

**Regulations of Quality Assurance Office of
the LEPL – Ivane Javakhishvili Tbilisi State University**

Article 1. General Provisions

1. The Quality Assurance Office (hereinafter referred to as the Office) of the LEPL – Ivane Javakhishvili Tbilisi State University (hereinafter referred to as the “University”) is one of the governing bodies of the University.
2. The activity of the Office is guided by the legislation of Georgia, the Statute of the University, the Legal Acts of the University and the present Regulations.
3. The Regulations of the Office are adopted by the Academic Council of the University and is approved by the Representative Council (Senate).

Article 2. Area of Activities, Principal Objectives and Functions of the Office

1. Area of activities and principal objectives of the Office are as follows:
 - a) Supporting the promotion of the quality of teaching and research in the University;
 - b) Assessment of education and scientific research activities of the University;
 - c) Development of recommendations for the improvement of educational and scientific research activities of the University;
 - d) Arranging the process of self-evaluation for authorization and accreditation;
 - e) Supporting the introduction of modern methods of learning, teaching and assessment;
 - f) Promotion of the integration of the University in international co-operation and common European education.
2. Principle Functions of the Office are as follows:
 - a) The systematic assessment of the quality of academic and scientific-research activities of the University, as well as the professional development of its personnel, through internal and external procedures of quality assurance in accordance with the rule/rules set forth in cooperation with academic and scientific personnel, students and other parties concerned;

- b) Raising the quality of teaching by promotion the introduction of modern methods (Modules, credit system, etc.) of learning, teaching and assessment, as well as research, and preparing self-evaluation for the process of authorization/accreditation;
- c) Development of the evaluation rules for education and scientific-research activities in collaboration with academic and scientific personnel and submit them to the Academic Council for the improvement;
- d) Elaboration of the internal evaluation rules of scientific research activities of the independent scientific-research units of the University in cooperation with scientific-research units, based on the international standards of assessment of scientific research activities (Possible participation of foreign evaluators in the evaluation process, the use of different forms of scientific bibliometrics, etc.);
- e) Submitting the rules of internal evaluation of the scientific-research activities of the independent scientific-research unit of the University to the Academic Council for approval;
- f) Establishing connection and cooperating with the relevant Offices of foreign countries and their higher education institutions for the development of the transparent criteria of the quality control and the methodology of their provision;
- g) Ensuring creation and updating of databases of the indexes on the quality of education in the University;
- h) Providing information about the normative requirements related to quality assurance, as well as the amendments made in them to the Quality Assurance Offices of the Faculties;
- i) Getting information from the Quality Assurance Offices of the Faculties on the issues related to the specific areas, processing them further and reflect in the database;
- j) Establishing compliance of the organizational structure and governance of the University, student supporting Offices, human resources management, research, development and other creative activities, material, informational and financial resources with authorization standards, in cooperation with the relevant structures of the University, responsible executives and interested parties;
- k) Establishment of the compliance of the educational programs of the University with the authorization and accreditation standards in cooperation with the relevant structures of the University, duty holders and interested parties;
- l) Rendering technical support to academic personnel in the process of bringing in compliance the educational programs with the authorization and accreditation standards;

- m) Developing criteria and indicators for the technical monitoring and academic expertise of Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs, provision of the technical monitoring and academic expertise with participation of Georgian and foreign experts;
- n) Elaboration and implementation of evaluation procedures of Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs together with the interested parties;
- o) Analyzing the Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs in respect of similar programs of leading Western universities;
- p) Submitting recommendations for the directors (coordinators) of the educational programs as well as faculties and academic councils in order to improve the Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs;
- q) Preparation of the survey questionnaires for students, academic, administrative and support personnel, organizing the survey, developing recommendations based on analysis of the survey results in order to solve problems identified;
- r) Organizing a survey for the evaluation of the performance of administrative/supportive/academic personnel, processing survey results of the, introducing the results to the relevant structures, develop recommendations based on analysis of the assessment results for administration of the Faculty and University in order to improve further their performance;
- s) Review the written applications related to the recognition of students' credits and develop appropriate recommendations to the Faculty administration;
- t) Participation in the processes of working out the rules of filling in the annex to the diploma – state document certifying higher education and drafting and preparation the annex to the diploma of the University graduates;
- u) Organizing conferences, trainings, seminars, consultations and informational meetings for the academic, scientific and administrative personnel on the relevant issues related to the authorization and accreditation;
- v) Ensuring participation of the University in the various university ranking systems around the world in cooperation with relevant structures and responsible executives of the university;
- w) Develop an individual legal act defining functional activities of the Quality Assurance Office of the Faculty;

- x) Preparing the drafts of the resolutions of Academic Council and the Legal Acts of the Rector within the competence of the Office;
 - y) Participation in the drafting of the Legal Acts of the University, related to the educational process, scientific research, authorization and accreditation;
 - z) Perform other responsibilities within the competence determined by the Statute of the University, Legal Acts of the Rector, and resolutions of the Academic Council.
3. The Office is exercising its authorities by the coordination of the activities of the Quality Assurance Offices of the faculties. The Quality Assurance Offices of the University is accountable to the Academic Council and the Representative Council (Senate).

Article 3. Structure of the Office

1. The Office is the governing body of the University, which led by the head of the Office. The Office structure includes two Divisions.
2. The Head of the Quality Assurance Office of the University is approved by the Representative Council upon its submission by the Academic Council. Head of the Quality Assurance Office of the University is approved for the term of 4 years. Requirements for the Head of Quality Assurance Office are determined by the Academic Council of the University.
3. Head of the Office is an administrative employee.
4. Heads and employees of the Divisions are appointed and dismissed by the head of the University administration upon the submission by the head of the Office.
5. In case of temporal absence of the head of the Office (Vacation, business trip, illness, temporary absence for more than 2 days), his/her duties are fulfilled by the head of one of the Divisions, as assigned by the Head of Administration upon the submission of the Head of the Office.
6. The Office consists of the following Divisions:
 - a) Institutional Development and Authorization Division;
 - b) Accreditation, Research and Evaluation Division.
7. The positions determined by the University's internal regulations are as follows: Head of Office, Head of Division of Office, Chief Specialist (first category) of Office, Chief Specialist (second category) of Office, Senior Specialist of Office. Depending on the need, it is possible

to invite a relevant specialist to the position of an expert/consultant on a contractual basis for a specific period of time.

Article 4. Management of the Office

1. Head of the Office:

- a) Leads the activities of the Office in accordance with the Statute of the University and the Regulations of the Office;
- b) Issues an Order - individual legal act, determining the functions of the Quality Assurance Office of the Faculty;
- c) Represents the Office while exercising the powers and duties and is responsible for the performance of the functions and objectives assigned to the Office;
- d) Distributes the duties among the staff of the Office, gives them instructions and assignments;
- e) Manages the development and implementation of short and long term work schedules;
- f) Submits proposals to the Head of the Administration of the University on the internal structure of the Office, staff, encouraging and imposing responsibility for disciplinary (other types of) violations on the employees of the Office;
- g) Is authorized to participate in the selection process of students participating in international exchange programs;
- h) Represents the Office with other governing bodies, faculties and other structural units of the University, and within the scope of his/her competence, represents the University towards the third parties, as agreed with the Rector of the University;
- i) Within his/her competence issues an Order- individual legal act.
- j) Performs other responsibilities determined by the Statute of the University, this Regulation and the legislation of Georgia

2. Head of the Division:

- a) Guides and leads the activities of the Division
- b) Distributes the duties among the staff of the according to the instructions of the Division, defines and assigns tasks;
- c) Supervises the quality of work performed by the employees of the Division;
- d) Signs the documents prepared in the Division;

- e) Prepares the annual report of the Division's activities and submits to the head of the Office;
- f) Organizes performing the functions assigned to the Division, for which submits the proposals to the head of the Office in terms of regulating and solving separate issues;
- g) Is responsible for the legitimacy and efficiency of the activities of the Division;
- h) Performs the duties of the head of the Office upon his/her submission.

Article 5. Institutional Development and Authorization Division

Functions of the Institutional Development and Authorization Division are as follows:

- a) Participation assessment of the quality of educational and scientific-research activities of the University, as well as the professional development of its personnel, within the competences of the Division;
- b) Participation in the process of raising the quality of teaching by preparing self-evaluation for the process of authorization;
- c) Participation in the process of the development of the evaluation rules for education and scientific-research activities within the competences of the Division;
- d) Participation in the process of elaboration of the internal evaluation rules of scientific research activities of the independent scientific-research units of the University within the competences of the Division;
- e) Cooperation with the relevant Offices of foreign countries and their higher education institutions for the development of the transparent criteria of the quality control and the methodology of their provision within the competences of the Division;
- f) Participation in the process of creation and updating of databases of the indexes on the quality of education in the University within the competences of the Division;
- g) Providing the Quality Assurance Offices of the Faculties with the information about the normative requirements for authorization, as well as the amendments made therein;
- h) Receiving the information on the issues related to the authorization from the Quality Assurance Offices of the Faculties for their further processing and reflection in the database;
- i) Participation in the process of drafting the Legal Act of the University related to educational process, scientific research, authorization;
- j) Establishing compliance of the organizational structure and governance of the University, student supporting Offices, human resources management, research, development and other

creative activities, material, informational and financial resources with authorization standards, in cooperation with the relevant structures of the University, responsible executives and interested parties;

- k) Participation in the process of determining the compliance of the authorization standards of the University educational programs in cooperation with the relevant structures of the University, responsible executives and interested parties;
- l) Providing technical support to academic personnel in the process of bringing the educational programs in conformity with the authorization standards;
- m) Arranging conferences, trainings, seminars, consultations and informational meetings on the urgent issues related to elaboration and authorization of educational programs for the academic personnel and administrative staff of the University;
- n) Drafting the Resolutions of the Academic Council and the Legal Acts of the Rector within the competence of the Division;
- o) Participation in the process of working out an individual legal act defining functions of the Quality Assurance Offices of the Faculties, within the competence of the Division;
- p) Taking part in the process of ensuring participation of the University in the various university ranking systems around the world in cooperation with relevant structures and responsible executives of the university;
- q) Performing other responsibilities within the competence determined by the Statute of the University, Legal Acts of the Rector, and resolutions of the Academic Council.

Article 6. Accreditation, Research and Evaluation Division

Functions of the Accreditation, Research and Evaluation Division are as follows:

- a) Participation assessment of the quality of educational and scientific-research activities of the University, as well as the professional development of its personnel, within the competences of the Division;
- b) Participation in the process of raising the quality of teaching by promotion the introduction of modern methods (Modules, credit system, etc.) of learning, teaching and assessment and preparing self-evaluation for the process of accreditation;
- c) Participation in the process of the development of the evaluation rules for education and scientific-research activities within the competences of the Division;

- d) Cooperation with the relevant Offices of foreign countries and their higher education institutions for the development of the transparent criteria of the quality control and the methodology of their provision within the competences of the Division;
- e) Participation in the process of creation and updating of databases of the indexes on the quality of education in the University within the competences of the Division;
- f) Providing the Quality Assurance Offices of the Faculties with the information about the normative requirements for accreditation, as well as the amendments made therein;
- g) Receiving the information on the issues related to the accreditation from the Quality Assurance Offices of the Faculties for their further processing and reflection in the database;
- h) Participation in the process of determining the compliance of the educational programs with the accreditation standards;
- i) Rendering technical support to the academic personnel in the process of bringing in compliance the educational programs with accreditation standards;
- j) Developing criteria and indicators for the technical monitoring and academic expertise of Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs, provision of the technical monitoring and academic expertise with participation of Georgian and foreign experts;
- k) Arranging systematic technical monitoring of Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs based on the developed criteria and indicators;
- l) Arranging periodic academic (including international) expertise of Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs, with participation of Georgian and foreign experts;
- m) Elaboration of evaluation procedures of the implementation of Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs and their assessment in cooperation with the interested parties;
- n) Analysis of the 3 Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs in terms of the similar programs of the leading western universities;
- o) Submitting recommendations to the directors (coordinators) in order to perfect Professional, Bachelor's, Medical Doctor's/Dentist's, Master's, PhD, Lifelong Learning programs;

- p) Presentation of recommendations to the Academic Council and the faculties of the University on the measures to be carried out in order to improve further the educational programs, resulted from the recommendations of the relevant structural unit of the external assessment and technical monitoring of the Educational Programs;
- q) Development in of the survey questionnaires for students;
- r) Conducting systematic survey of the students, processing survey results and elaborating recommendations based on analysis of the survey results;
- s) Development of recommendations to the faculties of the University, Academic Council for the purpose of solving problems of the educational process, based on the analysis of the student's assessments;
- t) Developing questionnaires for the assessment of the activities of the administrative/ auxiliary/academic personnel;
- u) Arranging the survey in order to the activities of the administrative/ auxiliary/academic personnel; processing the survey results, introducing the results to the relevant structures, developing the recommendations based on the results of the analysis for faculties and administrations of the University in relation to their further improvement
- v) Reviewing the written applications related to the recognition of students' credits and developing appropriate recommendations to the Administrations of the Faculties;
- w) Participation in the processes of working out the rules of filling in the annex to the diploma – state document certifying higher education and drafting and preparation the annex to the diploma of the University graduates;
- x) Arranging conferences, trainings, seminars, consultations and informational meetings on the urgent issues related to elaboration and accreditation of educational programs for the academic personnel and administrative staff of the University;
- y) Drafting the Resolutions of the Academic Council and the Legal Acts of the Rector within the competence of the Division;
- z) Participation in the process of working out an individual legal act defining functions of the Quality Assurance Offices of the Faculties, within the competence of the Division;
- aa) Participation in drafting the Legal Acts of the University, related to accreditation;
- bb) Performing other responsibilities within the competence determined by the Statute of the University, Legal Acts of the Rector, and resolutions of the Academic Council.

Article 7. Reorganization and Liquidation of the Office

Reorganization and liquidation of the Office shall be carried out in accordance with the procedures established by the legislation of Georgia.

Article 8. Procedures of Making Amendments and Additions to Regulations

Amendments and additions to the Regulation shall be implemented in accordance with the procedure established by the legislation.