

## Master's Educational Program of Education Administration

*Recent changes made to the program  
are discussed at the session of the faculty council:*

*Protocol No. 69-23, 12.09.2023*

*Approved by the decision of the Governing Board:*

*Resolution No. 24, 14.09.2023*

**Level of Higher Academic Education:** Master's degree (II level of higher academic education)

**Instruction language:** Georgian

**Type of educational program:** academic

**Detailed field name and code:** 0413 Management and Administration

**Awarded qualification:** Master of Education Administration

**Duration of studying:** 2 years (4 semesters)

**Educational program volume:** 120 ECTS

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### Relevance of Program

Today, Georgia is facing the most important challenge - to ensure the strengthening of the state, economic growth and development, political stability, European integration and achieving the status of an equal rights and equal partner among the leading Western countries. On the way to this aspiration, education plays a key role, as the key to success for all leading countries is a knowledge-based society. A knowledge-based society (a component of which is a knowledge-based economy) views education in two ways: 1) education as a means of improving production and business/service processes and, therefore, an opportunity to increase national incomes, and 2) education as a service that is itself an intellectual products and, accordingly, is one of the important sources of the state budget. Many studies conducted in the field of education confirm the significant impact of education on economic progress and development. Also, it is precisely the successful formation of the education system that is connected with the formation of the statehood of European countries. Therefore, both of these aspects are important for Georgia, which is trying to a) create a strong, democratic state and

b) economic development. Giving a priority role to the field of education and improving the system has been set as the main task of the Government of Georgia many times. Therefore, it is required to train specialists in the field of education, specifically, leaders of educational institutions, who should play an important role in improving the system. Whether we take into account the number of different educational institutions in Georgia, it is logical that there is a great demand for education administration specialists in the upper or middle management of these types of institutions.

### Prerequisites for admission to the program

A person with a bachelor's degree or equivalent academic degree, who is enrolled based on the results of general master's exams, or on the basis of internal/external mobility, or taking a common master's degree, has the right to enroll in the educational administration master's program in accordance with the rules established by the legislation of Georgia without obligation.

Additional conditions for admission to the master's program at the European University are: internal university test in the specialty and English language. It is mandatory to confirm knowledge of English language at the B2 level as a result of the English language test. Determining the level of knowledge of the English language is carried out in accordance with the rule for determining the language competence for a student of European University.

The issues of the internal university exam and the criteria for evaluating the knowledge of the examinees will be posted on the university's website ([www.eu.edu.ge](http://www.eu.edu.ge)) at least three months before the start of the exam.

B2 level can also be confirmed with a document confirming knowledge of the appropriate level of English. Guidelines for determining the appropriateness of the level of English language proficiency:

English language	CEFR B2
	IELTS exam – 5.5
	BEC exam and CELS exam – Vantage
	Cambridge exam – FCE
	TOEIC – 785
	TOEFL iBT – 72
	TOEFL ITP – 543

A candidate's completion of an English-language bachelor's program (in Georgia or abroad) can be considered as proof of knowledge of the English language at the B2 level. Documentary confirmation of the above mentioned one is mandatory.

**The ones will get the right to study on the program without passing the general master's exams as follows:**

Persons who, on the basis of the Order No. 224/N of the Minister of Education and Science of Georgia dated December 29, 2011, "On the approval of the procedure for submission and review of documents by entrants/candidates of master's degree /students with the right to study without passing unified national exams/general master's exams" have to enroll in the university without passing the general master's exams. The mentioned persons are obliged to confirm the B2 level of the Georgian language in accordance with the "Rule for determining the language competence for a student of European University ".Persons enrolled in the program without passing the general master's exams are not exempted from internal university exams (in specialty and B2 level of English language).

**The following will also be admitted to the program:**

Students enrolled by the rule of mobility in accordance of Order№10/N of the Minister of Education and Science of Georgia dated February 4, 2010 "On approval of the procedure and fees for transferring from a higher educational institution to another higher educational institution".

### Goals of Program

The purpose of the educational program of Education Administration and, accordingly, the content of the program takes into account many factors: the mission of the European University, the goals and tasks of the Faculty of Business and Technology, the specificity of the field of education both in the Georgian and international context, the trends of the Georgian and international employment market in the field of education. Thus, the goal of the program is to train a highly qualified specialist in the field of education administration in accordance with modern educational standards and requirements, who possesses:

- (1) Deep and systematic knowledge of educational leadership, management/management and administration theories and their implementation in practice, as well as research methodology and methods in the field of education, the legal framework of school, professional and higher educational institutions, both the national and international context and trends of education , which is necessary for the leader of the education field to effectively manage the education system and educational institutions.
- (2) the ability to apply the theoretical knowledge acquired within the framework of the basic educational course provided by the program in practice, namely, the ability to analyze the issues necessary for the management process of educational institutions, the ability to make informed decisions and overcome challenges based on the research of important issues of the field and field and the conclusions based on the information analysis.
- (3) The ability to realize the values of the field of education, professional ethics and social responsibility towards oneself, the society and the country.

## Learning Outcomes

The learning outcomes of the master's program in Education Administration correspond to the seventh level of the higher education qualifications framework (the second level of higher education - master's degree) and ensure the achievement of learning outcomes corresponding to the qualification descriptor.

As a result of completing the master's educational program of Education Administration, the graduate will develop the following competencies:

<b>Knowledge and Understanding</b>	<i>The graduate of the master's program has in-depth and systematic knowledge and skills in the field of Education Administration, based on which:</i>
1	Names, explains and describes in depth the main theories, directions and practices of educational leadership, administration and management, education (teaching-learning, pedagogy, didactics).
2	describes in depth the education system of Georgia (school, professional, higher) and explains the important issues of the specificity of management, taking into account the legal basis of the relevant level.
3	identifies and classifies the issues that distinguish school, professional and higher educational institutions from the point of view of administration.
4	describes in depth and explains in detail the main theories of teaching and learning and the values of the field of education, which determine the specifics of the management of educational institutions and which must be taken into account in the process of management and administration, for the development of society and the state.
<b>Skill</b>	<i>Based on the skills developed within the framework of the master's program, the graduate:</i>
5	By using the legal base, teaching-learning theories and field-specific knowledge, he/she comprehensively analyzes the education system or institution, identifies existing simple or complex problems and consistently develops ways to solve the problem in accordance with state interests, society's values and requirements, and today's educational standards and goals.
6	Analyzes a specific educational context and based on the information obtained from the analysis develops an effective management style and plans a coherent strategy of action.

7	In accordance with professional ethics and modern values, he/she plans research in detail in order to study important issues in the field of education and consistently, independently implements it with adherence to academic standards and complex approaches. The research results will be presented to an academic, professional or other interested audience.
<b>Autonomy and Responsibility</b>	<i>Based on the education received within the framework of the master's program, the graduate:</i>
8	In the process of studying, researching and analyzing important issues in the educational context, recognizes and takes into account the principles of academic freedom and integrity, as well as professional ethical norms and values.

### Volume and Structure of Program

Master's educational program of Education Administration is made on the basis of the European Credit Transfer System (ECTS), is student-centered, and is based on the student's academic load required to achieve the goals of the educational program.

The duration of the program is 2 academic years ( 4 semesters) and includes 120 (ECTS)credits( in total 3000 hours).

1 credit includes 25 astronomical hours; a credit in a unit of time (hours) reflects the volume of work required by the student to master the relevant study course of the program and to achieve the learning outcomes. Credit includes contact and independent work hours.

During the semester, the student must complete 30 credits (30 credits = 750 hours), and within the academic year - 60 credits, however, depending on the student's individual workload, the number of credits during the academic year may be less or more than 60, but not more than 75 credits.

The university is authorized, based on the educational goals, to implement the teaching-learning process with a partial load within the framework of the master's educational programs.

One academic year consists of 42 weeks, one semester consists of 21 weeks, 15 weeks of which are academic, and the remaining 6 weeks are sessional. Weeks 8-9 are midterm exams, weeks 18 and 19 are final exams, and weeks 20 and 21 are supplementary exams. There is an interval between the final exam and the proper additional exam at least 5 days after the announcement of the final exam results.

Many factors are considered in the content and structure of the educational program of Education Administration - the mission of the European University, the goals and tasks of the Faculty of Business and Technology, the specifics of the field of education both in the Georgian and international context,

the trends of the Georgian and international employment market in the field of education. Also, the experience of implementing a similar program by leading Georgian and several Western universities is taken into account. For the Georgian reality, the program is one of the outstanding ones, because it includes three levels of education – fields of school, professional and higher education.

- In the framework of higher education qualifications, the development of the master's competencies and the job market for the master's degree in Education Administration. At the discretion of the student, the preparation of the master's degree is carried out with the help of educational and research components. . The program includes 120 credits, of which:

**Studying component** - with the volume of 90 credits, including:

**a) Mandatory study component of the main field of study** - with the volume of 75 credits (including the practical component with the volume of 6 credits in total);

**b) Optional educational component of the main field of study** - with the volume of 10 credits;

**c) The free component, within which the student is given the opportunity to choose any study course from the educational program of the corresponding level operating in the university, in compliance with the prerequisites for admission to the study course - with the volume of 5 credits.**

- **Research component (master's thesis)** - 30 credits.

Within the framework of the program, optional components include educational courses aimed at deepening knowledge and skills related to the field of thinking, the student can choose them from the educational program. From the study courses offered in the optional component of the course (with a volume of 40 credits), from which the master's student can choose the study courses of his/her choice based on his/her own study/research interests - with a volume of 10 credits in total.

### **Assessment System of Student's Knowledge**

The assessment system used within the program is in accordance with the "Rules for calculating credits for higher education programs" approved by Order No. 3 of the Minister of Education and Science of Georgia on January 5, 2007.

The level of achievement of the learning outcome is assessed by mid-term assessment and final assessment, the sum of which is the final assessment. The maximum final grade of the training course is 100 points.

The evaluation system provides for:

**a) Five types of positive assessment:**

(A) Excellent - 91-100 points;

(B) very good – 81-90 points;

(C) Good – 71-80 points;

(D) Satisfactory - 61-70 points;

(E) Sufficient – 51-60 points.

**b) Two types of negative assessment:**

(FX) failed - 41-50 points, which means that the student needs more work to pass and is allowed to take the additional exam once with independent work;

(F) Failed – 40 points and less, which means that the work done by the student is not enough and he/she has to study the course/subject again.

In case of receiving a negative assessment (FX) in the component of the educational program, the student has the right to take an additional exam. The student obtains the right to take the additional exam even if he/she has scored 51 points or more in the final assessment, but has not passed the minimum competence limit defined for the final exam. An additional exam is scheduled at least 5 days after the announcement of the final exam results.

The number of points obtained in the final assessment is not added to the grade received by the student in the additional exam. The grade obtained on the additional exam is the final grade and is reflected in the final grade of the educational program component.

The mid-term assessment is divided into components. A mandatory component of the mid-term assessment is the mid-term exam, which is held in the 8th-9th week . Mid-term assessment refers to the total evaluation of students' work process during working group/practical work, mid-term exam and student's independent work, and final assessment - evaluation of the final exam. The methods of mid-term and final evaluations and their share are determined by the staff implementing the training course within the framework of the relevant syllabus. The syllabus also explains the evaluation criteria for each component.

A student will be admitted to the final exam if the minimum limit of the mid-term assessment is exceeded. The final exam will be considered passed if the minimum limit for the final exam is exceeded.

The following minimum competency limits are defined for the mid-term assessment and the final exam: 50% of the mid-term assessment, 50%+1 of the final exam assessment.

The credit will be considered as mastered whether the sum of the points obtained based on the minimum limit established for the mid-term assessment and the minimum limit established in the final exam is obtained by summing up 51 points or more.

The staff implementing the training course, taking into account the specifics of the training course, is authorized to define different (higher) minimum competency limits for mid-term and final assessments, in accordance with the requirements established by the current legislation of Georgia.

The staff implementing the training course, taking into account the goals, learning outcomes and specifics of the training course, is also authorized to determine the minimum competence limit in the evaluation method/methods. Whether there is a minimum competency limit in the assessment method/methods, credit will be granted by passing the minimum competency limit in each assessment method, passing the minimum competency limit in each assessment component (mid-term and final assessment) and obtaining at least 51 points as a result of summing the points obtained in the mid-term and final assessments in case.

The aim of the evaluation methods outlined in the syllabuses of the educational administration master's program is to confirm the achievement of the learning outcomes of the relevant educational course by each student using objective and transparent criteria focused on the goals of the educational course and its specificity.

#### Field of Employment

A graduate of the master's program in Education Administration can be employed in three areas of the education field - in the administration of general education, professional and higher education institutions, at any level of the administrative hierarchy in both private and state structures, in governmental and non-governmental organizations working on educational issues, in the Ministry of Education and Science, in education resource centers , in educational consulting companies, training centers.

The knowledge acquired during the training period will allow the graduate to occupy the position of a middle or upper link manager and to carry out organizational-management, administrative, information-analytical, scientific research, expert-consulting activities.



