Approved by Joint Resolution No. 01-05-17/06 of the Academic Council and the Representative Council (Senate), 30 June 2021

Regulation of the Quality Assurance Service of the LEPL Georgian Technical University

Article 1. General Provisions

1. The Quality Assurance Service (hereinafter the "Service") of the Georgian Technical University (hereinafter the "University") is a governing body of the University.

2. In its activities the Service is guided by the legislation of Georgia, sub-legislative normative acts, the Charter of the University, this Regulation, and other legal acts of the University.

Article 2. Scope of Activity of the Service

The scope of the Service's activity covers responsibility for the functioning of the University's quality assurance system; the systematic evaluation of the quality of teaching and scientific-research work and of the professional development of staff, through comprehensive study and analysis, in close cooperation with administrative, support, academic and scientific staff, students, graduates and other stakeholders, using internal and external quality assurance mechanisms; and the development of proposals and recommendations aimed at continuous improvement.

Article 3. Main Tasks of the Service

1. The main tasks of the Service are:

(a) evaluation of the University's teaching and scientific-research activities and development of relevant proposals to improve the quality of that activity;

(b) promoting the introduction of diverse and modern methods of learning, teaching, research and assessment;

(c) confirming compatibility with the standards for the authorization of the University and the accreditation of educational programs, managing the process, and carrying out systematic self-evaluation;

(d) evaluating teaching and scientific-research work in cooperation with academic and scientific staff, using quantitative and qualitative criteria;

(e) establishing contacts and cooperating with the relevant services of foreign countries and their higher education institutions in order to develop transparent quality control criteria and methodology for ensuring them;

(f) analyzing the University's quality assurance system and its components, including the teaching and scientific process, the teaching/scientific/administrative environment, information management, internationalization, innovation, technology transfer and commercialization of research, and ensuring the process of continuous development;

(g) providing the faculty quality assurance services with information on University and normative requirements related to quality assurance, as well as on changes made to them;

(h) assessing the corporate compliance of the University, in close cooperation with each structural unit;

(i) determining the compliance of the University's educational programs with accreditation standards, in cooperation with the relevant University structures, responsible persons and stakeholders;

(j) ensuring systematic, segmented and comprehensive surveys of students, together with analysis and development of recommendations;

(k) ensuring systematic, segmented and comprehensive surveys of the University's administrative, academic, scientific, teaching, support and invited staff, together with analysis and development of recommendations;

(l) organizing conferences, trainings, seminars, consultation and information meetings for the University's academic, scientific and administrative staff for the purpose of developing the quality of the University's activities, including on current issues related to authorization and accreditation;

(m) ensuring the quality development of vocational educational programs, as well as vocational training and vocational retraining programs;

(n) ensuring the establishment, improvement and development of an internal quality assurance mechanism;

(o) promoting and ensuring the introduction at the University of the standards, recognized principles and recommendations developed in the national and European higher education areas;

(p) promoting international cooperation and the University's integration into the common European educational area;

(q) promoting the development of mobility of students and academic staff, exchange programs and projects;

(r) promoting the strengthening of internationalization mechanisms and the development of capabilities for the purposes of ensuring the quality of the University's activities;

(s) ensuring the compliance of vocational educational programs with sectoral standards;

(t) organizing continuous monitoring of compliance with the University's authorization in the vocational education field and developing supporting proposals and recommendations;

(u) monitoring confirmation of the compliance of the implementation of vocational training and vocational retraining programs with the standards;

(v) developing recommendations on the addition of new higher and/or vocational educational programs;

(w) exercising other powers defined by the Charter of the University, legal acts of the Rector, and resolutions of the Academic and Representative Councils, within the competence of the Service.

Article 4. Status, Structure and Management of the Service

1. The Service is an independent structural unit of the University with the status of a governing body. It is accountable to the Academic Council and the Representative Council (Senate) of the University.

2. The Service is entitled to request from the faculties, independent scientific-research units and other structural subdivisions of the University the information and participation in processes necessary for carrying out its functions.

3. The Service has the right, for the performance of one-time work, to invite specialists of appropriate qualifications on a contract basis in accordance with the established procedure.

4. The head of the Service is selected through a competition and is approved by the Representative Council (Senate) of the University upon nomination by the Academic Council.

5. The procedure for the registration of candidates for the position of head of the Service and for conducting the election is determined by the University regulation on conducting elections.

6. The head of the Service:

(a) directs the activities of the Service in accordance with the Charter of the University and the Regulation of the Service;

(b) is responsible for the timely and proper performance of all tasks of the Service;

(c) distributes duties among the employees of the Service in accordance with the job descriptions officially developed by him/her and the positions held;

(d) supervises and coordinates the activities of the faculty quality assurance services;

(e) represents the Service before the governing bodies, faculties and other structural units of the University, and, in relations with third parties, represents the University within the delegated authority and his/her official competence;

(f) exercises other powers within his/her competence in order to perform the functions and tasks assigned by the legislation of Georgia and the Charter of the University.

7. The head of the Service has two deputies.

8. In the absence of the head of the Service, his/her duties are performed by one of the deputies, on the basis of a legal act of the Rector issued upon the submission of the head of the Service.

9. The structure of the Service includes:

(a) the Quality Control, Analysis and Development Department;

(b) the Accreditation and Authorization Department;

(c) the Vocational Programs Department.

10. The number of employees of the Service, the titles of positions and the official salary are determined in accordance with the staff list approved by the Representative Council (Senate) of the University.

11. The employees of the Service are appointed to and dismissed from their positions by the Rector of the University.

Article 5. Functions of the Structural Units of the Service

1. The functions of the Quality Control, Analysis and Development Department are:

(a) participation in the analysis of the University's quality assurance system and its components, including the teaching and scientific process, the teaching/scientific/administrative environment, information management, internationalization, innovation, technology transfer and commercialization of research, and in ensuring the process of continuous development;

(b) creating and updating a database of teaching quality indicators at the University according to established criteria;

(c) receiving from the faculty quality assurance services information on matters within the quality assurance field for further processing and entry into the database;

(d) developing the rules for evaluating teaching and scientific-research work and submitting them to the head of the Service;

(e) evaluating the progress of the implementation of the teaching and research components of higher educational programs, in cooperation with the faculty commissions for the evaluation of educational programs;

(f) developing the mechanism, criteria and rules for the periodic evaluation of the University's academic, teaching and scientific staff, preparing the appropriate documentation and organizing the evaluation process;

(g) creating and periodically updating, in accordance with the established procedure, a database of the courses in operation at the University;

(h) cooperation with the relevant services of foreign countries and their higher education institutions in order to develop transparent criteria and indicators of quality assurance methodology and control;

(i) ensuring systematic, segmented and comprehensive surveys of students, together with analysis and development of recommendations;

(j) ensuring systematic, segmented and comprehensive surveys of the University's administrative, academic, scientific, teaching, support and invited staff, together with analysis and development of recommendations;

(k) organizing conferences, trainings, seminars, consultation and information meetings for the University's academic, scientific and administrative staff for the purpose of developing the quality of the University's activities;

(l) within its competence, collecting and analyzing information related to the University's activities and ensuring its publicity in accordance with the existing procedure;

(m) ensuring internal and external evaluation procedures aimed at improving the quality of teaching at the University;

(n) organizing labor market research in order to determine market demands and shortage specialties;

(o) participating in the process of drafting University documents, instructions, rules, decisions and orders related to the teaching process, scientific research, the introduction of the principles of the Bologna Process, authorization and accreditation;

(p) promoting international cooperation in the teaching and scientific-research field and the University's integration into the common European educational area;

(q) exercising other powers in order to fulfill assignments given by the head/deputy head of the Service on the basis of the University's legal acts.

2. The functions of the Accreditation and Authorization Department are:

(a) ensuring the process of internal and external control of the quality of the University's activities;

(b) organizing continuous monitoring of compliance with the University's authorization standards and submitting supporting proposals and recommendations to the head of the Service;

(c) ensuring the process of qualified confirmation of the quality of academic educational programs in order to ensure their compatibility with the relevant accreditation standards;

(d) ensuring and controlling the effective implementation of all stages of the University's authorization process, including the relevant internal and external communication;

(e) ensuring and controlling the effective implementation of all stages of the accreditation process of educational programs, including the relevant internal and external communication;

(f) controlling the deadlines for the University's authorization and the accreditation of educational programs, and ensuring the formal and substantive planning/implementation of preparatory measures, observing reasonable deadlines for the scope of the work to be performed;

(g) ensuring the functioning of an information bank reflecting the University's corporate compliance;

(h) determining the compliance of the University's information resources, material-technical base and support resources with authorization and accreditation standards;

(i) carrying out self-evaluation processes in accordance with the established procedure, in cooperation with the faculty quality assurance services;

(j) organizing periodic evaluation and control of higher educational programs, for their continuous improvement, in cooperation with Georgian and foreign experts and representatives of potential employers;

(k) cooperation with the relevant services of foreign countries and their higher education institutions in order to develop transparent criteria and indicators of quality assurance methodology and control;

(l) within its competence, collecting and analyzing information related to the University's activities and ensuring its publicity in accordance with the existing procedure;

(m) exercising other powers in order to fulfill assignments given by the head of the Service on the basis of the University's legal acts.

3. The functions of the Vocational Programs Department are:

(a) determining the compliance of vocational education programs with authorization standards and other requirements, in cooperation with the quality assurance services of the University's faculties

(school);

(b) carrying out self-evaluation processes in accordance with the established procedure, in cooperation with the faculty quality assurance services;

(c) organizing periodic evaluation and control of vocational education programs, for their continuous improvement, in cooperation with experts and representatives of potential employers;

(d) studying the effectiveness of the implementation of vocational education programs and preparing development proposals based on analysis of the results obtained;

(e) organizing continuous monitoring of compliance with authorization standards in the University's vocational educational field and submitting supporting proposals and recommendations to the head of the Service;

(f) ensuring and controlling the effective implementation of all stages of the University's authorization process in the vocational educational field, including the relevant internal and external communication;

(g) monitoring confirmation of the compliance of the implementation of vocational training and vocational retraining programs with the standards;

(h) participating in the preparation and implementation of joint projects for the purposes of developing the quality of vocational educational activities;

(i) submitting recommendations to the head of the Service on the addition of new vocational educational programs;

(j) cooperation with the relevant services of foreign countries and their educational institutions in order to develop transparent criteria and indicators of quality assurance methodology and control;

(k) within its competence, collecting and analyzing information related to the University's activities and ensuring its publicity in accordance with the existing procedure;

(l) exercising other powers in order to fulfill assignments given by the head of the Service on the basis of the University's legal acts.

Article 6. Final Provisions

1. This Regulation enters into force on the day of its approval by the Representative Council (Senate) of the University.

2. Amendments and additions to this Regulation are made by decision of the Representative Council (Senate) of the University.