

ახალი უმაღლესი სასწავლებელი

ნიუნი



NEW HIGHER EDUCATION INSTITUTE

NEWUNI

QUALITY ASSURANCE DEPARTMENT REGULATION

New Higher Education Institute – „NewUni“

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Article 1. General Provisions

1. The Quality Assurance Department (hereinafter referred to as the "Department") of New Higher Education Institute – NewUni (hereinafter referred to as the "Institution") is a governing body of the Institution.
2. The Department operates in accordance with the legislation of Georgia, the Law of Georgia on "Higher Education," the Law of Georgia on "Development of Education Quality," the order of the Minister of Education and Science of Georgia No. 65/n, dated May 4, 2011, approving the "Regulation on Accreditation of Educational Programs of Educational Institutions," the order of the Minister of Education and Science of Georgia No. 99/n, dated October 1, 2010, approving the "Regulation on Authorization of Educational Institutions," the Statute of the Institution, this regulation, and other legislative and sub-legislative normative acts. The Department carries out its activities based on the "Plan-Do-Check-Act" (PDCA) cycle.
3. The Department follows the standards and guiding principles of the European Quality Assurance Framework (ESG) and the international practices of quality management in educational institutions (IQM - "Quality Internal Management in Competence-Based Education").
4. The Department's regulation is approved by the Rector of the Institution based on the proposal of the Academic Council.
5. The Department is accountable to the Rector and reports its activities to them.
6. The Department is led by the Head of the Quality Assurance Department. The Head of the Department is appointed and dismissed by the Rector of the Institution.

Article 2. Objectives of the Department

The main objectives of the Department are as follows:

- 1.1. To promote the development of the quality of ongoing educational and research processes at the Institution;
- 1.2. To develop the quality assurance policies, mechanisms, and instruments of the Institution;
- 1.3. To systematically evaluate the quality of the ongoing educational and research processes at the Institution and implement or ensure the implementation of the activities outlined in the quality assurance policy;
- 1.4. To assess and support the professional development of the Institution's staff;
- 1.5. To organize and manage self-assessment processes for institutional authorization and program accreditation;
- 1.6. To promote the development of a quality culture within the Institution;
- 1.7. To facilitate the Institution's involvement in the international higher education community;
- 1.8. To support the offering of educational programs that meet the needs of students and other stakeholders;
- 1.9. To implement a student-centered learning and assessment system.

Article 3. Functions of the Department

1. To assess the educational and research processes at the Institution, as well as the professional development of the staff involved in these processes, through internal quality assurance mechanisms, and to develop recommendations aimed at quality improvement;
2. To participate in the creation, evaluation, and development of educational programs at the Institution;
3. To ensure the involvement of interested parties in the creation, evaluation, and development processes of educational programs;
4. To organize processes related to institutional authorization and program accreditation;
5. To facilitate student and staff mobility;
6. To participate in the processes of mobility, credit recognition, and program compatibility determination;
7. To prepare/initiate correspondence related to the Department's functions and objectives;
8. To conduct surveys of students, alumni, employers, and staff, process the results, analyze them, and develop recommendations;
9. To monitor students' academic performance; to assess the level of achievement of program learning outcomes by students, compare with target benchmarks, and, if

necessary, develop recommendations regarding teaching, learning, or assessment methods;

10. To coordinate the development of internal standards and requirements related to educational and research processes;
11. To participate in the process of drafting legal acts related to the educational process, scientific research, authorization, and accreditation;
12. To analyze educational programs in comparison to similar programs at leading Western higher education institutions;
13. To organize informational meetings and training sessions for the academic and invited staff on topics related to authorization, accreditation, and modern methods and tools for teaching, learning, and assessment;
14. To participate in the preparation of higher education documents—diplomas and diploma supplements—within the Department's competence;
15. To perform additional functions as defined by the quality assurance policy and other functions related to achieving the Department's objectives.

Article 4. Structure of the Department

1. The Department is led by the Head of the Department;
2. The structure of the Department includes: the Head of the Department, the Deputy Head of the Department, the Research and Evaluation Coordinator, and the Senior Specialists;
3. The Department may have an invited specialist;
4. In case the Head of the Department is unable to perform their duties, the Deputy Head of the Department will assume their responsibilities.

Article 5. Head of the Department

1. The Head of the Department directs the activities of the Department in accordance with the institution's charter, the Department's regulations, and the quality assurance policy;
2. The Head leads the development and implementation of the Department's short-term and long-term work plans;
3. Represents the Department in the implementation of its assigned duties and responsibilities;
4. Oversees activities aimed at enhancing the quality of ongoing educational and research processes within the institution;

5. Organizes and manages the self-assessment processes for authorization and program accreditation;
6. Participates in initiatives that promote the university's involvement in the international higher education space;
7. Distributes duties among the Department's staff, providing them with instructions and assignments;
8. In cases of disciplinary (or other) violations by Department staff, the Head raises the issue before the institution's rector to take appropriate action;
9. Exercises other powers as defined by the institution's charter, these regulations, the quality assurance policy, and Georgian legislation;
10. Conducts periodic evaluations of the quality of educational programs and develops relevant recommendations;
11. Maintains constant communication with academic and invited staff, organizing individual consultations and meetings as needed;
12. Participates in the preparation of higher education certification documents - diplomas and diploma supplements, within the scope of the Department's competence.

Article 6. Functions of the Deputy Head of the Quality Assurance Department

1. Assist the Head of the Department in the implementation and planning of assigned duties;
2. Organize the monitoring of higher education programs;
3. Support the implementation of quality assurance mechanisms, including stakeholder surveys;
4. Participate in the development of mechanisms for the evaluation of teaching-learning and research activities within the institution;
5. Participate in the process of implementing modern teaching-learning and assessment methods within the institution;
6. Within the scope of the Department's competence, participate in the processes of mobility, credit recognition, and determining program compatibility;
7. Perform other duties as assigned.

Article 7. Functions of the Research and Evaluation Coordinator

1. Develop survey forms for students, alumni, employers, staff, and other stakeholders;
2. Conduct periodic surveys of students, alumni, employers, staff, and other stakeholders, organize focus groups, and analyze the results;
3. Continuously monitor and improve the quality of research and evaluation activities.

Article 8. Functions of the Chief Specialist of the Quality Assurance Department

Chief Specialist of the Quality Assurance Department:

1. Participates in the preparation of self-assessment for authorization and accreditation;
2. Participates in the staff evaluation process;
3. Prepares, reviews, and initiates correspondence and individual administrative-legal documents related to the department's objectives;
4. Manages/monitors the Education Management Information System database;
5. Conducts analysis of students' academic performance;
6. Informs and consults students on issues related to internal quality mechanisms during the ongoing educational process;
7. Performs other duties assigned to them.

Article 9. Final Provisions

1. This regulation shall come into force immediately upon its approval.
2. Amendments and additions to this regulation may be made by the rector's order.
3. The regulation shall lose its validity upon the approval of a new regulation.