



## **Provision of Quality Assurance Department**

(Approved by the minutes of the meeting of the Board of Directors on December 01, 2023)

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## **Article 1. General provisions**

1. This regulation defines the tasks and functions of the quality assurance department, the structure of the department.
2. The regulation of the quality assurance department is developed by the director of the department together with the department of People Development and Chancellery Department and approved by the board of directors of the university.
3. The Quality Assurance Department (hereinafter - the Department) of Alte University LLC (hereinafter - the University) is a structural unit of the University, the purpose of which is to take care of raising the quality of teaching, research and contribution to the development of the society at the University.
4. The department conducts its activities on the basis of the legislation of Georgia, international acts regulating the European space of higher education, the statute of the university, the present provision and other legal acts valid in the university.

## **Article 2. Mission of the department**

The mission of the Quality Assurance Department is to promote the sustainable development of Alte University's activities (learning-teaching, research, management effectiveness, involvement in community development, etc.) through the establishment of a quality culture.

## **Article 3. Tasks of the department**

- a) Creation and development of quality assurance policies, mechanisms, procedures and processes and relevant guidelines.
- b) planning and managing the process of internal and external evaluations, facilitating their successful implementation;
- c) harmonizing educational programs with the common European space and introducing and implementing the principles of the Bologna process;
- d) development of recommendations to improve educational and research activities, human resources and material-technical base of the university;
- e) development and implementation of quality control mechanisms and criteria of the educational and research process;
- f) to ensure the monitoring of the implementation of the recommendations received in the process of authorization and accreditation;
- g) to perform the tasks defined by the strategic plan.

#### **Article 4. Functions of the department**

- a) development of criteria and procedures for evaluation of quality assurance mechanisms (modern teaching methods, material-technical resources, personnel, educational programs, scientific-research work, etc.);
- b) management of authorization and accreditation processes and preparation of relevant self-assessment report and annexes;
- c) presenting the results of internal and external evaluation to relevant stakeholders;
- d) ensuring compliance of university activities with authorization standards and compliance of higher education programs with accreditation standards;
- e) initiating the organization of trainings, seminars, consulting and informational meetings for academic and administrative staff on current issues related to the Bologna process as well as authorization and accreditation;
- f) promoting the introduction of modern methods and approaches for the implementation of university activities;
- g) developing and sharing recommendations for the improvement of the quality of teaching-learning, research and involvement in society at the university for the relevant structural-educational units and personnel of the university;
- h) preparation of proposals and recommendations on the strategic development of the university;
- i) participation in the development of internal university regulations related to the educational process;
- j) development of methodology for planning, development, implementation, evaluation and development of higher education programs, relevant instructions and ensuring their availability;
- k) periodical monitoring of educational programs and the quality of teaching and developing recommendations for their improvement;
- l) production of electronic register and archive of higher educational programs of the university;
- m) developing a policy document for internal quality surveys, relevant instructions and ensuring their availability;
- n) Systematic and non-systematic (based on needs) surveys (including - the questionnaire for evaluating of the higher education program and the activities of the academic, invited as well as the administrative staff, the evaluation of the material and technical resources available for the implementation of the study process and academic programs, etc.), creation of self-assessment questionnaires, peer review and other forms together with the stakeholders;
- o) development of appropriate recommendations based on the analysis of the results of the conducted evaluations;
- p) promoting the integration of the university in the common European space of higher education and the implementation of the principles of the Bologna process;

- q) sharing local and international practices in cooperation with various universities and organizations for further development of transparent quality control criteria and quality culture;
- r) responding to incoming correspondence within the scope of competence;
- s) providing information to be placed on the website to the relevant department;
- t) Implementation of other authorities provided by the department's mission, goals and strategic plan.

#### **Article 5. Structure of the department**

1. The department includes - the director of the department, the head of the educational programs development service, the quality manager of educational programs, the head of the quality assessment service and the manager of quality studies.
2. The director of the department is appointed and dismissed by the president of the university.
3. Employees of the department are appointed and dismissed by the president of the university on the recommendation of the director of the department.

#### **Article 6. Accountability of the department**

1. The quality assurance department of the university is accountable to the president of the university, the board of directors and the academic council.
2. The quality assurance department prepares a report at the end of the academic year, which is presented to the president of the university and discussed at the meeting of the academic council.
3. The activities of the quality assurance department are public, transparent and accessible to all interested persons.

#### **Article 7. Reorganization, liquidation of the department and the procedure for making changes and additions to the regulations**

Reorganization and/or liquidation of the department, changes and additions to the regulations are carried out in accordance with the regulations of the university.

