



I approve
University of Traditional Medicine

Rector, Chairman of the Supreme Council

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REGULATION ON ORGANIZING, CONDUCTING AND EVALUATING THE CLASS AUDITIONS AT UNIVERSITY OF TRADITIONAL MEDICINE

1. GENERAL PROVISIONS

1. The regulation for organizing, conducting and evaluating the classe auditions at University of Traditional Medicine (hereinafter referred to as the UTM) (hereinafter referred to as the Regulation) defines the goals and objectives of the classe auditions at the UTM, the processes of organizing, conducting, evaluating, discussing and analyzing the lessons.
2. The regulation has been developed on the basis of the RA Law on Education, the Law on Higher and Postgraduate Professional Education, the Policy of the UTM on quality assurance in education, the Charter of the Faculties and Chairs, and other legal acts related to the field.
3. The Regulation applies to the implementation of both offline and distance learning process.
4. The regulation contributes to the improvement of the quality of teaching processes at the UTM.

II. THE GOALS AND OBJECTIVES OF CLASS AUDITIONS

1. The goals of the classe auditions are;

- to improve the pedagogical and methodological training of the academic-teaching staff,
- to support the professional development of the academic-teaching staff,
- to ensure that teaching methods are consistent with educational outcomes,
- to evaluate the lecturer's observance of morality.

2. The objectives of the classe auditions are;

- to identify the professional and pedagogical needs of teachers, to provide the necessary assistance in a timely manner,
- to compile the necessary training topics,

- to support young lecturers,
- to contribute to the development of a student-centered environment,
- to identify best teaching practices and disseminate as a result of classe audition,
- to develop a culture of faculty collaboration and best practice.

III. FORMS AND CONDUCTION OF CLASSE AUDITION

Class audition can be **planned or unplanned** according to the organization form.

- In order to conduct planned classes, at the beginning of the semester of the academic year, the chair discusses with the educational part, compiles the schedule of classes and the staff of those conducting the classes.
- Classes are conducted according to the approved schedule with the class document attached to this regulation (Appendix 1, 2), which includes course evaluation criteria, and the analysis is performed through Appendix 3.
- Unplanned classes can be organized outside the approved schedule without notifying the lecturer on the initiative of the rector, vice-rector, dean, quality assurance department.
- Scheduled classes are held with each lecturer at least once a semester.
- Training class auditions are carried out by the head of the chair/dean or the committee formed by the educational part.
- The members of the commission are variable: the commission can be formed at least a week before the class audition.
- The commission includes 2-3 people from the administrative staff, lecturers.
- **Class auditing of each other.** The class auditing of each other do not imply either a lecturer's assessment or an administrative decision. Its sole purpose is to facilitate professional dialogue and exchange of experience between lecturers. Lecturers of the same subject introduce themselves to the class audition of each other, study teaching methods, assessment, different strategies and localize the gained experience, use it in their own teaching. The class audition of each other is considered to be one of the most effective mechanisms for professional development of lecturers, as it involves cooperation directly in the classroom. In addition, it has the effect of so-called multiplication, and with frequent and regular teaching, it is possible to spread effective teaching strategies from one classroom to another.

Before starting the lessons, the lecturers meet, discuss the expectations of the lecturer, on the one hand, and what is planned by the host lecturer, on the other hand, giving the colleague brief information about the lesson. After the lesson, they share their impressions of the lesson and the experience gained.

The host lecturer summarizes the course of the lesson according to the pre-designed plan, mentions the strengths and weaknesses of the lesson, the difficulties or positive factors, etc.

The host lecturer clarifies this or that part of the lesson with his/her colleague and constructively expresses his/her own opinion about the course of the lesson. She/he uses the information about the lessons in the annual analysis of his individual works.

Mutual class audition is planned and discussed at the chair meeting.

- External experts can take part in the class audition to ensure the quality of teaching, study and evaluation of the teaching process.

IV. REQUIREMENTS FOR CLASSE AUDITION

The class auditions providers must

- be familiar with this Regulation, with the exemplary format of conducting the class audition and evaluation of results presented in Appendix 1, 2, 3,
- observe the rules of professional ethics (attend class on time, do not interfere in the teaching process, do not organize discussions, give grades during the class),
- get acquainted in advance with the subject program, the topic of the lesson, goals and objectives, the thematic plan of the lecturer, the relevant literature, educational materials, register.
- If the class does not take place, a new day for the class audition is appointed, in agreement with the head of the educational department.

V. PREPARATION AND EVALUATION OF THE RESULTS OF CLASS AUDITIONS

- The members of the commission fill in the results of the classe auditions in the evaluation matrix of Appendix 1 (or Appendix 2) using the defined evaluation scale, perform a qualitative analysis of the results.
- After the class audition, the results are first discussed with the host lecturer, and then at the next session of the chair.
- The host lecturer can give explanations about the results of the class and discussions, submit written objections to the remarks with which she/he does not agree.

- The chair presents relevant recommendations in case of shortcomings or weaknesses as a result of the class audition.
- The responsibility for organizing, conducting, discussing, applying, and evaluating the results of the class audition rests with the head of the department, the head of the educational unit.
- The head of the chair refers to the results of the classe auditions in his/her annual work report.
- The head of the educational part analyzes the results of the class auditions of the chairs (Appendix 3) on the basis of the reports of the heads of the chairs and submits them to the Academic Council.

VI. APPLICATION OF THE RESULTS OF CLASS AUDITIONS

- The results of the classe auditions are taken into account when concluding a new employment contract with the lecturer or making changes in the employment contract.
- The results of the classe auditions are taken into account when choosing the topics of the trainings for the lecturers and the directions of the trainings.
- Class auditions can be repeated in order to study the implementation of consultations based on the analysis of the results of the class auditions.

VII. APPROVAL OF THE REGULATION AND IMPLEMENTATION OF THE CHANGES IN IT

- This regulation is approved by the Academic Council of the UTM.
- Amendments to the class audition of the course's regulations are made on the basis of the suggestions of the heads of the educational departments of the UTM, by the decision of the UTM's Academic Council.

LESSON EVALUATION FORM

Lesson type: lecture

Lecturer's name, surname _____

Course title _____

The topic of the lesson _____

Date of class audition « ____ » ____ 20 ____

Faculty _____

Specialty educational program _____

Chair _____

Course / group: _____

Number of students in the class _____

Class duration _____

Information about the committee conducting the class audition		
1.	Name, surname, middle name	
	Academic degree, title / if available, Position held	
2.	Name, surname, middle name	
	Academic degree, title / if available, Position held	
3.	Name, surname, middle name	
	Academic degree, title / if available, Position held	
Lecturer's Information		
1.	Name, surname, middle name	
	Academic degree, title / if available, Position held	

Using the following scale, evaluate the compliance of the class organization, conduct, and content with the criteria listed in the class evaluation questionnaire;

0- does not correspond

1- partly corresponds

2- fully corresponds

Criteria	0	1	2
Introduction			
1. Introduces the purpose and objectives of the topic.			
2. The lesson is carried out according to the subject plan /the lecturer should get acquainted with the calendar plan of the given course in advance/			
3. Provides a logical connection with the previous and next topics of the lesson			
Content			
4. The material is written in a simple, understandable, general logic and sequence for the student			
5. The lesson is accompanied by dialogues with students.			
Students' involvement			
6. The lecturer promotes interactive teaching, critical thinking			
7. The lecturer encourages equal involvement of students in the discussions			
Attitude			
8. Generate interest in the subject among students			
9. Shows a friendly attitude when asking questions			
Teaching methods			
10. Uses additional resources when delivering the material: technical, computer, demonstration, etc.			
11. Uses different teaching methods			
12. Provides feedback to students			
13. The applied methods allow appropriate material submit in full			
Summary			
14. At the end of the lecture she/he suggests asking questions			
15. Answers questions			
16. At the end of the topic, the lecturer summarizes by presenting the next lecture			
17. Lesson time management			
Behavior			
18. Enters the classroom on time			
19. Neat appearance			
20. Has a culture of speech			
21. Fluent in the language of instruction			

LESSON EVALUATION FORM

Lesson type: practical

Lecturer's name, surname _____

Course title _____

The topic of the lesson _____

Date of class audition « ____ » ____ 20 ____

Faculty _____

Specialty educational program _____

Chair _____

Course / group: _____

Number of students in the class _____

Class duration _____

Information about the committee conducting the class audition		
4.	Name, surname, middle name	
	Academic degree, title / if available, Position held	
5.	Name, surname, middle name	
	Academic degree, title / if available, Position held	
6.	Name, surname, middle name	
	Academic degree, title / if available, Position held	
Lecturer's Information		
1.	Name, surname, middle name	
	Academic degree, title / if available, Position held	

Using the following scale, evaluate the compliance of the organization, conduct, and content of the practical lesson with the criteria set out in the practical lesson evaluation sheet.

0- does not correspond

1- partly corresponds

2- fully corresponds

	Criteria	0	1	2
	I. Orientation			
1.	Explains the purpose of the topic and the expected results			
2.	Explains other safety and procedural issues as needed			
	II. Content			
3.	Clarifies the material of the practical training at the beginning of the lesson			
	III. Teaching and learning methods			
6.	Uses innovative teaching methods and tricks			
7.	Uses student-centered methods and approaches (collaborative / interactive, team, individual, etc.)			
8.	Application of modern educational and information technologies			
9.	Appropriate methods are used to achieve the goal			
	IV. Students' involvement			
10.	Promotes the development of students' independent, creative and critical thinking			
11.	The lecturer ensures the involvement of students in the discussions			
12.	Creates a competitive environment			
13.	Evaluates in accordance with established criteria			
	V. Attitude			
14.	Demonstrates a friendly attitude during the lesson			
	VI. Summary			
16.	Answers students' questions at the end of the lesson			
18.	Lesson time management			

Analysis of the results of class auditions

Course title _____

Lecturer name, surname _____

Academic year _____ Date «____»____20____

1. The lesson has been rated _____ points / maximum - lecture – 42 points, practical- 36 points/

2. General description of the lesson_____

3. General description of the teaching methods used. The effectiveness of the methods used

4. Expediency of further application as an example of best practice dissemination

5. SWOT analysis

Strengths of the lesson (advantages)	Weaknesses of the lesson (disadvantages)
<p>1. The regulation applies to the implementation of both online and distance learning processes.</p> <p>2. The regulation contributes to the improvement of the quality of teaching processes at the UTA.</p>	
<p>II. THE GOALS AND OBJECTIVES OF CLASS AUDITIONS</p> <p>1. The goals of the class auditions are:</p> <ul style="list-style-type: none"> to improve the pedagogical and methodological training of the academic teaching staff; to support the professional development of the academic teaching staff; to ensure that teaching methods are consistent with educational outcomes; to evaluate the lecturer's observance of morality. 	
Remarks	Suggestions, conclusions

	1. What to keep?
	2. What to change?

Lecturer _____ *N.S. M. / Signature/*

Lecturer _____ *N.S. M. / Signature/*