Council of the Faculty of Law and International Relations of Georgian Technical University

ANNOUNCEMENT

on Calling the Election for the Position of Head of the Faculty Quality Assurance Office

In accordance with Article 25 of the Law of Georgia "On Higher Education"; Article 22 of the Charter of the University, approved by Order No. 133/N of the Minister of Education and Science of Georgia of 9 September 2013 "On Approval of the Charter of the Legal Entity of Public Law – Georgian Technical University"; paragraphs 10 and 11 of Article 2 and Articles 27 and 28 of the Regulation "On Conducting Elections of the Governing Bodies (Governing Entities) of Georgian Technical University and its Faculties"; and on the basis of the decision adopted at the meeting of the Council of the Faculty of Law and International Relations of Georgian Technical University held on 4 November 2026 (Minutes No. 10):

1. The election for the position of Head of the Quality Assurance Office of the Faculty of Law and International Relations shall be held on 27 November 2026.

2. The Head of the Faculty Quality Assurance Office is elected by the Faculty Council for a term of 4 years.

3. The position of Head of the Faculty Quality Assurance Office may be held by a person who meets the following requirements:

a) is a Professor or Associate Professor and a member of the Faculty Council;

b) has at least 5 years of work experience;

c) the candidate is required to have:

- knowledge of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) developed by the European Association for Quality Assurance in Higher Education;
- knowledge of the accreditation standards and procedures of ABET (Accreditation Board for Engineering and Technology);
- command of the state language (knowledge of a foreign language is desirable);
- knowledge of the principles of quality management in education;
- computer skills – MS Office;
- communication and teamwork skills;
- knowledge of the following legal acts:
  - Law of Georgia "On Higher Education";
  - Law of Georgia "On Development of the Quality of Education";
  - Law of Georgia "On Vocational Education";
  - Resolution No. 18 of the Government of Georgia of 30 January 2015 "On Determining Rules and Conditions, Different from Those Established by the Legislation of Georgia, for Awarding Qualifications to Students upon Completion of Higher Education Programmes Implemented in Cooperation between Georgian Higher Education Institutions and San Diego State

University, and for Issuing and Recognising Documents Certifying Qualifications";

- Order No. 65/N of the Minister of Education and Science of Georgia of 4 May 2011 "On Approval of the Regulation on Accreditation of Educational Programmes of Educational Institutions and of the Fees";
- Order No. 99/N of the Minister of Education and Science of Georgia of 1 October 2010 "On Approval of the Regulation on Authorisation of Educational Institutions and of the Fees";
- Order No. 3 of the Minister of Education and Science of Georgia of 4 January 2007 "On Approval of the Rule for Calculating Higher Education Programmes in Credits";
- Order No. 69/N of the Minister of Education, Science, Culture and Sport of Georgia of 10 April 2019 "On Approval of the National Qualifications Framework and the Classifier of Fields of Study";
- Order No. 121/N of the Minister of Education and Science of Georgia of 10 December 2010 "On Approval of the Rule for Calculating Vocational Educational Programmes in Credits";
- Order No. 120/N of the Minister of Education, Science, Culture and Sport of Georgia of 28 December 2020 "On Approval of the Credit System in the Field of Vocational Education";

Internal regulatory documents of Georgian Technical University:

- Internal Quality Assurance Mechanisms at Georgian Technical University;
- Instruction on Management of the Learning Process at Georgian Technical University;
- Rules for Planning, Development, Evaluation and Improvement of Educational Programmes at Georgian Technical University;
- Rules for Review and Approval of Course Programmes (Syllabi);
- Rules for Assigning Course (Subject) Codes;
- Regulation on Master's Studies of Georgian Technical University;
- Regulation on Doctoral Studies of Georgian Technical University;
- Regulation of the University Dissertation Council of Georgian Technical University;
- other internal university documents.

4. Candidates shall submit their application and supporting documents from 13 November to 20 November 2026 inclusive to the Faculty Election Commission at: 77 Kostava St., Tbilisi, GTU Building VI, 9th floor, Room 905a. Applications are accepted from 10:00 to 17:00, except on Saturdays, Sundays and public holidays.

5. The application shall be accompanied by:

a) a copy of an identity document (ID card or passport);

b) a certificate of the academic position held at the relevant faculty of Georgian Technical University;

c) information on education, work experience and academic degree;

d) an action plan;

e) documents confirming the candidate's compliance with the requirements set out above.

6. The Academic Council decides individually, by a qualified majority (2/3) of votes and by secret ballot, on the participation of a person aged 65 or over in a competition for an administrative position. A person of that age must additionally submit the consent of the Academic Council to the Faculty Election Commission. For this purpose, they must submit an application to the University's Human Resources Management and Records Management Office by 19 November 2026. The person's attendance at the Academic Council meeting when their case is considered is mandatory; otherwise the matter will not be considered.

7. The public presentation of the candidates' action plans to the Faculty Council shall take place on 25 November 2026 at 14:00.