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**Curriculum**

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| **The name of the program** | Leadership and Management in Higher Education |
| **Academic Degree** | Master of Education Management |
| **Faculty** | Bussiness, Law and Social Science |
| **Head of the Program** | Prof. David Gegetchkori, T:5577131535; e-mail: d.gegechkori@atsu.edu.ge |
| **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. |
| **Language of the program** | English |
| **Program creation and updated dates** | 01.09.2013 – 05.02.2015 წწ |
| **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 B1level) |
| **The aim of the Program** |
| 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.
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| **Learning Outcomes**  |
| **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.
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| **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.
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| **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;
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| **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.
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| **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.
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| **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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| **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;
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| **Sructure of the Program** |
| Core corses – 54 ECTS, Free credits – 6 ECTS, Elective corses – 24 ECTS, Intership – 6 ECTS, master Thesis – 30 ECTS **See Anex 1** |
| **Student assessment system** |
| The assessment of the academic performance of students of higher education programs at Akaki Tsereteli State University is carried out by the modern indicators with the order # 785 (05.01.2007), №3 (21.09.2009) and August 18, 2016, №102 / N of the Minister of Education and Science of Georgia, defined principles of Akaki Tsereteli State University academic council (№12; 30.10.2009; Decree №35; 10.11.2010). Student's credit can be obtained in the educational program only after the attainment of learning outcomes planned according syllabus, which is reflected in the credit system as one of the positive evaluations.Student assessment contribution is made by:a/ - Interim (intermediate) assessments, which includes the student's attendance component, daily academic activity (examination, testing, presentation, essay), activity on tutorial, practical skills assessment and a mid-term exam. Interim assessment may also include other components.b/ - Final examThe final assessments are made on the basis of summarizing the evaluation of intermediate and the final exam.* **The student has the right to take the final exam, if his/her minimum competency is 18 points.**
* **Minimum margin of assessment received by the student on the final exam is 15 points.**

Evaluation System includes: **A. Five Forms of Positive Assessment:**  (A) Excellent – 91% and more from maximum evaluation  (B) very good – 81-90% from maximum evaluation (C) good – 71-80% from maximum evaluation (D) satisfactory – 61-70% from maximum evaluation (E) sufficient – 51-60% from maximum evaluation**B. Two Forms of Negative Assessment:** (FX) (Administrative Fail in Course for Grade/could not pass)– A student gets 41-50% from maximum evaluation which means that s/he is required to work more for passing the exam, and that s/he is entitled to take a makeup exam only once through personal study(F) (Academic Fail) – A student gets 40% and less from maximum evaluation which means that the work done by him/her is not sufficient and s/he has to retake the course. **According to educational component of educational program, in case of adoption of FX, a makeup exam will be appointed no less than 5 calendar days after the conclusion of the final exam results.*** The number of points received in the makeup final exam, is not added to the final assessment received by the student.
* According to the assessment 0-50 points received from the makeup final exam, in the final evaluation of the educational component, the student will be evaluated the F-0 score.

Total sum of the course assessment (100 points) breaks down as follows:Midterm Exam – 30 ECTSActivity - 30 ECTSFinal exam – 40 ECTS |
| **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. |
| **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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**Master Program: Leadership and Management in Higher Education**

**Study Schedule 2019-2020**

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| **№** | **Course title** | **Hours per week** | **Number of credits** | **Number of hours** | **I** | **II** | **III** | **IV** | **Precondition** |
| **Total** | **Contact hours** | **Independent** | **Lect./practic./group/lab** |  |  |  |  |
| **Class hours** | **Mid-term and final exams** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 1 | Research methodology/action research | **3** | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 | 6 |  |  |  |  |
| 2 | Curriculum Development and teaching theories | 3 | 6 | 150 | 45 |  |  | 15/30/0/0 | 6 |  |  |  |  |
| 3 | Leadership in higher Education | 3 | 6 | 150 | 45 |  |  | 15/30/0/0 | 6 |  |  |  |  |
| 4 | Communicative technologies and Strategies | 3 | 6 | 150 | 45 |  | 99 | 15/30/0/0 | 6 |  |  |  |  |
| 5 | Educational Policy and World Education systems (best practices) | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 | 6 |  |  |  |  |
|  |  |  | **30** |  |  |  |  |  |  |  |  |  |  |
| 6 | Management and strategic planning in High Education | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  | 6 |  |  |  |
| 7 | Higher Education Administration | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  | 6 |  |  |  |
| 8 | Assessment Systems and Evaluation in higher Education | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  | 6 |  |  |  |
| 9 | Quality Assurance in higher education | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  | 6 |  |  |  |
| 10 | Internship  |  | 6 | 150 |  |  |  |  |  | 6 |  |  |  |
|  |  |  | **30** |  |  |  |  |  |  |  |  |  |  |
| 11 |  Elective course | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  | 6 |  |  |
| 12 | Elective course | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  | 6 |  |  |
| 13 | Elective course | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  | 6 |  |  |
| 14 | Elective course | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  | 6 |  |  |
| 15 | Free credit |  | 6 | 150 | 45 |  |  |  |  |  | 6 |  |  |
| 16 | **Master Thesis** |  | 30 | 750 |  |  |  |  |  |  |  | 30 |  |
|  |  |  | **30** |  |  |  |  |  |  |  |  |  |  |
| 17 | Elective courses |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Academic Writing | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| 19 | HR Management | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| 20 | Sociology of education | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| **21** | General and high education Psychology | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| **22** | Educational Management in Global Environment | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| **23** | Education and Economy | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| **24** | Fund Raising and Project Management  | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |
| **25** | Financial management of Education | 3 | 6 | 150 | 45 | 6 | 99 | 15/30/0/0 |  |  |  |  |  |