**UNIVERSITY “GEOMEDI” LTD**

**Regulations of Quality Assurance Service**

**I. General provisions**

1. According to 25th Article of Georgian Law “Concerning the High Education”:

In order to improve educational and scientific-research work, as well as for system evaluation of quality of personnel qualification improvement the Quality Assurance Service (hereafter the Service) is founded in the University “Geomedi” Ltd, which operates according to the University regulations.

2. Activity of the University Quality Assurance Service is carried out on a regular basis, which should be provided by coordinate work of Executive Officers.

3. The University Quality Assurance Service is public and accessible for every interested person.

4. The University Quality Assurance Service establishes close connection and has a strong partnership with respective services of other higher educational institutions in Georgia and abroad, operates according to the principle of comparison and competitiveness, for establishment of transparent criteria of quality control and of mechanisms of their assurance and in order to put them into practice.

5. The University Quality Assurance Service assists to assure high level of education by introduction of modern methods of study, education and evaluation (modules, credits system and so on), and preparation of self-evaluation system for the process of accreditation.

6. The Head of the University Quality Assurance Service is approved by University Council on a submission from the Rector.

7. Proceedings from the specific character of the service it is expedient a positions overlapping by employers of quality assurance service.

II. Structure and staff list of the service

1. The University Quality Assurance Service unites: Head of the Service, service specialist and Heads of Quality Assurance services of the University faculties.

According to the staff list of Quality Assurance Service of each faculty it is prescribed: Head of the Service – 1, service members (depending on the quantity of faculty students).

2. Head of the University Quality Assurance Service is approved by the University Council on a submission from the Rector.

3. Collaboration between University Quality Assurance Service and Faculties Quality Assurance Service is regulated by these regulations.

4. Proceeding from the specific character of the service work it is expedient academic positions overlapping by employers of quality assurance service.

III. Head of the Service

The Head of University quality assurance service:

1. Carries out general coordination of University Quality Assurance service activity;

2. Approves working schedule of the Service;

3. Manages and coordinates the activity of employers of the Service, settles duration and forms of activities implemented.

4. Convenes and chairs periodical and unscheduled meetings of employers of the Service.

5. Signs recommendations and documents elaborated by the Service.

IV. Employers of the Service

1. Employers of University Quality Assurance Service operate according to approved plan and directions of the Head of the Service.

2. Service specialist carries out permanent control (monitoring) of working schedule and of execution of direction given by the Head of the Service.

3. The specialist replaces the Head of the Service during his/her absence.

4. Service specialists take part in the evaluation and monitoring of the quality of carried out educational and scientific activity.

5. Specialist of the University Quality Assurance Service and Heads of the Faculties Quality Assurance Service carry out implementation of tasks mentioned in the preceding item by means of redistribution of worked out plan and tasks and submit results to the Head of the Service.

6. Employers of the Service carry out coordination and control (monitoring) of the activity of respective services of the University faculties.

V. Service activity

1. Operation of the University Quality Assurance Service should assist integration of the University into pan-European space of higher education.

2. Everyday activity of the Service should be based on the standards generally accepted in Europe.

3. The main areas of intra-University activities of the Service are the following:

a) Elaboration of quality assurance policy and procedures;

b) Consideration, monitoring and periodical evaluation of programs and academic degrees;

c) Elaboration of the forms of students’ evaluation;

d) Quality assurance for the academic staff;

e) Estimation of material and technical base;

f) Assurance of well coordinated functioning of informational systems;

g) Accountability.

4. The Service will elaborate respective policy and procedures of evaluation of University’s educational programs, staff and material and technical resources.

5. The University Quality Assurance Service will elaborate some directions, recommendations, instructions, while members of Faculties Quality Assurance Services will carry out their practical implementation.

6. The University Quality Assurance Service is accountable to the University Council.

7. The University Council considers and approves some directions, recommendations and instruction elaborated by the University Quality Assurance Service, and it is executed in the form of respective resolution.

8. The University Quality Assurance Service holds systematic consultations concerning credit system (ECTS), carries out analysis and evaluation of syllabuses prepared by academic staff, monitoring of registers (lists) and statistical analysis of students’ evaluation, monitoring of diploma enclosures.

9. The University Quality Assurance Service systematically inspects material and technical base of the University (condition of computers, installations, newest technological means, libraries’ book collection etc.) and on the basis of the analysis presents recommendations for improvement of actual state.

10. The University Quality Assurance Service prepares informational materials (brochures, booklets, bulletins, posters etc.) for students and academic staff. Publication of materials is provided by the University.

11. The University Quality Assurance Service systematically updates and adds new information to the web-site of the University Quality Assurance Service, where will be placed a report about carried out activity, results of students, and professors and lecturers enquiry, analysis of actual state and recommendations for problems solving.

12. The University Quality Assurance Service and Faculties Quality Assurance Services will systematically carry out monitoring and evaluation of academic and scientific activity.

13. Monitoring of educational programs will be carried out on a periodic basis and recommendations for their improvement will be elaborated.

14. Along with other University services our Service takes part in staff recruitment, load control, as well as in the adjustment of students’ mobility and proper use of credit transfer system.

15. The Service carries out measures necessary for improvement of academic staff qualification.

16. The Service carries out the process of self-evaluation for institutional and programs accreditation.

VI. The Faculty Quality Assurance Service

1. According to the Georgian Law “Concerning the higher education” and for the purpose of systematically evaluation of the quality of academic staff qualification improvement it is founded the Quality Assurance Service, which operates according to the country’s current law, University statute, faculties regulations and these regulations.

2. The Faculty Quality Assurance Service establishes close connection and collaborates with respective services of foreign higher educational institutions, for establishment of transparent criteria of quality control and of methodology of their assurance.

3. The Head of the Faculty Quality Assurance Service is approved by the Faculty Council.

4. The member of the Faculty Council, Associated or Full Professor can be the member of the Faculty Quality Assurance Service.

5. The Faculty Quality Assurance Service assists assurance of high level of quality of education by use of modern methods of study, education and evaluation, and preparation of self-evaluation system for the process of accreditation.

6. According to the basic criteria elaborated by the University Quality Assurance Service the Faculty Quality Assurance Service carries out periodical evaluation of educational programs.

7. The Faculty Quality Assurance Service carries out upgrading of criteria of educational programs evaluation proceeding from the specific character of the Faculty.

8. The Faculty Quality Assurance Service takes part in the elaboration and approval of new programs, in the control of proper use of credit transfer system, in the assurance of academic staff qualification improvement (offering of new methods of education).

9. The Faculty Quality Assurance Service takes part in the upgrading of basic methods of students’ evaluation and of criteria of evaluation of scientific-research work, elaborated by the

University Quality Assurance Service, proceeding from the specific character of the Faculty, and participates in monitoring of proper use of evaluation.

10. The Faculty Quality Assurance Service holds communication meetings with academic staff with purpose of planning and monitoring of students’ educative process after completion of theoretical module (semester) of education.

11. The Faculty Quality Assurance Service holds communication meetings of students and academic staff with analyses of questionnaires concerning educative process evaluation by students.

12. The Faculty Quality Assurance Service assists implementation of basic standards of scientific researches, which implies scientific researches and students’ encouragement for participation in scientific researches.

VII. Final provision

1. The Faculty Quality Assurance Services render a periodic report to the University Quality Assurance Service.

2. The University Quality Assurance Service is accountable to the University Council.

3. The University Quality Assurance Service prepares report at the end of academic year, which is rendered to the Rector of the University and is considered at the University Council meeting.

4. Documents prepared by the University Quality Assurance Service have a character of recommendation for every Academic structure of the University, and their execution is a precondition for successful implementing of goals and objectives of the University, and of state policy in the education sphere.