

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

### **Article 1. General Provisions**

1. The Quality Assurance Service (hereinafter referred to as the Service) of Georgian Technical University (hereinafter referred to as the University) is a management body of the University.
2. The Service operates in accordance with the legislation of Georgia, subordinate normative acts, the University Charter, these regulations, and other legal acts of the University.

### **Article 2. Scope of Activities of the Service**

The scope of activities of the Service includes responsibility for the functioning of the university quality assurance system at the University through comprehensive study and analysis, close collaboration with administrative, support, academic, and scientific personnel, students, alumni, and other interested parties, using internal and external quality assurance mechanisms. This involves systematic evaluation and continuous improvement of the quality of educational and scientific research work, as well as the professional development of personnel, and the development of suggestions and recommendations focused on ongoing improvement.

### **Article 3. Key Objectives of the Service**

#### **1. Primary Responsibilities of the Service are:**

- a) To evaluate the University's educational and scientific research activities and develop relevant proposals to improve the quality of these activities.
- b) To promote the introduction of diverse and modern methods of learning, teaching, research, and assessment.
- c) To confirm compatibility with the standards of university authorization and educational program accreditation and to conduct the process, as well as to perform systematic self-evaluation.
- d) To evaluate educational and scientific-research work in collaboration with academic and scientific personnel using quantitative and qualitative criteria.
- e) To establish connections and cooperate with relevant services of foreign countries and their higher educational institutions to develop transparent criteria and methodologies for quality control.
- f) To analyze and ensure the continuous development process of the University's quality assurance system, including educational and scientific processes, educational/scientific/administrative environment, information management, internationalization, innovations, technology transfer, and research commercialization.

- g) To provide information to the faculties' quality assurance services about university and normative requirements related to quality assurance, as well as changes implemented therein.
- h) To assess the University's corporate compliance in close collaboration with each structural unit.
- i) To determine the compliance of the University's educational programs with accreditation standards in collaboration with relevant university structures, responsible persons, and interested parties.
- j) To ensure systematic, segmented, and comprehensive surveys of students, their analysis, and the development of recommendations.
- k) To ensure systematic, segmented, and comprehensive surveys of the University's administrative, academic, scientific, teaching, support, and invited personnel, their analysis, and the development of recommendations.
- m) Organizing conferences, training sessions, seminars, consultancy, and informational meetings for the university's academic, scientific, and administrative staff to enhance the quality of the university's activities, including current issues related to authorization and accreditation;
- n) Ensuring the quality development of vocational educational programs, as well as vocational training and retraining programs;
- o) Establishing, refining, and developing the internal quality assurance mechanism;
- p) Promoting and ensuring compliance with standards, recognized principles, and recommendations developed within the national and European higher education space at the university;
- q) Facilitating international cooperation and integration of the university into the common European educational space;
- r) Promoting the development of student and academic staff mobility, exchange programs, and projects;
- s) Enhancing and developing mechanisms and opportunities for internationalization to ensure the quality of the university's activities;
- t) Ensuring compliance of vocational educational programs with sectoral standards;
- u) Organizing continuous control of compliance with authorization requirements for vocational educational directions of the university and developing supportive proposals and recommendations;
- v) Controlling compliance with the standards for the implementation of vocational training and retraining programs;
- w) Developing recommendations for adding new higher and/or vocational educational programs; x) Implementing other competencies defined by the university's charter, the rector's legal acts, and the decisions of the academic and representative councils within the scope of the service's competence.

#### **Article 4. Status, Structure, and Management of the Service**

1. The Service is an independent structural unit of the university with status. It is accountable to the academic council of the university and the governing body (Senate).

2. The Service is authorized to request information necessary for the implementation of its functions and to demand participation in processes from the university's faculties, independent research units, and other structural subdivisions.
3. The Service has the right to invite specialists with appropriate qualifications on a contract basis for specific tasks as prescribed by the established procedure.
4. The head of the Service is appointed by the Representative Council (Senate) of the university based on a competition and upon the recommendation of the Academic Council.
5. The procedure for the registration and election of candidates for the position of head of the Service is defined by the university's election regulation.
6. The head of the Service:
  - a) Manages the activities of the Service in accordance with the university's charter and the regulations of the Service;
  - b) Is responsible for the timely and proper implementation of all tasks of the Service;
  - c) Allocates duties among the employees of the Service according to the official job descriptions and the positions they hold;
  - d) Oversees and coordinates the activities of the faculties' quality assurance services;
  - e) Represents the Service before the university's management bodies, faculties, and other structural units, and represents the university when dealing with third parties within the scope of delegated authority and official competence;
  - f) Executes other authorities within the scope of their competence for the performance of functions and tasks assigned by Georgian legislation and the university's charter.
7. The head of the Service has two deputies.
8. In the absence of the head of the Service, one of the deputies fulfills their duties based on a legal act issued by the rector upon the recommendation of the head of the Service.
9. The structure of the Service includes:
  - a) The Department of Quality Control, Analysis, and Development;
  - b) The Department of Accreditation and Authorization;
  - c) The Department of Vocational Programs;
10. The number of employees, job titles, and salaries in the Service are determined according to the staffing list approved by the Representative Council (Senate) of the university.
11. The university's rector appoints and dismisses the employees of the Service.

## **Article 5. Functions of the Structural Units of the University**

### **1. Functions of Quality Control, Analysis, and Improvement of Division of Labor:**

- a) Participation in ensuring the quality of university education, including involvement in educational and scientific processes, management of educational/scientific/administrative systems, internationalization, innovation, technological transfer, and commercialization of research, as well as analysis of system and systemic component improvement processes;
- b) Creation and updating of a database of information about the performance of university education quality indicators;
- c) Provision of information on quality assurance issues of faculty services for the sphere of quality assurance;
- d) Development and implementation of evaluation criteria and procedures for educational and research work assessment for the advancement of the university;
- e) Evaluation of the progress of implementing educational and research components of the highest educational programs with faculty councils;
- f) Mechanism, criteria, and procedure development for periodic evaluation of academic, educational staff, and scientific personnel, preparation of relevant documentation, and organization of evaluation processes;
- g) Creation and periodic updating of the database of data on existing educational courses at the university;
- h) Methodology and control criteria or indicators for ensuring the quality of services of higher educational institutions of foreign countries and their higher educational and regulatory frameworks.
- i) Ensuring the development of systematic, segmented, and comprehensive surveying, analysis, and recommendation preparation for students;
- k) Ensuring the development of systematic, segmented, and comprehensive surveying, analysis, and recommendation preparation for university administrative, academic, scientific, teaching, and other staff;
- l) Organizing conferences, trainings, seminars, consulting, and informational meetings for the university's academic, scientific, and administrative personnel to enhance the quality of university operations;
- m) Gathering, analyzing, and ensuring the competency differences related information connected to university operations;
- n) Ensuring the internal and external evaluation processes aimed at improving the quality of education at the university.
- o) Organizing research on labor market demands and identification of deficit specialties;
- p) Participation in the process of educational processes, scientific research, integration with the principles of the Bologna Process, authorization, and accreditation, in the preparation of university documents, instructions, regulations, decisions, and project implementation;
- q) Establishment of international cooperation and integration in the field of education and research in the sphere of higher education in the university's international and European integration space;

r) Implementation of other rights for the execution of the tasks of the head/deputy head of the university service for the implementation of the university's legal activities.

**2. Functions of Accreditation and Authorization Department:**

- a) Ensuring the internal and external control processes of the university's business quality;
- b) Organizing continuous control and support for compliance with university authorization standards, and preparing internal and external communications, recommendations for the directorate;
- c) Ensuring the qualification verification process of academic education programs, in accordance with accreditation standards;
- d) Ensuring effective implementation and control of all stages of university authorization progress, including their internal and external communication;
- e) Ensuring effective implementation and control of all stages of accreditation progress of academic programs, including their internal and external communication;
- f) Ensuring the operation of the university's corporate compliance information bank;
- g) Identifying processes for self-assessment in line with established faculty quality assurance services;
- h) Organizing the periodic evaluation and control of higher education programs for continuous improvement, in collaboration with Georgian and foreign experts, as well as potential employers;
- i) Methodology for ensuring the quality of service with regard to the methodology and control criteria and indicators related to the service quality of foreign and domestic educational institutions;
- j) Gathering information related to the university's operational competence and ensuring its public accountability through analysis and compliance with established rules;
- k) Carrying out tasks related to the university's legal acts in the field of justice for the execution of service provided by other rights.

**3. The functions of professional programs are:**

- a) Collaboration with the university's faculties (schools) to ensure the quality of their programs in accordance with authorization standards and other requirements;
- b) Implementation of evaluation processes based on established criteria in collaboration with faculty services to ensure quality;
- c) Organization of periodic evaluation and control of professional training programs in collaboration with experts and potential employers;
- d) Analysis of the effectiveness of professional training programs and preparation of reports based on obtained results;
- e) Continuous organization and control of authorization standards in accordance with the university's professional education policies and recommendations;
- f) Participation in joint projects aimed at improving the quality of professional development and implementation programs with corresponding service methodologies

and control criteria and indicators;

g) Gathering, analyzing, and utilizing information related to the university's business operations to ensure its public service mission according to established standards;

h) Execution of duties assigned by the university's legal acts regarding public services.

## **Article 6. Statutory Decisions**

1. Decision enters into force from the date of approval by the university's governing body (Senate).
2. Amendments and additions to the decision are made by the university's governing body (Senate) by resolution.