

Changes have been approved by
LLC Teaching University Geomedi's
Academic Council session:
Protocol № 04, 30.04.2019

Rector _____ Marina Pirtskhalava

Quality Assurance Office Regulation

Article 1. General Provisions

1. This Regulation defines the functions and rules of operation of LLC Teaching University Geomedi's (hereinafter the University) structural unit-Quality Assurance Office (hereinafter the Office).
2. The office conducts its activities in accordance with the legislative acts of Georgia, the Statute, the Regulation of the University and the internal normative acts of the University.

Article 2. Goals and Functions of the office

The goal of the office

1. To ensure the monitoring and improvement of the quality of educational activities carried out by the University, as well as the effective involvement of the University's structural units in this process. To develop quality control mechanisms with relevant services of Georgian and foreign universities; share experiences;
2. Continuous supervision of the development of the learning process. To create internal evaluation mechanisms.
3. In order to systematically monitor, evaluate and update the activities of the academic and invited staff directly involved in the implementation of the educational process,

ensure the promotion of the development of scientific-research activities at the University together with the relevant structural units.

The functions of the Office:

1. To prepare every semester statistical analysis about the progress of the educational process at the University;
2. To ensure the preparation of the self-assessment report and questionnaire for the accreditation and authorization process, with the involvement of the relevant structural units;
3. To facilitate the provision of a high-quality teaching by developing modern teaching, learning and assessment methodologies, introducing innovative methods in the teaching process, Its direct implementers in terms of continuous professional development of academic, administrative and invited staff, together with the relevant offices;
4. To ensure compliance of higher education programs implemented by the University with the requirements of the legislation and Sectoral standards;
5. To supervise the quality of the implementation of educational programs at the University;
6. To support the introduction of transparent quality control mechanisms in the learning process and continuously supervise the development / improvement and introduction of effective internal quality control mechanisms.
7. In order to fully and objectively evaluate the current educational process at the University, develop (with relevant structural units) specific survey forms, which will be submitted to the Academic Board of the University for approval;
8. To submit the results of the survey and the relevant analysis to the Academic Board of the University for further response;
9. To conduct phase-out meetings with academic, administrative and invited staff to share their views on the quality of the learning process;
10. Periodically evaluate and monitor educational programs and develops recommendations for their improvement;

11. To examine the statistics of students' academic performance: midterm and final assessments, in relation to the subject and the subject lecturer;
12. In case of development of a new educational program and / or modification of the existing one, prepare the relevant conclusion and submits it to the Academic Board;
13. To execute other authorities granted under the current legislation of Georgia and other internal legal acts of the University.

Article 3. Office personnel

1. The staff of the Office consists of: the head of the Office and specialists.
2. The selection of the staff of the office is carried out according to the rules of appointment of administrative / support staff at the University.
3. The Rector of the University appoints and dismisses the staff of the Office.

Article 4. Head of the Office

1. The Quality Assurance Office is represented by the Head of the Office;
2. The Head of the Office manages the performance of the functions defined by the Office in accordance with the legislation of Georgia, internal acts of the University and this Regulation.
3. Is responsible for the quality and organized management of the Office activities , is obliged to rationally distribute work among the specialists (if any) and control the quality of the work performed.
4. Prepares proposals within the competence of the Service and submits them to the Rector of the University.
5. acts on behalf of the Office and represents it in relations with third parties within the powers conferred by the Rector.
6. Periodically hears the reports of the Office staff about the work done by them.
7. Submits proposals to the Rector of the University on the application of disciplinary liability in case of incitement or disciplinary misconduct of Office structure, staff units, or functions of the Office.
8. At the end of each semester, submit an activity report to the Rector.
9. The Head of the Service is accountable to the Rector.

Article 5. Final Provisions

1. The regulations of the Office are approved by the Academic Board of the University;
2. The Regulation of the Office shall be revoked or amended by the Academic Board of the University.
3. A change in the name or number of staff members of the Office shall not result in a change in this Regulation.