

The Provision of Quality Assurance Service of

Avrasya Batumi International University LTD

1. Article. General provisions

- 1.1. The Quality Assurance Service (hereinafter "Service") of Avrasya Batumi International University LTD (hereinafter teaching university "ABU") is created to ensure teaching and scientific-research work of the teaching university, also for the purpose of systematic evaluation of the professional development quality of its personnel.
- 1.2. The service is the management body of the teaching university;
- 1.3. The service carries out its activity according to the legislation of Georgia, charter of the teaching university, given provision and the order of the rector;
- 1.4. During carrying out its functions, the service is accountable to the academic board and the rector.

2. Article. Functions of the service

- 2.1. The quality assurance service in the teaching university functions for the purpose of evaluation of the teaching and scientific-research work, also the professional development quality of the personnel.
- 2.2. Functions of the:
 - a) Evaluation of the teaching and scientific-research work of the teaching university and working out of the recommendations for the purpose of its perfection;
 - b) Preparation of the teaching university for authorization and accreditation procedures;
 - c) Supporting of establishing modern methods of teaching and evaluation;
 - d) Working out the evaluation rule of quality assurance policy, quality assurance mechanisms, procedures, teaching and research;
 - e) Cooperation with the appropriate services of the higher educational institutes of foreign countries, in order to establish transparency criteria of quality control and methodology to provide them;
 - f) Working out of technical monitoring and academic expertise criteria and indicators of bachelor educational programs carried out by the teaching university and organizing of systemic technical monitoring based on them, by the cooperation of Georgian and foreign experts;
 - g) Working out of recommendations concerning the measurements to be taken for further perfection of the educational programs;

- h) Participation in working out of the questionnaire of academic and invited personnel and working out of recommendations as the result of the questionnaire for further perfection of the teaching university activity;
- i) Participation in the diploma supplement monitoring process of the graduates;
- j) Organizing of conferences, training, seminars, consultation and informational meetings for the academic and administrative personnel of the teaching university to the Bologna process, concerning working out of curriculum, authorization and accreditation issues;
- k) Organizing of preparation of authorization and accreditation self-evaluation questionnaire and self-assessment report, including attached documentations;
- l) Supporting to the establishing of modern methodology of teaching, learning and evaluation;
- m) Determining of relevance of organizational and management structure of the teaching university, students support services, personnel management, researches development and other creativity activities, material, informational and financial resources to the authorization standards, appropriate structure of the university, with the cooperation of responsible bodies and interested parties;
- n) Working out of technical monitoring and academic expertize criteria and indicators of master continuous educational program of bachelor, certified medicos/dentist, ensuring of their technical monitoring and academic expertize;
- o) Working out of evaluation rule of the continuous educational programs of bachelor, certified medicos, master and implementation of evaluation process, with the cooperation of the interested parties;
- p) Submission of recommendations to the head of the educational programs (coordinators) , also submission of bachelor, certified medicos/dentist, master continuous educational programs to the faculty and the academic boards for further perfection of the programs;
- q) Preparation of regulations of the academic board and legal acts of the rector under the competence of the service;
- r) Exercising of other rights envisaged by the legislation and charter of the teaching university.

3. Article. Structure and management of the service

3.1. The service is headed by the head of the service, who is assigned and dismissed from the position by the rector;

3.2. The service head:

- a) Heads and manages the activity of the service;

- b) Carries out general coordination of the quality assurance service in the teaching university;
- c) Represents the service to the management bodies, faculties and other services of the teaching university and under its competence represent the teaching university in relationship with the third bodies;
- d) Signs the recommendations and documents worked out by the service;
- e) Under the legislation of Georgia, by the charter of the teaching university and under the scopes established by this provision, under his competence carries out other rights in order to fulfill the imposed functions and assignments;
- f) Controls the preparation and implementation of the educational programs and teaching plans applicable in the teaching university;
- g) Review the documentation prepared by the service and submits to the rector of the teaching university for obtaining the decision;
- h) Carries out other functions and assignments under his/her competence established by the legislation of Georgia, legal acts of the teaching university and the given provisions.

3.3. The service staff includes service specialist, who is assigned and dismissed from the position by the rector;

3.4. The Service specialist:

- a) Carries out the tasks according to the instructions of the service head;
- b) Controls the quality of work fulfilled by the employees of the faculty;
- c) Organizes the fulfillment of the functions imposed to the faculty, due to which, submits the proposals concerning arrangement and decision of separate/specific issues to the head of the service;
- d) Participates in the quality evaluation process of the teaching and research work of the teaching university and professional development of its personnel;
- e) Participates in the process of increasing the teaching quality and preparation of self-evaluation for authorization and accreditation process;
- f) Participates in the working out of projects of the legal acts of the teaching university in relation to the teaching process, research, authorization/accreditation;
- g) Fulfills other assignments of the rector and the service head of the teaching university and is accountable to them.

4. Article. The rule of alterations and additions to the provision

The alterations and additions to the provision is carried out according to the rule established by the law.