

Free Academy of Tbilisi



E-learning Administration Rule



Article 1. General Provisions

1.1. Free Academy of Tbilisi LLC (hereinafter referred to as the “Academy”) establishes the rules for conducting the educational process or part of it based on modern information and communication technologies for the persons on the territory of Georgia (Except for a student placed in a penitentiary institution), which does not envisage the simultaneous presence of the staff (hereinafter - the "stuff") involved in the administration and implementation of the educational process and the students.

1.2. E-learning involves the learning process using a learning management system. The learning management system is a computer program based on the Internet, which is necessary for organizing and conducting the learning process based on information and communication technologies In particular, for providing study materials, for communicating between students and/or between a student and a teachers, testing, consulting, and for monitoring student progress, etc.

1.3. E-learning is carried out in the form of asynchronous and/or synchronous communication. Asynchronous communication involves an interaction when the sender and receiver of information do not communicate at the same time, and synchronous when their communication takes place at the same time.

1.4. The e-learning program is designed for the higher education program in accordance with the requirements established by law. After overcoming it, the person is assigned the appropriate qualification and a document certifying this qualification is issued.

Article 2. Learning components on electronic platforms

2.1. Facebook - Messenger closed groups for each training course.

2.2. Zoom Video Communications, which includes all means of communication, in particular video conferencing, online meetings, online chats and more.

2.2. Moodle, which includes all means of communication, namely lectures - seminars, exams, consultations, video conferences, online meetings, online chats and others.

Article 3. Process planning for e-learning

3.1. The School of Business Administration of the Academy will determine the format of e-learning according to the specifics of the program and will develop the present rule, which will be submitted to the Senate for approval.



3.2. In order to coordinate the use of electronic components in the learning process, technical support and monitoring groups are established by the decision of the Rector of the Academy.

Article 4. Rights and obligations of e-learning administration groups

4.1. In order to coordinate the use of electronic components in the learning process, the Rector approves the Technical Support Group and the Monitoring Group.

4.2. The functions of the technical support group are:

- a. Ensuring smooth running of the learning process according to the learning table;
- b. Technical support consulting for academic staff and students;
- c. Within the framework of e-learning providing students with online lecture links, presentation material, readers, electronic versions of textbooks and other necessary materials on the used platform, which will be available to students at any time;
- d. Providing technical advice to academic staff and students.

4.3. The functions of the monitoring group are:

- a. Develop a continuous plan for the e-learning process, which involves uploading study materials no later than the end of the current week;
- b. Monitoring the implementation of e-learning;
- c. Access to current lectures and recording students' attendance;
- d. Processing information on student feedback, etc.

Article 5. Student rights

5.1. The student of the academy has the right to:

- a. Receive information about e-learning at the academy;
- b. To receive qualified advice from an authorized person on any issue related to the learning process;
- c. To be involved in the e-learning process offered by the Academy on the basis of the relevant internal regulations and to study all the training courses provided for in the current semester according to the training schedule;
- d. Inform the relevant service about the difficulties encountered in the e-learning process within a reasonable time.

Article 6. Rights and obligations of academic staff



6.1. Academic staff has the right to:

- a. Receive information about e-learning at the academy;
- b. Receive qualified advice from an authorized person on any issue related to the learning process;
- c. Receive accurate information about students enrolled in a particular course;
- d. Other forms of electronic communication may be used to achieve learning outcomes.

6.2. The obligations of the academic staff are:

- a. Be involved in the process of implementation the electronic components of teaching (both synchronous and asynchronous) in accordance with the relevant internal regulations of the Academy;
- b. Ensure the preparation of e-learning materials for the training course;
- c. Ensure the checking/assessment of students knowledge electronically in order to achieve learning outcomes;
- d. Inform the group developing the educational program in case of specific changes in the curriculum.

Article 7. Ensuring the quality of e-learning

7.1. For realization e-learning, it is important to ensure the quality of teaching, which includes the following mechanisms:

- a. In e-learning format, students should achieve the same learning outcomes as provided by the program/training courses;
- b. The principles of academic good faith must be maintained during electronic assessment;
- c. If necessary, increase the set date for practical training/exams;
- d. Adjusting the quality of e-learning mechanisms based on the analysis of student feedback provided by the monitoring group;
- e. In case of an appeal, the institution shall consider the complaint submitted by the student as soon as possible and act in accordance with the internal regulations of the Academy.

Article 8. Transitional Provisions

8.1. Changes in this rule and regulation of its validity are carried out by the Senate of the Academy.

