

## Regulations of the Faculty Commission

1. The purpose of these regulations is that the collegial body acting within the main educational units of the LEPL Georgian Technical University (hereinafter - the university), within the tools and powers at its disposal, realizes the function of internal quality control provided for by the university's quality assurance system.

2. In order to meet the purpose stipulated in paragraph one of these regulations continuously, with the established periodicity, the composition of the faculty commissions for evaluation of educational programs (hereinafter - the faculty commission) for each main educational unit (hereinafter - the faculty) is approved by an individual administrative-legal act of the rector, based on the submission by the quality assurance service of the university.

3. The goal of the activity of the faculty commission is to provide, on the one hand, constant, improvement-oriented control of the learning process and the learning environment by assessing the actual conditions of the learning process and learning environment at the relevant faculty and discussing it with the quality assurance service of the university, and on the other hand, to develop recommendations which will take into account the specific needs and challenges of a particular faculty individually, and the efficiency of their performance will be focused on the best possible result.

4. In order to implement paragraph 3 of the present regulations, the competence and tasks of the faculty commission shall be defined as follows:

a) complex assessment of educational program(s), namely:

a.a) implementation of periodic evaluations (internal and external) of the established norms for the development of the educational program, including: program structure, content, teaching/learning and assessment methods;

a.b) assessment of learning outcomes;

a.c) internationalization of the program;

a.d) professional development of the personnel implementing the program;

a.e) existing demand for the program;

a.f) employment rate of program graduates;

a.g) student services;

a.h) compatibility with labor market requirements;

a.i) comparison with similar programs of successful universities;

a.j) competitiveness of the program;

a.k) ensuring the financial and academic sustainability of the program and the necessary resources of the program (information technologies, laboratories, software, educational and scientific resources, etc.).

b) preparing a conclusion based on the evaluation of the directions provided for in subparagraph "a" and discussing it with the management bodies of the faculty (faculty quality assurance service, faculty council) and the governing entity of the faculty (dean of the faculty);

c) submission of the conclusion of the faculty commission reviewed by the faculty council to the quality assurance service of the university.

5. The reporting period of one cycle of activity of the faculty commission includes one academic semester.

6. The faculty commission, in order to fulfill its tasks, is authorized to carry out its activities using the best opportunity(s) to obtain the necessary information, including conducting scheduled or unscheduled inspections, requesting documentation/information, attending the teaching process, conducting interviews, with the right of deliberative vote inviting a specialist who is not a member of the commission, conducting an on-site inspection of the material base, etc. The commission is authorized to request necessary information/documentation from the academic departments of the faculty, heads

of educational programs and other persons or structural units related to the development and implementation of the program.

7. The faculty commission consists of at least 5 members and is headed by the head of the quality assurance service of the faculty.

8. A student with an active status must be included in the composition of the faculty commission, along with faculty employees.

9. The faculty commission exercises its authority in full compliance with the collegial decisions. The commission's decision is made at the commission's meeting.

10. The meeting of the faculty commission is capable of decision if more than half of the list of commission members is present.

11. The decision of the commission is made by the majority of the persons present at the meeting.

12. The content of the meetings of the faculty commission and the decisions made are reflected in the minutes of the meeting of the faculty commission, which is signed by the chairperson and the secretary of the commission. The member(s) of the commission who disagrees with the decision made by the majority of the votes of the commission, has the right to express his/her dissenting opinion with appropriate justification. The dissenting opinion of the commission member is attached to the minutes and is an integral part of it.

13. The faculty commission holds at least 2 meetings in each academic semester, where the actual situation and circumstances resulting from the practical activities of the commission are evaluated.

14. The head of the quality assurance service of the university has the right to request the commission to conduct a specific targeted inspection/assessment.

15. Within 30 days after the completion of the task provided for in subparagraph "c" of paragraph 4 of these regulations, the quality assurance service of the university will review the conclusion of the faculty commission and, together with the quality assurance service of the faculty, with the participation of the interested structural units, will develop recommendations, the information on the implementation of which should be reflected in the next conclusions of the faculty commission.