

Approved:	Resolution # and date
	Resolution of the Academic Council of LLC Tbilisi Humanitarian University N4 09.03.2019

Mechanisms of Functioning of the Electronic Learning Process Management System

Article 1. General Provisions

1.1 Tbilisi Humanitarian University of Education LLC has an electronic database - www.thu.ge, from which the educational process is managed electronically.

1.2 This rule determines the principles of electronic management and use of the educational process for the persons involved in it.

Article 2. Circle of persons involved in the functioning of the electronic database

2.1 The following persons have access to the electronic database:

- a) Student b) Lecturer
- c) Faculty Coordinator d) Chief Administrator
- e) Electronic Database Administrator.

Article 3. Student's Page

3.1 Each student has access to the electronic database individually, through his/her own personal page, from which he/she receives information regarding the educational process and participates in the educational process electronically.

3.2 The electronic database allows the student to:

- a) view the courses he/she has chosen, both by semester and by subject type (university general, elective), the semester activity score received in each subject, and the results of the midterm and final exams.
- b) view his/her GPA.
- c) receive information about his/her personal data from his/her profile (e-mail, contact number,

faculty, specialization, study group).

d) change personal data (e-mail, contact number, photo).

e) familiarize himself/herself with the curriculum, program structure, course syllabi, study and examination tables.

f) Contact both the lecturer and the administration in two ways:

a) The student can write to the desired person from the database (Faculty Dean/Head of the Academic Process Management Service/Lecturer/etc.) by indicating his/her personal email address. The student must also indicate the reason and, if necessary, attach a file. The answer will be returned to the student's personal email address.

b) The student can use the internal correspondence of the database, from which he/she carries out correspondence. Incoming and outgoing letters are reflected in the database.

Article 4. Lecturer's Page

4.1 The electronic database provides for the existence of an individual user page for each lecturer (academic/visiting staff), where the lecturer can conduct his/her activities electronically.

4.2 Through the electronic database, the lecturer is given the opportunity to:

a) view the courses available for editing by semester. The course number, course, faculty, specialization, group number in which the lecturer teaches are indicated in the course. Number of credits of the course, contact hours, subject type (mandatory, optional), course status (open, closed), course closing date.

b) evaluate the student according to semester activity, midterm and final exams.

c) view the student's final grade, which the database automatically calculates.

d) Send a message to a student from the message field, indicating his/her name, surname and group number, or reply to an incoming message.

e) View the study and exam schedules.

4.3 The lecturer is obliged to:

a) Weekly reflect the student's weekly score for the semester activity in the database.

b) Reflect the grades in the database within 5 working days after the midterm/final exam.

Article 5. Faculty Coordinator's Page

5.1 The function of the faculty coordinator is to manage administrative issues of the educational process and monitor the academic performance of students.

5.2 The faculty coordinator has access only to the students of his faculty, from where he can manage (search/edit) the following student data: personal number, first name, last name, date of birth, gender, year of study start, semester, status (active, suspended, interrupted, graduated).

5.3 The coordinator can search for a student in the database using the following search fields: faculty, specialization, group, program, academic degree.

5.4 The coordinator (based on the relevant information) performs the following tasks:

a) updates and deletes student data

b) reflects information about the suspension of the student's status in the database.

c) Blocks a student due to insufficient points.

d) Adds the appropriate order about the student, after which all orders intended for a specific student will appear in the appropriate field.

e) Accesses/edits the student card, which contains the following data: academic record book number, first name, last name, date of birth, gender, passport number, legal and actual address, citizenship, faculty, specialization, group, language of instruction, type of enrollment, year of study start, status, cost of study.

f) Views the student's academic record table, which lists the subjects taken by the student.

g) Registers the student in the electronic database within 5 working days from the start of the semester or within 5 working days from the issuance of the Rector's order, based on his/her personal data, which includes the student's academic record book number, name, surname, date of birth, gender, passport number, legal and actual addresses, citizenship, faculty, specialization, group, language of instruction, type of enrollment, year of commencement of studies, status, tuition fee, login and password to enter the student database.

h) Adds/deletes a group of students, indicating the faculty, specialization, program, level, semester, group.

i) Adds/deletes courses at the faculty.

j) Adds/deletes a lecturer. When adding a lecturer, the following data is indicated - faculty, level, teacher's name and surname, login and password to enter the system.

- k) Adds/deletes a file for students, where the file name and link must be specified.
- m) Prints a student's study card in both Georgian and Russian, where the faculty, specialization, group, student's name and surname, discipline (course name), course type (compulsory, elective), number of credits in the course, grade, GPA are specified.
- n) Adds/edits/opens/closes/deletes a course.
- n) To edit/add a course, the following information is required - faculty, specialization, student group, subject, lecturer, number of credits, contact hours, subject type (compulsory, elective), semester type, level, course number, course closing date.
- o) Adds/removes a questionnaire, where the faculty, questionnaire name, survey links (maximum 4) should be indicated.
- p) Prints the final form of the report from the electronic database, has it signed by the lecturer and the dean of the faculty, thereby confirming the authenticity of the report.

Article 6. Main Administrator's Page

- 6.1 The function of the main administrator in the database is performed by the head of the Educational Process Management Service, whose function is to manage administrative issues of the educational process electronically and monitor students' academic performance.
- 6.2 The main administrator performs all the functions that faculty coordinators have.
- 6.3 The main administrator has access to all faculty electronic pages and monitors them.
- 6.4 The main administrator uploads the semester schedule for students and lecturers to the database one week before the start of studies.
- 6.5 The main administrator uploads the semester exam schedule for students and lecturers one week before the start of exams.

Article 7. Electronic Database Administrator

- 7.1 The electronic database administrator ensures the smooth operation of the database.
- 7.2 The electronic database administrator periodically updates the database to ensure its accessibility and flexibility.

7.3 The function of the electronic database administrator is to monitor the trial versions of the database.

7.4 The electronic database administrator implements the technical management of the electronic database based on the recommendations developed by the working group.

7.5 The working group includes quality assurance and educational process management services.

7.6 The recommendations of the working group are submitted to the electronic database administrator for implementation with the approval of the rector.

