

**Legal Entity of Public Law-
Batumi Shota Rustaveli State University
Quality Assurance Office
Regulations**

Article 1. General Provisions

1. This regulation defines functions and rules of activities for legal entity of public law- Batumi Shota Rustaveli State University (hereafter referred to as- University), Quality Assurance Office (hereafter referred to as- Office).
2. University quality assurance office is the managing body of the university, which performs its activities in accordance with Georgian legislation, University Statute, this regulation and other acts.
3. Office within the sphere of its competence is accountable to the University Academic Council and Council of Representatives.

Article 2. Tasks, Objectives and Functions of the Office

1. University educational and scientific-research activities, as well as University personnel professional development quality is evaluated systematically. University students participate in the process and evaluation results, its publicity and accessibility for all interested persons is ensured by the Quality Assurance Office.

2. Tasks and Objectives of the Office are as follows:

- a) Ensure development of the University internal quality assurance mechanisms and promote improvement of teaching and research quality;
- b) Ensure transparency of teaching and scientific-research activity evaluation process;
- c) Ensure compliance with authorization and accreditation standards;
- d) Promote implementation of modern teaching, learning and evaluation methods;
- e) Promote University integration in unified European educational and research community, as well as support cooperation with other international systems.

3. Office functions are as follows:

- a) Promote high quality of teaching, learning and evaluation by implementation of modern methods (modules, credit system and others), elaboration of authorization/accreditation process related self-assessment reports, assurance of high quality research activities and implementation of modern research methods;
- b) Elaboration of University educational and scientific-research activity evaluation rules and submission of the draft document to Academic Council for farther approval;
- c) Elaboration of University independent scientific-research institutes research activity evaluation rules, which shall be based on international standards of scientific-research activity evaluation (participation of foreign specialists in evaluation process, application of variety of scientific

- bibliometrics forms and others); elaboration of evaluation rules and submission of the draft document to Academic Council for farther approval; application of the rule for monitoring purposes;
- d) In order to ensure improvement of university teaching quality application of internal and external procedures, determination of university quality assurance policy, mechanisms and procedures;
 - e) Elaboration of University educational programs, evaluation and development mechanisms, submission of the draft document to Academic Council for farther approval, periodic monitoring of application, elaboration of relevant recommendations and submission to Academic Council for farther approval;
 - f) Recognition of student educational achievements (credits) and elaboration of student mobility supporting mechanisms; in cooperation with relevant structural units of the University coordination of student mobility, application of credit-transfer system and conclusion of agreements with international educational and scientific-research institutions (including student exchange programs);
 - g) Cooperation with foreign countries and relevant structural units of higher education institutions in order to establish transparent quality control criteria and its assurance methodology;
 - h) Elaboration of academic and invited personnel performance evaluation rules; elaboration of relevant recommendations based on evaluation process monitoring and result analysis;
 - i) Elaboration of educational and scientific-research activity assessment methodology by parties engaged in educational program implementation process- students, professors, scientific personnel, graduates, employees and other interested persons; based on evaluation result analysis elaboration of recommendations;
 - j) Monitoring the process of preparation, filling and issuing of diplomas and its standard forms, also monitoring of educational institution registry processing;
 - k) Facilitation of educational, scientific-research activity, authorization and accreditation related trainings, consultations and informational meetings;
 - l) Determination of faculty quality assurance office activities, control over its performance; notification of faculty quality assurance offices on requirements determined by quality assurance related acts as well as on changes of relevant acts;
 - m) In the sphere of competence carry out other duties defined by Georgian legislation, University Statute and other legal acts.

Article 3. Head of the Quality Assurance Office

1. Professor or associated professor of the same University is selected for the position of the head of the quality assurance office for 4 year term.
2. Competition of the position of the head of University quality assurance office is announced by the Academic Council of the University, which is authorized to determine additional requirements for the candidates.
3. Candidates' registration continues 15 days after announcement of the competition (publication of the application).
4. Within 10 days after completion of registration process, Academic Council selects candidate and submits to the Council of Representatives for approval.
5. Within 5 days after submission of the candidate by the Academic Council, the Council of Representatives approves the candidate with the majority of votes.
6. If the Council of Representatives does not approve the candidate for the position of the head of quality assurance office, then the Academic Council announces the competition and submits elected candidate to the Council of Representatives for the approval.
7. In case of pre-term termination of authorization of the head of quality assurance office, then Academic Council announces pre-term competition.

8. In case if the head of the office is absent (vacation, business-trip, sick leave), then based on the order of University rector relevant duties are carried out by the head of one of the faculty quality assurance office.

9. Head of the Office:

- a) Manages office activities in accordance with Georgian legislation, University statute and office regulations;
- b) Distributes tasks between the employees, gives directions and tasks to office personnel and heads of the faculty quality assurance offices;
- c) Manages office action plan elaboration and execution process;
- d) Participates in selection of students for international exchange programs;
- e) In the sphere of competence represents office and communicates with managing bodies, structural units and third parties;
- f) In the sphere of authorization issues individual administrative-legal acts;
- g) In the sphere of the office competence performs duties defined by Georgian legislation, University Statute and other relevant legal acts.

Article 4. Office Chancellery

1. Organizational, documentation and information related duties of University Quality Assurance Office are carried out by the office chancellery;
2. Office chancellery personnel is appointed and fired by the University rector upon submission of the head of the office;
3. Office chancellery personnel acts in accordance with University Statute, internal regulations, this regulation, office action plan and as directed by the University management;
4. **Office chancellery functions are as follows:**
 - a) Office chancellery familiarizes with incoming correspondence and in the sphere of competence prepares response;
 - b) Controls over execution of legal acts issued by the University managing bodies;
 - c) In the sphere of the office competence prepares required information and upon approval of the managing bodies provides information to the interested person;
 - d) Supports performance of activities determined in Article 2 of this regulation;
 - e) Performs duties and tasks as directed by the head of the office.

Article 5. Rules for Changing and Amending Regulation

Changes and amendments of this regulation are carried out based on the decision of the Council of Representatives upon initiative of the University rector or the Head of the Quality Assurance Office.