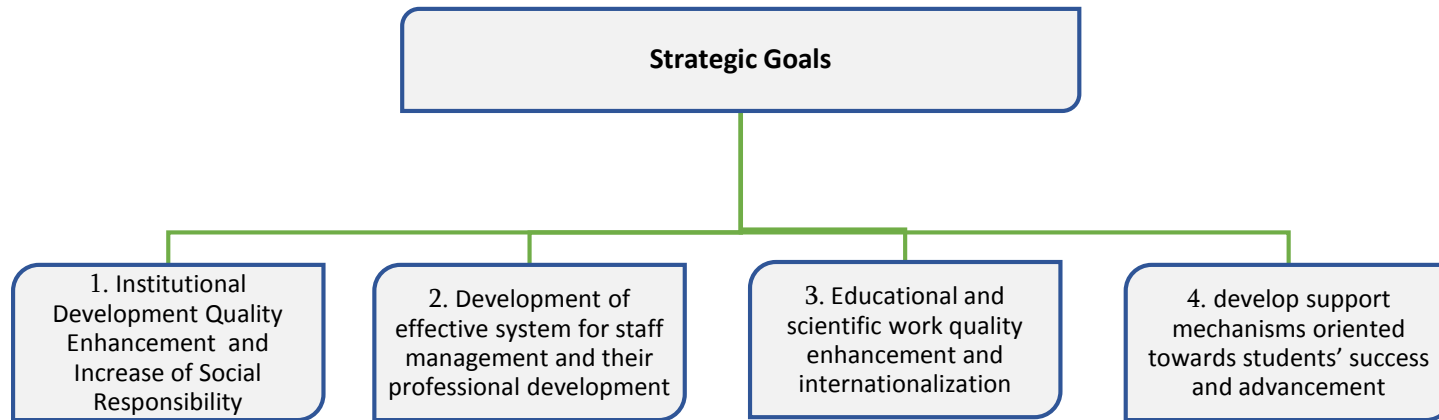


ACTION PLAN

Action plan 2019-2021 is elaborated based on the Strategic Development Plan 2019-2025. It represents the detailed documents for the strategic tasks to be implemented during upcoming 3 years in order to achieve the strategic goals set by GTUNI. It also describes implementation mechanism, indicators and benchmarks and structural bodies of the university, responsible for their implementations.

Action plan is based on the following strategic goals defined by GTUNI:



Strategic Goal 1. Institutional Development Quality Enhancement and Increase of Social Responsibility

Task implementation Mechanisms	Implementation						Indicators and benchmarks	Responsible structure	Parties involved	
	2019				2020	2021				
	I	II	III	IV						
1.1 Development of material, information and financial resources, ensure the business continuity and sustainability										
a.	Elaborate and implement business continuity plan	✓						The plan is elaborated, business discontinuity has not occurred	Finance Director; Utility service; Information Technologies and Technical Support Service	GTUNI administration
b.	Modify GTUNI organizational structure, ensure its correspondence with GTUNI Mission and strategy	✓						Structure is rational, serves the implementation of the mission.	HR Service; Budget and Finance Service	
c.	Clearly divide functions of structural units	✓						The functions of structural units are clearly divided		

d.	Collect the information on annual performance of GTUNI structural units, submit the report				✓	✓	✓	Reports prepared by the structural units are timely submitted	Monitoring/evaluation group	All structural units
e.	Analyse the results of annual evaluation conducted to assess the implementation of the strategic tasks; identify the problems;				✓	✓	✓	Strategic tasks are implemented - 90-100%		
f.	Respond on the results of analysis				✓	✓	✓	The fact of responding/ document	GTUNI administration; Quality Assurance Service;	Academic Council
g.	Describe GTUNI property (lawful possession of fixed and liquid assets)			✓		✓	✓	GTUNI fixed and liquid assets are described annually	Finance Director; Utility service; Budget and Finance Service.	GTUNI administration
h.	Permanent control of description documents				✓	✓	✓	The failures or losses are not detected		
I.	Implement an electronic inventory system of					✓		The work on implementation of electronic inventory system has been initiated		
j.	Insure educational spaces are properly arranged and equipped	✓	✓	✓	✓	✓	✓	Educational spaces are appropriately arranged and equipped		

k.	Facilitate auxiliary spaces with proper equipment	✓	✓	✓	✓	✓	✓	Auxiliary spaces are appropriately equipped		
l.	Systematic control and operative improvement of sanitary units, lighting possibilities, central heating system.	✓	✓	✓	✓	✓	✓	Sanitary units, lighting, central heating systems operate orderly.		
m.	Improve electronic services and access to information technologies	✓	✓	✓	✓	✓	✓	100 % of the students' staff has access to information technologies, 80 % of students and staff is satisfied with the services	Utility Service; Information Technologies and Technical Support Service	
n	Plan the budget in accordance with the strategic goals	✓				✓	✓	The budget is in line with the strategic goals and ensures their implementation	Finance Director; faculties; Utility Service	GTUNI Administration; Partner's Council
o	Find new sources for funding, among them by commercialization of university intellectual, scientific resources	✓	✓	✓	✓	✓	✓	Additional funding resources are attracted	Finance Director	GTUNI Administration, departments
p	Financial accountability				✓	✓	✓	Financial report is submitted annually, evaluation is positive, budget is sustainable	Finance Director	GTUNI Administration; Partner's Council

					✓	✓	✓			
q.	Prepare ad conduct the research on the development of GTUNI material, information and financial resources. Organize students; and staff survey				✓	✓	✓	Students and staff questionnaire survey are conducted (see research report); The indicator of students and staff satisfaction is 80 %.	Information System Management Service; The Department of Students and Alumni Relation and Career Support	GTUNI Quality Assurance service; Quality Assurance Services of the corresponding Faculties;
r.	Improve the quality of library resources and services				✓	✓	✓	The satisfaction indicator for library resources and services is 80%.	Finance Director; Head of Library	GTUNI Administration
s.	Join in different International, electronic library network				✓	✓	✓	GTUNI joined in different International, electronic library network Consumer statistics is increased	Information System Management Service	
t.	Conduct the survey on students and staff satisfaction with management effectiveness and quality				✓	✓	✓	Satisfaction indicator is 80 %	Information System Management Service	
1.2.	Increase of management effectiveness by growing involvement of international experience and modern technologies in management process									

Action Plan Framework

a.	Process, share and implement the information on ‘the best practices’ for international management ‘	✓						The activities for implementation of International ‘best practices’	Faculties; Department of International Relations	GTUNI Administration
b.	Elaborate a policy for information technologies and system management	✓						The document is elaborated	Information System Management Service; Curriculum Department;	Department of Informatics
c.	Improve electronic system of educational process management		✓			✓	✓	The system is improved; application indicator is increased.	Chancellery	
d.	Implement electronic system for document processing		✓					Electronic system for document processing is implemented		
e.	Creation of electronic portal of GTUNI staff		✓					electronic portal of GTUNI staff is created	register Administrator; HR Service	
1.3.	Internationalization of the organizational management;									
a.	Elaborate GTUNI internationalization policy	✓						GTUNI internationalization policy is elaborated	International Relations Department; Faculties	GTUNI Administration
b.	Establish institutional partnership network regularly update international contacts	✓	✓	✓	✓	✓	✓	institutional partnership network is established; contacts are regularly updated; agreements are signed;		

c.	Administrate participation in International activities, fairs, institutional projects;	✓						Participation in international activities, fairs, institutional projects		
d.	Attract international students gradually (for example, invite them to module/course/practice)	✓						International student recruitment strategy is elaborated; they are invited to cover certain course/module/practice at GTUNI		
1.4.	Ensure ethical and safe environment									
a.	Improve ethic and behaviour rules, respond to their violation	✓						100% of Staff observes ethic and behaviour rules	Legal Department, HR Department	GTUNI administration, faculties
b.	To elaborate the documents to define and protect academic freedom; respond to their violation;	✓				✓	✓	the documents to define and protect academic freedom is elaborated; the violation of academic freedom is not detected.		
c.	Develop plagiarism prevention procedures and mechanisms		✓	✓	✓	✓	✓	plagiarism prevention procedures and mechanisms are implemented; Plagiarism commission is formed; checking of master's papers on plagiarism is initiated; detected	QA service; Legal Department HR Service	Commission for plagiarism

Strategic Goal 2. Development of effective system for staff management and their professional development

Tasks and implementation mechanisms	Implementation							Indicators and benchmarks	Responsible structural Unit	Party/Parties involved
	2019				2020	2021				
e. To ensure student and staff first aid health care	I ✓	II ✓	III ✓	IV ✓			✓	GTUNI has a qualified doctor, who ensures first aid medical support	Sec. Service; doctor	

2.1 Improve existing practice of staff management and increase their efficiency

a.	✓							Management policy document ('Staff Management Strategy') is updated, shared and supported by the staff	HR service; Legal Department;	the faculties GTUNI Administration;
1.5. Strengthen institutional efforts to cor Update the policy for staff management										
a. Conduct the survey on students' and staff satisfaction and society demand for Life Long Learning programs		✓					✓	The questionnaire surveys on student, academic, administrative and support staff satisfaction are conducted;	Raining and Faculties. Consulting Centre; QA Service; Faculty	All structural Units GTUNI Administration
b. Implement the procedures for announcement of the vacancies, staff election and appointment	✓	✓	✓	✓	✓	✓	✓	Staff election and appointment is implemented according to law, the programs are prepared with internal regulations and procedures; the involvement of all Departments	QA Services; Departments /Foreign HR service; Language Centre	Competition committee
b. To prepare appropriate programs with participation of each department and make an offer								Complaints on the violation of any of the number of programs is increased	Legal Department	

Strategic Goal 3. Educational and scientific work quality enhancement and internationalization

N	Tasks and implementation mechanisms (educational direction)	Implementation				2020	2021	Indicators and benchmarks	Responsible structure(s)	Parties involved
		2019								
	contracts;						The plan is uploaded on the website	Faculties;	HR Service	
	invited staff workload scheme. Ensure administrative and financial support of the activities foreseen by LLL education plan	I	II	II	IV		The activities foreseen by LLL plan are 95% implemented; Workload is defined in complete accordance with internal regulations.	Curriculum Department;		
3.1. Improve the practice for teaching/learning, planning, implementation, control and development										
a.	Implement the practice of creation of the permanent groups for program development	✓	✓			✓	✓	Program development groups are created and staff satisfaction Monitoring Meetings are conducted periodically	QA Service; GTUNI Administrative Offices of the faculties	Departments/pr HR Service supervisor
f.	Improve and implement staff performance evaluation system							New criteria for staff performance information is distributed via different information and communicative channel.	HR Service;	Evaluation group.
b.	Advertise the programs created for Update and improve the LLL education purposes mechanisms for program planning, design, implementation and development	✓	✓			✓	✓	mechanisms for program planning, design, implementation and development are updated and improved; interested parties are involved in the process; the income, generated by	PR Service; QA Service; Faculty Finance and Budget Service	
f.	Develop the opportunities for indication of staff performance by evaluation results, identify program							Staff performance evaluation is 100% of the programs successfully goes implemented;		
g.	Indication of staff performance by evaluation results, identify program							through the internal evaluation activity, evaluation is fair and transparent; 80 % of staff is positively evaluated		
1.6. Implement effective marketing activities										
3.2. Successful external evaluation (Accreditation)										
h.	Improve and implement staff performance evaluation system	✓						Staff encouragement mechanisms are elaborated; encouragement indicator is 10 %	Faculties; Utility Service	Administration; GTUNI The Department administration

a.	Analyse the recommendations, remarks 'best Practices' received in the process of the external				✓	✓	✓	The results of the external evaluation reflected in educational programs; the programs are approved; the monitoring	HR Service; (educational program supervisor	of QA Service; of QA Service; QA
1.7.	Conduct the survey for evaluation of							introduced in educational programs is implemented. The aim of the monitoring	Budget and Finance	The Faculty of the corresponding
2.2.	Ensure improvement of academic							is to find out if these changes contributed	Management Service	faculties; academic staff
	Define professional development needs and elaborate their implementation mechanisms							survey of academic staff professional development needs is conducted	Faculties/Departments HR Service;	International QA Service; of the Department;
b.	Plan and implement the activities to Motivate Academic							Trainings, workshops, seminars are planned;	Training and	Finance and Budget Service
3.3.	Improve the quality of educational programs by application of modern teaching methodology and practical training programs									•
a.	Increasing application of modern teaching methodology in enhancement, adoption of new teaching/learning process				✓	✓	✓	95 % of Academic staff is involved in and applies modern teaching methods	QA Service Units at the corresponding faculties;	GTUNI administration
b.	Include practical training programs in teaching/learning process				✓	✓	✓	The negotiations are in progress with the employer in order to implement joint training programs		
c.	Ensure foreign specialist's involvement in professional development activities offered to the staff				✓	✓	✓	The corresponding activities are implemented in order to modernize teaching/learning methodology and improve the evaluation of learning outcomes; 10 % of staff participate in professional development activities abroad.	Departments	
d.	Support staff to participate in professional development activities abroad.									

2.3	Support self-development of academic staff Monitoring/ learning methodology Support affiliated academic staff with 45 day paid 'academic leave' for self- development				✓	✓	✓	The delivery of the lectures is monitored, sharing experience and attending on each other's classes are implemented; the process is unbiased, transparent and collegial; 100 % of the affiliated academic staff use 45 day paid 'academic leave' for self-development	QA Service units of the faculties; departments and program supervisors; Finance and Budget service.	Program development GTUNI group; administration evaluation group.
2.4	Implement and develop mento Analysis of students' academic performance and GPA. Experienced professors/scientists share their experience to the junior colleagues, they implement joint projects, academic achievements etc.				✓	✓	✓	The indicator for students' academic performance and GPA is improved (see the report on survey results analysis) The department have elaborated mentoring plan; the satisfaction index of students with high academic achievement is increased		
3.4. Diversification of the programs										
3.4	Academic staff a. Analyse the needs for creation of new programs (market survey, survey of interested parties), analyse faculty initiatives and make the decision b. Cooperation with HEI abroad				✓	✓		Market survey is conducted concerning new program elaboration (see survey report); joint programs are going on The negotiations with local universities on implementation of joint programs are going on Participations with interested parties professional development activities; initiatives professional development activities arranged abroad; staff participation in professional development activities	QA Service; HR Service; QA Service units of Training and Consulting Centre; Departments/program Department of supervisors; International Relations;	Curriculum Faculties/ Department; Departments Financial and Budget Service Department Academic Staff
2.6	Elaborate and accredit new programs Cooperation with local and international org				✓	✓		New Program/the programs are elaborated; Professional development programs New program/the programs are accredited		

3.5.	Increase the ratio of hybrid(combined)teaching competence in educational process									
a	Creation of e-learning courses (in offering professional Moodle platform) development programs; pan the activities.	✓	✓	✓	✓	✓	✓	10 e-learning courses are created and located in Moodle platform;with British Council is signed; Negotiations with Imperial English Academy UK are initiated	Training and Consulting Centre; Information system management centre Relations department; Foreign Language Centre	The department of Informatics; QA Service Units of the corresponding Faculties; Departments
2.7.	Increase the performance efficiency							al units, administrative and support staff		
b	Support the involvement of foreign lecturers in hybrid (combined) educational courses administrative staff and elaborate their implementation mechanisms	✓	✓	✓	✓	✓	✓	Hybrid (combined) teaching methodology is elaborated; Questionnaire survey on the needs for professional development of the LMS Moodle is implemented for hybrid (combined) teaching is conducted; Hybrid (combined)teaching methodology integration in educational programs is initiated;	HR Service; Training and Consulting Centre; the Department of International Relations	Department of Finance Director Relations Foreign Language Centre; the Department of Informatics
b.	Plan and implement the activities for professional development of the administrative staff and motivate their involvement in these activities							The training on creation techniques of e-learning courses is conducted; The activities for the professional development of the administrative staff are planned and implemented The activities of involvement of foreign lecturers in teaching the courses by application of hybrid (combined) methodology are initiated		

	<p>Preparation and implementation of the survey on faculty specialists' professional development in activities for the satisfaction with staff of educational programs</p>				✓	✓	✓	<p>Student, faculty and management satisfaction survey is conducted;</p> <p>Questionnaire survey of the academic and invited staff is conducted (see survey report);</p>		<p>QA Service;</p> <p>QA Service Units of the corresponding faculties</p>
2.4.	<p>The survey to evaluate the satisfaction with staff management policy and</p>							<p>Stakeholders satisfaction survey is conducted during the year (see the survey report);</p>	<p>Information System Management Service</p>	<p>QA Service;</p> <p>Faculty QA Services</p>
<p>Scientific Direction</p>										
<p>3.6. Improve the practice of supporting academic staff scientific activities and intensify the cooperation with scientific foundations</p>										
	<p>a Improve the organization of the scientific work and management mechanisms</p>	✓				✓	✓	<p>The documents for organization of the scientific work is elaborated;</p> <p>The document improves the practice for management and evaluation of scientific work;</p>	<p>Faculties;</p> <p>Departments</p>	<p>GTUNI Administration</p>
	<p>b Plan and implement scientific activities (conferences, seminars, round table).</p>	✓	✓	✓	✓	✓	✓	<p>Scientific activities are planned and implemented; the budget for funding scientific activities (conferences, seminars, round tables) are increased.</p> <p>80% of the academic staff participated in the activities</p>		

c	Support the publication of scientific proceedings monographs, scientific journal	✓	✓	✓	✓	✓	✓	Publication of scientific proceedings monographs, scientific journal is funded from GTUNI budget		
d	Inform academic staff about planned scientific activities and support them with consultations on those activities as well as on the programs /projects offered by national and international scientific foundations	✓	✓	✓	✓	✓	✓	Information and consultative service of the academic staff is supported by conducting seminars, consultative meetings, by application of consultation channels		
e	Increase administrative and financial support of the academic staff to implement scientific activities (support the preparation of programs/projects	s ✓	✓	✓	✓	✓	✓	Scientific staff is supported with information consultation, leaves, corresponding activities, publications etc. The rules of winning the grant for Specific projects are elaborated (internal grants); scientific work is funded from GTUNI budget		
f	Set up the system for the encouragement of academic staff scientific activities	✓				✓	✓	The mechanisms for encouragement of the scientific work performed by the academic staff; affiliated academic staff is encouraged;	Faculties; departments HR Service	GTUNI administration
3.7.	Introduce and implement the practice of specific scientific research projects and internal grant									

a	elaborate the rule of specific scientific and research project elaboration, internal grants and competitions	✓				✓	✓	the rule of specific scientific and research project elaboration, internal grants and competitions is elaborated	Departments	Competition commission; Finance Director
b	Announce the competition, choose the project		✓			✓	✓	The competition is announced according to the directions/fields; 90 % of the departments participate in the competition; minimum 4 projects are selected;		
3.8.	Increase the quality of Bachelor and Master thesis papers, involve students in scientific activities									
a	To elaborate the mechanisms for motivating students to get involved in scientific work					✓	✓	The mechanisms for students' involvement in scientific activities are elaborated.	Faculties/Department	GTUNI administration
b	Increase administrative and Financial mechanisms to support students' scientific activities					✓	✓	The number of students involved in scientific activities are increased.		
c	Monitor the quality of master's thesis papers and respond to the monitoring results					✓	✓	The program for detection of plagiarism (URKUND) operates; According to the evaluation results, the quality for bachelor's and master's thesis	Faculties/departments/ monitoring group/ Information system management service	QA Service; QA Service Units at the

	d	Monitor bachelor thesis paper and respond to the monitoring results					✓	✓		papers are improved; the statistics for students' involvement in scientific activities are increased compared to the previous years.		corresponding Facilities Plagiarism commission
3.9.	Improve the practice of evaluation of the academic staff involvement in scientific activities											
	a	To update and implement multi component mechanisms/criteria for evaluation of quality of scientific activities					✓	✓	✓	multi component mechanisms/criteria for evaluation of quality of scientific activities are updated; the evaluation of the efficiency of the scientific work is conducted once per year based on bibliometric, staff and financial and material indicators; The practice of quality evaluation is updated; the evaluation results are analysed, and appropriate measures are defined in order to respond to the identified problems.	QA Service Units of the corresponding faculties; GTUNI QA Service	GTUNI Administration; monitoring group
	b	access, analyse and respond to the results of the evaluation.					✓	✓	✓	Scientific activities implemented by 80 % academic staff is evaluated as effective		
	Internationalization											
3.10	Work to win and implement Erasmus+, Visegrad and other International grant projects											

a	To select relevant partners, prepare the applications and participate in the grant competition				✓	✓	✓	Minimum 2 applications are submitted; the projects are funded, agreements are signed;	Department of International Relations	Faculties
b	Intensify the cooperation with already existing partners				✓	✓	✓	The mode of cooperation is updated		
3.11	Invite foreign specialist in order to involve them in university life									
a.	Plan and lay down the mechanisms for invitation of foreign specialists according to the priorities (educational cycle, specialty, timeframes for invitation, terms of cooperation/invitation etc.).				✓	✓	✓	The mechanisms for invitation of foreign specialist according to specific priorities set by GTUNI, are defined	Department of International Relations	Faculties
b.	Implement all necessary activities in order to organize the invitation of foreign specialist				✓	✓	✓	The activities are implemented; involvement of foreign specialists is increased		
3.12	Increase Foreign Language component in the educational programs implemented in Georgian language									
a.	Update educational programs /syllabi with foreign literature, materials and practical tasks				✓	✓	✓	the programs are updated with foreign language literature, materials and practical tasks	Departments/program supervisors	Library

b.	Attract the academic staff with foreign language competence				✓	✓	✓	The number of the academic staff with foreign language competence increased and their indicator is 10%-b		HR Service
3.13	Improve quality of learning and teaching									
a.	Monitor the indicators of academic performance in foreign language, reveal the problems and elaborate mechanisms of responding to them.				✓	✓	✓	The problems are identified; dynamics is positive; number of students with highest academic achievements in foreign language increased in 10 %.	Foreign Language Centre; Quality Assurance Service Units.	
b.	Implement activities in order to increase foreign language teachers' competence				✓	✓	✓	Qualification improvement activities are supported administratively and financially.		Training and Consulting Centre
3.14	Implement qualification improvement activities for academic staff to improve English language competence									
a.	Plan and implement qualification improvement trainings and courses for academic staff in order to improve English language competence.				✓	✓	✓	The plan for qualification improvement trainings and courses for academic staff is elaborated; the activities are implemented. 10 % of staff improved the qualification.	Foreign Language Centre; QA Service Units of the faculties;	
3.15	Prepare modules and programs offered in international language									

a.	Prepare the courses/modules offered in English, according to the educational program requirements				✓	✓	✓	The courses/modules are prepared in international language and included in the educational programs; the number of courses prepared in English language is 10.	Departments/ Program supervisors; the department of International Relations	Program development group
b.	Prepare International program					✓	✓	The priorities for preparation of an International educational program are defined. The program is prepared; the program is accredited.		
c.	Attract international students to the courses/modules offered in English language.				✓	✓	✓	The offers to foreign students are elaborated; The number of foreign students at GTUNI is 15.		
3.16	Involve GTUNI students in the courses/modules/programs, which are offered in international language and give them the extra opportunities									
a.	Motivate GTUNI students to get involved in international courses/modules/ programs create corresponding conditions for them.				✓	✓	✓	10 % of GTUNI students are involved in international courses/modules programs.	Faculties	
3.17	Develop international scientific cooperation and create the opportunities for joint researches									

a.	Implement activities in order to establish international scientific profile cooperation				✓	✓	✓	The activities are implemented in order to establish international scientific profile cooperation. The MOU is signed with minimum 3 organizations. Foreign scientist(s) participate in GTUNI research activities.	Faculties / Departments; Department of International Relations	GTUNI Administration
b.	Create the opportunities for joint projects in cooperation with foreign partners; provide administrative and financial support to the implementation of joint research				✓	✓	✓	The negotiations are in progress with foreign partners concerning common scientific interest and joint research. Foreign scientist(s) participate in GTUNI scientific work.		
3.18	Support the involvement of the academic staff and students in international scientific projects /activities									
a.	Provide academic staff with proper information and consultation service concerning international scientific activities;				✓	✓	✓	Academic staff is provided information and consultative support in the format of seminars, individual consultations, by application of different communication channels	Faculties/departments/ department of International Relations	GTUNI administration, student self-government
b.	Ensure participation of the affiliated academic staff in international scientific research projects and activities (conference, seminar, internship)				✓	✓	✓	The participation of affiliated academic staff in international scientific projects and activities is partially or fully funded from GTUNI budget		

	c. Provide administrative and financial support to the publications in international impact factor journals and other authoritative editions				✓	✓	✓	publications in international impact factor journals and other authoritative editions is funded from GTUNI budget		
3.19	Conduct the survey of student and staff satisfaction with educational and scientific work internationalization				✓	✓	✓	<p>The questionnaire survey was conducted on student and staff satisfaction with educational and scientific work internationalization</p> <p>The satisfaction indicator is 80%.</p>	<p>QA Service;</p> <p>QA Service Units of the faculties; commission for plagiarism; information system management service.</p>	

• Strategic goal 4. develop support mechanisms oriented towards students' success and advancement

N	Tasks	Implementation						Indicators and benchmarks	Responsible structural unit	Parties involved
		2019				2020	2021			
		I	II	II I	I V					
4.1. Ensure the protection of students' rights and legal interests										
a	Introduce the Institute of Ombudsman		✓					The mechanisms for protection of students' rights and legal interests are elaborated; the institute of ombudsman is introduced;	Faculties; Legal Service; The Department for Student and Alumni Relation and Career Support	PR Service; Student self-government
b	Improve students' awareness mechanisms on their rights and legal interest	✓	✓	✓	✓	✓	✓	All communication channels are used to improve student awareness mechanisms.		
c	Reveal and analyse the facts of violation of students' rights.	✓	✓	✓	✓	✓	✓	GTUNI analyses the facts of violation of students' rights and legal interest and adequately responds to them.		
d	Respond to the facts of violation of student rights and legal interest	✓	✓	✓	✓	✓	✓	The facts of the violation of students' rights and legal interest are not detected		
4.2. Improve the practice of consultations on student educational, scientific, creative, international activities and enhance the role of tutoring										
a	Enhance the mechanisms for consultation and tutoring services	✓	✓	✓	✓	✓	✓	Mechanisms for students' consulting service are updated; students are aware	Faculties;	PR service;

								of consulting service mechanisms; 90% of students used consultation service.	The Department of Student and Alumni Relation and Career Support	Student self-government
b	Improve the mechanisms for students' involvement in different aspects of university life and support students' initiatives	✓	✓	✓	✓	✓	✓	All communication channels are used to provide students with adequate information. 80 % of students are involved in different aspects of university life; Students' initiatives are evaluated as reasonable and are supported by GTUNI (statistics).	Department of International Relations Tutors	
4.3.	Implement financial support for the students of different categories									
a	Define students' financial support	✓	✓	✓	✓	✓	✓		Faculties	Finance Director; GTUNI Administration
b	Category of students who will benefit from financial support	✓	✓	✓	✓	✓	✓			
4.4.	Ensure the mechanisms for supporting low SES students									
a	More adaptation and accessibility of GTUNI environment	✓				✓	✓	The environment is adapted for the certain category of students with special educational needs	GTUNI Administration; Utility Service;	The Department for Student and

	b	Create/update the database of students with special educational needs, identify the needs	✓	✓	✓	✓	✓	✓	the database of students with special educational needs; their needs are identified	Security Guard Service; tutors; a doctor	Alumni Relation and Career Support
	c	Implement the activities for supporting Low SES students				✓	✓	✓	The rule on providing service and support to Low SES students are elaborated; the whole staff is familiar with this rule		
4.5.		Conduct the survey on Low SES students' satisfaction with support activities				✓	✓	✓	80 % of survey participants are satisfied with implemented support activities	QA Service Units of the faculties; Information system management service	
4.6.	Improve students' career support service and intensify the cooperation with the employers										
	a	Implement students' career support activities, develop effective cooperation with the employer.	✓	✓	✓	✓	✓	✓	During the year different career support activities are being implemented; agreements are signed with the employer; GTUNI involves the students in internship project.	Faculties; The Department of Student and Alumni Relation and Career Support	
	b	Analyse indicators and dynamics for alumni employment				✓	✓	✓	Dynamics for alumni employment is positive; the indicators are analysed; the indicator for their employment is 80 %. Dynamics for alumni employment		

								according to their qualification is positive.		
c	Implement and Analyse statistics on internship, practice, professional development activities carried out by GTUNI students				✓	✓	✓	100 % of the active students passed professional practice. GTUNI involves the students in internship projects		
4.7.	Support students' awareness on International Educational projects and facilitate the increase of mobility by the application of Erasmus + mobility and other opportunities									
a	Organize information meetings	✓	✓	✓	✓	✓	✓	Students are ware of information mechanisms	The department of International Relations; Faculties	GTUNI administration PR Service; Erasmus+ mobility students
b	Active involvement in Erasmus + mobility project application process		✓			✓	✓	Funded projects; The number of students involved in mobility		
c	Implement the practice of students' post mobility reporting				✓	✓	✓	The form of students' post-mobility reporting is elaborated. The practice of reporting is implemented		
4.8.	Strengthen internationalization of students' extracurricular activities and conduct intercultural trainings									

