives are clearly defined and achievable; they are consistent with the mission of the HEI and take into consideration labour market demands		X	
2. Teaching methodology and organization, adequate evaluation of programme mastering		X	
3. Student achievements and individual work with them	X		
4. Providing teaching resources		X	
5. Teaching quality enhancement opportunities	X		
Final Evaluation		X	

### Expert Panel Member's Signature:

Pavel Zufan



Giorgi Gaganidze



Tornike Guruli



Ana Gvritishvili

