

Approved by:

resolution -----of the Representative Council

**The Statute of the Quality Assurance Office
of Shota Meskhia State Teaching University of Zugdidi**

Article 1. General Provisions

1. The Quality Assurance Office (hereinafter “Office”) of Shota Meskhia State Teaching University of Zugdidi is a structural unit of the Teaching University, which ensures the quality of learning, teaching, research, scientific activities and personnel (academic, administrative, support, invited) development.
2. The activities of the Office shall be based on the “Law of Georgia on Higher Education”, the “Law of Georgia on Vocational Education”, the “Law of Georgia on Education Quality”, the subordinate normative acts, the statute of the Teaching University and the present statute.

Article 2. The Structure and Management of the Office

1. The structure of the Office includes the Head on the Quality Assurance Office of the Teaching University, the Chief Specialist of the Quality Assurance Office and the Coordinator of the quality assurance of vocational educational programs.

Article 3. The Scope of the Quality Assurance Office, Main Objectives, and Functions

1. The function of the Quality Assurance Office of the Teaching University shall be to establish the quality culture in the Teaching University. The scope of the Quality Assurance Office of the Teaching University shall involve the development and introduction of the mechanisms of quality improvement in the direction of higher as well as vocational education, enhancement of the quality of teaching and research, and continuous facilitation of the educational process;
2. To develop quality assurance mechanisms in order to contribute to the integration of vocational education into the higher education area of the Teaching University;
3. To ensure the self-assessment process for authorization and program accreditation;
4. To encourage the introduction of the modern methods of teaching and assessment;
5. To analyze the monitoring of the scientific/research activities of the academic personnel and to encourage the introduction of the mechanisms of the protection of academic honesty (anti-plagiarism mechanisms);
6. To introduce the principles of the Bologna Process in the Teaching University;
7. To encourage international cooperation and integration of the Teaching University into the European education area;

8. To be responsible for international partnership and application of the outcomes of internalization to ensure the quality of learning, teaching, scientific-research activities and personnel development in the Teaching University;

9. To ensure the recruitment of international projects (the projects of enhancement of institutional ability and credit mobility) and to coordinate efficient implementation of the current international projects in the Teaching University;

10. To take part in the process of selecting students for participation in the Erasmus+ (credit mobility) international exchange programs;

11. To develop and introduce the mechanisms and procedures of quality assurance, assessment methods and other methods (including those related to management policy) for continuous quality improvement;

12. To cooperate with the Monitoring Department of the Educational Process based on the developed criteria and indicators in the process of continuous monitoring of the vocational, Bachelor, Master and lifelong learning programs, the educational process, the mechanisms of the procedures of credit recognition within the framework of mobility, the individual working plans and the registry of the academic personnel;

13. To develop recommendations for the Academic Council based on the monitoring of the educational programs, in relation to the actions which shall be taken for further improvement of the higher educational and vocational educational programs;

14. To prepare questionnaires of self-assessment/assessment and research of satisfaction of the academic, administrative, support and invited personnel, vocational education teachers, students/vocational students, graduates, employers and other interested parties, by cooperating with the structural units of the Teaching University;

15. To study the self-assessment/assessment and satisfaction of the academic, administrative, support and invited personnel, vocational education teachers, students/vocational students, graduates, employers and other interested parties, by cooperating with the structural units of the Teaching University;

16. To analyze the outcomes of the research of the self-assessment/assessment and satisfaction of the academic, administrative, support and invited personnel, vocational education teachers, students/vocational students, graduates, employers and other interested parties, in cooperation with the relevant structural units;

17. To prepare recommendations, based on the analysis of the research outcomes, to be discussed by the Academic Council for further improvement of educational and research activities; educational programs; human, library-related and material-technical resources, and student support activities;

18. To ensure the availability of updated, unbiased and objective information;

19. To ensure the accuracy of the appendices of the diplomas of the graduates of the Teaching University;

20. To cooperate with the Internal Audit Service in order to evaluate the achievement of the goals and objectives, and fulfilment of the activities included in the strategic and action plans;

21. To ensure communication with the Ministry of Education and Science of Georgia, the National Centre for Educational Quality Enhancement and other structural units within its competence.

Article 4. The Head of the Quality Assurance Office of the Teaching University

1. The Head of the Quality Assurance Office of the Teaching University

- a) shall coordinate the activities of the Chief Specialist and the Coordinator of quality assurance of vocational programs;
- b) shall distribute the duties among the employees of the Office in accordance with the Action Plan;
- c) shall represent the Office during the communication with the bodies of management, the Basic Educational Units (faculties), the Office of Development of Vocational Education and other offices of the Teaching University; shall represent the Teaching University during the communication with the third party within his/her competence;
- d) shall exercise other authorities within his/her competence in order to fulfill his/her functions and achieve the objectives, based on the Georgian legislation and the Statute of the Teaching University; shall be accountable to the Rector, the Head of Administration and the bodies of management;
- e) shall develop the strategy of the Office, short-term and long-term action plans and shall be responsible for fulfillment of the planned activities/ objectives;
- f) shall develop the mechanisms of improvement of the quality of teaching and research in the university and shall continuously encourage quality enhancement in cooperation with the bodies of management and structural units of the Teaching University;
- g) shall occasionally (if needed) prepare reports of international projects as a local coordinator and submits them to the Rector and the Head of Administration;
- h) The Head of the Office shall be obliged to prepare the annual report;

2. The candidacy of the Head of the Quality Assurance Office of the Teaching University shall be approved by the Representative Council after being nominated by the majority of the members of the Academic Council. In case of absence of the Head of the Quality Assurance Office (due to vacation, business trip or sickness), the candidacy of the acting Head of the Quality Assurance Office shall be determined based on the administrative act of the Rector.

Article 5. The Chief Specialist of the Quality Assurance Office

1. The Chief Specialist shall be appointed by the Rector after being presented by the Head of Administration;
2. The chief specialist shall conduct activities in agreement with the Head of the Quality Assurance Office of the Teaching University;
3. Participation in the research of self-assessment/assessment and satisfaction of the academic, administrative, support and invited personnel, students, graduates, employers and other interested persons, along with the structural units of the Teaching University;
4. The chief specialist is obliged to conduct research/surveys;
5. The Chief Specialist shall be accountable to the Rector, Head of Administration and Head of the Quality Assurance Office.

Article 6. The Coordinator of Quality Assurance of Vocational Educational Programs

1. The Coordinator of quality assurance of vocational educational programs shall conduct activities in agreement with the Quality Assurance Office of the Teaching University and shall be responsible for the activity conducted together with the Quality Assurance Office.

2. The coordinator shall be responsible for:

- a) participation in ensuring the self-assessment process of authorization;
- b) general coordination of the process of introduction/implementation/modification/support and counseling of vocational educational programs (modular/dual);
- c) participation in the development of quality assurance mechanisms and procedures, assessment and other methodologies and encouraging their introduction for continuous quality improvement;
- d) effective cooperation with the structural units of the Teaching University, the persons implementing the programs and employers for the purpose of quality assurance of vocational education programs;
- e) participation in the preparation of self-assessment/assessment questionnaires of teachers of vocational education, vocational students, graduates, employers and other interested persons together with the structural units of the Teaching University;
- f) identification of the problems existing in the process of introduction/implementation/modification/support of the vocational educational programs (modular/dual) on the basis of the analysis of the results of the research of monitoring and participation in the elaboration of relevant recommendations;
- g) Performing other tasks of the Rector/Head of Administration and the Head of the Quality Assurance Office of the Teaching University, which do not contradict the Georgian legislation;
- h) the Coordinator of Quality Assurance of vocational educational Programs shall be accountable to the Rector, the Head of Administration, the Head of the Quality Assurance Office and the Head of the Vocational Education Development Office.

Article 7. Other Rights and Duties

1. The Coordinator of Quality Assurance of vocational educational Programs and the Chief Specialist of the Quality Assurance Office shall be obliged:

- a) to follow the internal regulations and disciplinary liability norms of the Teaching University;
- b) to take care of the property and official reputation of the Teaching University;
- c) to take care of the documentation (not to allow the loss/damage of the documentation);
- d) to protect the confidential information available to him/her;
- e) to provide information to the Rector, the Head of Administration or structural units in time;
- f) to provide consultation properly, in a qualified manner;
- g) to be engaged in university activities and organizational activities different from the activities involved in his/her position;

- h) to build a positive environment and to follow the principle of ethics, collegiality, and subordination;
- i) to take care of the reputation and activities of the university on a daily basis;
- j) to submit monthly/quarterly/annual reports and the action plan of the Office;
- k) to cooperate with the Head of the Quality Assurance Office of the Teaching University in the process of preparing and conducting the questionnaire of the planned research (self-assessment/assessment/satisfaction research) for the effective use of the internal mechanisms of quality assurance in the management process;
- l) to perform other tasks of the Rector and the Head of Administration, which do not contradict the current legislation.

Article 8. Reorganization and Liquidation

1. Reorganization and liquidation of the Quality Assurance Office of the Teaching University shall be carried out in accordance with the procedure established by the legislation of Georgia.

Article 9. The Procedure for Amendments to the Statute.

1. Amendments and additions shall be made to the statute in accordance with the procedure established by the legislation.