



The Representative Board

LEPL – Akaki Tsereteli State University

BOARD OF REPRESENTATIVES OF
AKAKI TSERETELI STATE UNIVERSITY

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Article 1. General Provisions

- 1.1. The Regulations of the Quality Assurance Service (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University are worked out in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/n (hereinafter – “The Statute of the University”) and other legislative and statutory acts;
- 1.2. The presented regulations define the status, functions and objectives, competence, authority, responsibilities, accountability, the structure and management system of the Quality Assurance Service of the university (hereinafter – the “Service”) and regulate other relations connected with the Service activities;
- 1.3. The regulations have been elaborated by the Administrative Body of the university and approved by the Representative Board of the university management – the Board of Representatives of the University;
- 1.4. The functions and objectives defined by these regulations represent the main directions of the Service.

Article 2. Status of the Service, Main Directions of Activities,

Liabilities and Accountability

- 2.1 The “Service” represents a managing body of the university;
- 2.2. The “Service” acts according to the Law of Georgia on “Higher Education”, the Labor Code, the order of the Minister of Education and Science of Georgia, the Statute of the University, regulatory documents of the Quality Assurance Service in the European Educational Area, other legislative and statutory acts, the decisions of the university managing bodies and these regulations;
- 2.3. The “Service” is responsible for implementing the assumed objectives and functions and is liable to the Academic Council of the University;
- 2.4. The “Service” is financed by the university budget.

Article 3. Structure and Governance of the Service

- 3.1. The structure of the “Service” is designed by the university administration and approved by the Representative Board of the university;
- 3.2. The direct management of the “Service” is implemented by the Head of the “Service”;
- 3.3. The “Service” consists of the following structural units and positions: Head of the Service, Educational Programmes Development Department - Head of the Educational Programmes Development Department, Chief specialist, Specialist; Professional Programmes Sector – Coordinator of the Professional Programmes Sector; Doctoral Studies Department – Head of the Doctoral Studies Department, Specialist; Mobility Support and Credit Approval Sector – Head of the Mobility Support and Credit Approval Sector, Chief specialist, Senior specialist.

The Internal Positional Structure of the “Service” is attached to the regulations.

- 3.4. The Service is guided by the Head of the Service, who is elected on the basis of a contest and approved by the Representative Board on the suggestion of the Academic Council;
- 3.5. The Head of the Service is empowered with a 4-year term of authority;
- 3.6. Elections of the Head of the Service are regulated by the Statute of the University and regulations on the rule for electing the governing bodies;
- 3.7. The Head of the Service is liable to the Academic Council of the University;
- 3.8. The head of the Service Department is appointed or dismissed from the position by the Rector of the University on the proposal of the Head of the Service.

Article 4. Goals of the Service

- 4.1. The main goal of the Quality Assurance Service is to support enhancement of learning/teaching and scientific-research activities at the university.

Article 5. Functions and Liabilities of the Service:

- 5.1. Systematic evaluation of educational and scientific-research activities at the university, working out and renewal of quality assurance policy and procedures for educational processes;
- 5.2. Evaluation of academic and professional programmes and giving relevant recommendations;
- 5.3. Supporting mobility of the academic personnel and students, establishing and implementing a credit transfer system;
- 5.4. Ensuring implementation of modern methods for evaluating the quality of learning and teaching at the university, internal and external evaluation procedures;
- 5.5. Defining methodology for establishing criteria to monitor the quality of learning and teaching at the university and their utilization;

- 5.6. Ensure implementation of qualification enhancing programmes for the academic staff, their re-training and other specialized programmes;
- 5.7. Preparing for the university authorization and programmatic accreditation; preparing annual self-assessment reports of the university to submit to the LEPL – National Centre of Educational Quality Enhancement;
- 5.8. Ensuring acquiring and implementation of modern methods and principles for education quality management at the university;
- 5.9. Supporting assurance of integrity of teaching and research at the university and the freedom and transparency of learning and research;
- 5.10. Assuring publicity of evaluation of learning results, procedures and criteria for granting a qualification;
- 5.11. Organizing university conferences, discussion forums, seminars and informational support of the events;
- 5.12. Fostering integration of the university with the Common European Education Area.

Article 6. Authority and Responsibility of the Service

- 6.1 . Coming out from the functions and objectives of the “Service”, the unity of the vested powers of the Service and its staff represent the competence of the Service;
- 6.2 . While implementing the entrusted functions and objectives, the “Service” is authorized to:
 - 6.2.1 Organize implementation of the Law of Georgia on “Higher Education”, the orders of the Minister of Education and Science of Georgia and requirements of other legal acts by the educational units of the university;
 - 6.2.2 Compile informative-methodological documentation on the relevant questions within its competence;
 - 6.2.3 Work out methodological directories for the staff of educational units in the domain of quality assurance;
 - 6.2.4 Organize seminars and trainings for the professional development of the staff of the Faculty Quality Assurance Services;
 - 6.2.5 Implement evaluation and monitoring of the activities of the personnel of the Faculty Quality Assurance Services;
 - 6.2.6 According to the rule prescribed by the law, produce statistics and carry out analysis of the Service activities;
 - 6.2.7 Establish business relationships with similar services of higher educational institutions in Georgia and abroad;
 - 6.2.8 Work out recommendations and proposals on the educational, scientific-research processes at the university and present them to the Academic Council for further discussion;
 - 6.2.9 Within its competence, work out suggestions on making amendments or supplementations to the acts issued by them and present them to the managing bodies;
 - 6.2.10 Within the frames of the acting legislation, carry out other activities for the purpose of implementation of the entrusted functions and objectives.

6.3 The Service is Responsible for:

- 6.3.1 Impemenation of the functions and objectives defined by these regulations;
- 6.3.2 Maintenance of the transferred property.

Article 7. Conclusive Provisions

- 7.1 Declaring these regulations or a part of these regulations void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representantive Board of the University;
- 7.2 The issues of the Service work, which are not settled by these regulations, shall be arranged by the Statute of the University.

Positional Structure of the Quality Assurance Service

