

Regulations of the International Accreditation Center

Approved by the joint resolution of the Academic Council and
the Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

2021

Regulations of the International Accreditation Center of LEPL Georgian Technical University

Article 1. General Provisions

1. The International Accreditation Center (hereinafter - the Center) of the Georgian Technical University (hereinafter - the University) is a structural unit of the University, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the University's Charter, the present regulations, the job descriptions of the Center's staff and the current legislation of Georgia.
2. The Center is accountable to the rector, who supervises it in accordance with the law.

Chapter II. Center Goals and Objectives, Structure

Article 2. Goals and Objectives of the Center

1. The purpose of the Center is to implement the measures stipulated by the legislation in order to obtain international accreditation for the educational programs of the University in coordination with the quality assurance service of the University.
2. The tasks of the Center are:
 - 2.1. In order to implement the necessary measures in accordance with the standards of programs with international accreditation, developing appropriate proposals;
 - 2.2. Preparation of necessary documentation and implementation of relevant procedures to ensure international accreditation by the educational programs of the University;
 - 2.3. Relations with relevant international and local organizations for the purpose of obtaining international accreditation by the educational programs of the University;
 - 2.4. Implementation of other powers stipulated by the legal acts of the University.

Article 3. Structure and Authority of the Center

1. To achieve the set goals and objectives, the Center is authorized to:
 - a) prepare conclusions for international accreditation of programs;
 - b) participate in local and international forums and conferences;
 - c) in coordination with the quality service of the University, to prepare proposals regarding the works to be implemented in the University in accordance with the requirements of the standards of programs with international accreditation;

- d) to submit the necessary documentation and participate in the relevant procedures based on the established requirements and criteria to ensure the acceptance of international accreditation by the educational programs of the University;
- e) to ensure relations with relevant international and local organizations in accordance with the goals and objectives;
- f) exercise other powers defined by the legislation and legal acts of the University.

Chapter III. Management and Employees of the Center

Article 4. Management and Employees of the Center

1. The Center is headed by the director, who is appointed and dismissed by the rector.
2. The director of the Center is accountable to the rector, deputy rector and head of administration (chancellor).
3. Director of the Center within his/her competence:
 - a) manages and directs the activity of the Center and is responsible for the performance of assigned functions and tasks;
 - b) distributes functions among employees and controls their activities;
 - c) will develop a time-bound plan for the implementation of the process of monitoring the work performed;
 - d) if necessary, provides the deputy rector with reasoned information and recommendations regarding personnel changes or the use of disciplinary and incentive measures for the Center's staff;
 - e) periodically submits the report of the completed work to the rector;
 - f) periodically listens to the report on the performed work from the subordinate personnel;
 - g) is authorized to raise the question of increasing or decreasing the staff list;
 - h) ensures the identification of problems faced by the Center, informing the rector and developing effective solutions;
 - i) performs other functions and duties defined by the legal acts of the University.
4. In the absence of the director, his/her duties are performed by a person determined on the basis of the order of the rector of the University by paying the appropriate difference in salary.
5. The staff number and ranking of the Center is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.
6. The University rector appoints and dismisses the employees of the Center.

7. The rights and duties of the Center's employees are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Chapter IV. Final Provisions

Article 6. Final Provisions

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Center.