

Quality assurance mechanism

The quality assurance service of Avrasiya Batumi International University LTD carries out systematic evaluation of teaching and science-research work, also quality of staff personal development. The internal evaluation is directed to maintain the strong sides and to eliminate weak sides and existing defects. The quality assurance service analyses the outcomes obtained, defines the reasons of defects origination, to eliminate them, it works out appropriate recommendations and submit to the academic board of the teaching university for reaction/response.

The quality assurance system of the teaching university acts according to the circle “plan-do-check-act” (PDCA Principle: P (plan)- D (do)- C (check)-A (act)).

Each stage of the mentioned cycle considers:

1. “Plan”- the quality assurance service annually plans the work to be implemented, defines the sequence of check and works out the checking criteria.
2. “Do” –according to the plan worked out, the quality assurance service:
 - Carries out monitoring of educational program implementation of the teaching process;
 - Works out the questionnaire forms (of student, graduate, academic, invited, administrative, assistant personnel and the employer);
 - Carries out anonymous survey of the students concerning teaching process, quality of implementation of the teaching courses envisaged by the program, quality of conduction of teaching process by the academic/invented personnel, student services, involvement in the research activities, supporting of appropriate initiations, environment of the library, resources and so on for the purpose of survey. In case of necessity carries takes the interviews from the students;
 - Carries out anonymous survey of the academic, invited, administrative and assistant personnel, for evaluation of the personnel activity and surveying the satisfaction;

- Carries out anonymous survey of the graduates and the employers, based on the results of the survey, works out the recommendations for developing the educational program;
- Carries out the monitoring of students' academic attendance;
- Checks the correspondence between the literature in the library fund and teaching courses' syllabuses;
- Carries out other action envisaged by the action plan.

3. "Check"- stage includes process of checking/evaluation. In order to be defined the relevance to the standards, the quality assurance service will check:

- Educational programs;
- Teaching courses/components;
- Academic/invited personnel;
- Material-technical base of the teaching university;
- While evaluating the educational program, the relevance is checked: between the teaching results and program goals, between the competencies described by the qualification and the qualification to be granted; relevance of the evaluation forms of the students' approaches and criteria to the rule established by the law; between program goals of the teaching method and the results; material-technical base relevance to the program; provision of the program by the human resources and etc.
- While evaluation of the teaching course/components is checked: distribution of contact and independent work hours within the credit; relevance of the teaching methods to the teaching course goals and prospective outcomes; relevance of the teaching goals, content of the teaching course to the teaching outcomes; relevance of the teaching course content and the auxiliary literature basically indicated literature; transparency of the student's approaches evaluation and multi-components, teaching course goals and reaching of

appropriate competence as the result of the teaching/learning of teaching course by using of material-technical base and etc.

- While evaluation of the teaching process is checked: relevance of the teaching formats and conditions defined by the educational programs and teaching courses to the current teaching process; provision of students with supportive service; provision of perfect teaching process and etc.
- While evaluation of the academic/invited personnel, scientific-research type works, participation in the conferences, involvement in the scientific-research projects of the personnel involved in the implementation of the educational program are considered.
- While internal check of the material-technical resources, its comparison to the necessary resources envisaged by the educational program is carried out. The followings are subject to checking: (auditoriums, Library reading hall etc.) and the appropriate inventory, library book fund, computer equipment (existence, faultless running, accessibility for students and academic/invited personnel etc.); informational-communication technologies (internet etc.), web-page. The results of the check will be submitted to the academic board of the teaching university.
- Act- Stage includes analyses of the results obtained as the result of check/evaluation, making appropriate conclusions, working out of recommendations and defining of the measurements to be implemented, submission of conclusions and recommendations by the quality assurance service to the academic board of the teaching university and to the appropriate structural units, envisaging that internal evaluation is directed to maintain the strong sides, to eliminate the weak sides and existing defects. This is carried out for improving and developing the teaching/learning quality and to make them relevant to the standards established, in case of discrepancy to the standards, the quality assurance service:
- Based on the analyses of the information obtained by the anonymous survey and monitoring, plans the measurements for improving the quality of teaching process and teaching quality and checks the timely implementation of the events to be carried out;

- Establishes the renovation-perfection necessity of material-technic resources and checks its relevance to the specification of the educational program;
- Establishes the relevance of the library funds to the mandatory literature specified in the teaching course syllables and the necessity of filling up-renovation;
- Under its competencies works out the recommendations in the activity of the units involved in the teaching process structures, concerning the changes to be made to regulatory provisions of their activity;
- Under its competencies works out the recommendations concerning the changes to be made in the teaching process, implementation of the educational program and the regulatory provisions of the teaching university activity;
- Analyses the results of the checks conducted, monitoring of the teaching process and the anonymous surveys of the students, academic/invited personnel etc., works out the recommendations for perfection of educational programs and teaching process;
- Quality assurance service: submits the analyses of the anonymous surveys of the students, academic/invited personnel to the academic board of the teaching university; the results of the educational program check introduces to the head of the educational program, dean of the school and submit to the academic board of the teaching university. The results of the teaching course syllabus evaluation introduces to the head of the educational program and the author of the teaching course syllabus. Based on the analyses of the evaluation of the teaching process implementation, works out the recommendations, which for further perfection of the educational program will submit to the academic board of the teaching university.
- Controls the implementation of the planed events and the outcomes obtained;
- Within the framework of the response and decision making, one of the significant stage is the analyses of the monitoring results, one of the most important component of which is so called SWOT analyses carried out after completion of the teaching year.

Internal space		External factors	
- Strengths		- Opportunities	
- Weaknesses		- Threats, risks	