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of 2024 -- by resolution N06

International Black Sea University

Regulation of Internal Quality Assurance Service

Tbilisi

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Article 1. General Provisions

- 1.1. The present regulation defines the main goals and tasks, functions, duties, powers, management organization, and structure of the main administrative structural unit of "International Black Sea University" LLC (hereinafter - the University) - the Internal Quality Assurance Service (hereinafter - the Service);
- 1.2.1.2. The service is guided by the legislation of Georgia, international acts regulating the European space of higher education, the university statute, this statute, and other legal acts valid in the university.
- 1.3.1.3. The service is subordinate to the vice-rector in the field of quality, responsible and accountable to him.

Article 2. Functions and tasks of the service

- 2.1. The purpose of the service is to promote the continuous improvement of the quality of teaching and learning in the university and to this end implement the necessary measures for the development of the quality of educational activities;
- 2.2. The task of the service is to effectively implement internal quality assurance mechanisms, systematically carry out research at the institutional and programmatic level in the university, and submit a report on the results of the research to the vice-rector in the field of quality and responsible persons for further consideration and response;
- 2.3. To implement the established goals and tasks, the service performs the functions and tasks assigned to it according to the principle of the "plan-implement-check-develop" (PDCA) cycle, based on internal quality assurance mechanisms. For this, the service:
 - 2.3.1. Conducts quality assurance studies, surveys, and analyzes the results of the research;
 - 2.3.2. Participates in the development of quality assurance policy and promotes its implementation in the university;
 - 2.3.4. Cares for the introduction/development of quality culture in the university;
 - 2.3.5. Implements measures aimed at systematically improving the quality of educational programs;
 - 2.3.6. Takes care of increasing the professional level of academic/scientific/guest staff and ensures the introduction of modern teaching-learning and assessment methods;

2.3.7. Develops the criteria for evaluating the university's material and technical resources, academic/scientific/guest staff;

2.3.8. Controls the regulation of the workload of academic/scientific/guest staff in accordance with applicable standards;

2.3.9. Together with the Human Resources Management and Development Service, it implements the necessary measures for raising the qualifications of academic staff;

2.3.10. Prepares relevant documentation for the accreditation and authorization process regarding internal quality issues.

2.3.11. Develops recommendations for the further improvement of teaching-methodical and scientific research work and, if necessary, submits them to the vice-rector in the field of quality for consideration;

2.3.12. Conducts research aimed at the development of educational processes, offers services, and monitors academic performance;

2.3.4. Monitors credit recognition procedures within the scope of competence within the scope of student mobility and restoration of status;

2.3.13. Takes into account the needs and expectations of students and other stakeholders within the scope of competence;

2.3.14. Establishes a culture of making decisions based on the data obtained as a result of research conducted at the university;

2.3.15. Cares for the introduction of student-oriented approaches in the university;

2.3.16. Based on the results of the implementation of internal quality assurance, it develops recommendations aimed at the professional development and evaluation of the university staff;

2.3.17. Participates in the process of developing the criteria for evaluating the activities of academic/scientific/guest personnel and evaluates in accordance with the specified criteria;

2.3.18. Prepares/initiates correspondence related to the functions and tasks of the service;

2.3.19. Carries out the processing, analysis, and development of appropriate recommendations of the results obtained as a result of semester surveys of students;

2.3.20. Analyzes students' academic performance and develops recommendations;

Article 3. Structure and management of the service

3.1. The service includes:

3.1.1. Head of Internal Quality Assurance Service;

3.1.2. Internal Quality Assurance Service Manager;

3.2. Creation/change/cancellation of the service structure is done by this regulation;

3.3. The rector of the university appoints and dismisses the employee of the service, in accordance with the rules established in the university;

3.4. Additional qualification requirements of employees of the service, if necessary, are determined by the rector of the university on the recommendation of the vice-rector in the field of quality.

3.5. The service is directly subordinated to the vice-rector of the university in the field of quality and is accountable to him.

Article 4. Management of the service

4.1. The service is headed by the head of the service;

4.2. The head of the service is appointed and dismissed by the rector of the university in accordance with the rules established by the university;

4.3. The head of the service directs the activity of the service and is responsible for its effective work;

4.4. A person who has at least a master's degree or an equivalent academic degree and has at least 3 (three) years of experience working in a managerial position in the field of higher education in the direction of quality assurance is accepted for the position of head of service;

4.5. The head of the service is accountable to the vice-rector in the field of quality.

Article 5. Function-duties of the head of the service

5.1. Head of Service:

5.1.1. Directs and manages the activities of the service in accordance with the legislation of Georgia, the regulations of the university and this regulation;

5.1.2. Takes care of effective implementation of internal quality assurance mechanisms;

5.1.3. Directs the research process at the institutional and programmatic level of the university and submits a report on the results obtained as a result of the research to the vice-rector of the university in the field of quality and to the responsible persons for further consideration and response;

5.1.4. Responsible for performing the functions and tasks established by the second article of this regulation of the service;

5.1.5. Distributes duties among employees of the service, gives them instructions and tasks;

5.1.6. Supervises the proper performance of official duties by employees of the service;

5.1.7. Cares for the integration of the university in the international educational space of higher education and the realization of the principles of the Bologna process;

5.1.8. Participates in the development of quality assurance policy and leads its implementation in the university;

5.1.9. Takes care of introduction/development of quality culture in the university;

5.1.10. Participates in intra-university processes of authorization and program accreditation; Ensures the preparation of necessary documentation for authorization and accreditation based on the functions of the service.

5.1.11. Participates in the establishment of evaluation criteria for the university's material and technical resources, academic/scientific/guest staff, and educational programs;

5.1.12. Monitors the process of implementation of the mechanism of evaluation of learning results of educational programs;

5.1.13. Monitors credit recognition procedures within the framework of student mobility and status restoration;

5.1.14. Establishes a culture of making decisions based on data obtained as a result of research in the university;

5.1.15. Based on the results of the implementation of internal quality assurance mechanisms, develops recommendations aimed at the professional development and evaluation of university staff;

5.1.16. Participates in the process of developing and selecting criteria for evaluating the activities of academic/scientific/guest staff;

5.1.17. Takes care of the implementation and development of transparency and recognition tools at the university (European Credit Transfer and Accumulation System (ECTS), diploma supplement, mobility, etc.);

5.1.18. Participates in the process of developing university regulations/forms in order to ensure compliance with legal requirements;

5.1.19. Prepares/initiates correspondence related to the functions and tasks of the service;

5.1.20. Represents the service with the management bodies of the university and other structural units, and within the scope of its competence represents the university in dealings with third parties;

5.1.21. Submits to the vice-rector of the university, in the field of quality, proposals on the structure of the service, states, organization of work, encouraging employees, imposing disciplinary responsibility, and raising their professional development;

5.1.22. If necessary, applies to the university vice-rector regarding the hiring of support staff for a certain period of time in the field of quality;

5.1.23. Develops a report on the annual activities performed by the service and submits it to the vice-rector in the field of quality,

5.1.24. Exercises other powers within its competence.

Article 6. Internal quality assurance service manager

6.1. Function-duties of the internal quality assurance service manager:

6.1.1. Participates in the creation and development of the "plan-implement-check-develop" (PDCA) quality assurance system of the educational process at the International Black Sea University;

- 6.1.2. Implements the "Plan-Do-Check-Develop" (PDCA) quality assurance system;
- 6.1.3. Participates in the process of checking the quality of operation of educational programs, preparing reports and developing recommendations;
- 6.1.4. Participates in studies for the development of educational services, processes the results, and presents the analysis;
- 6.1.5. Participates in the analysis of student's academic performance and development of recommendations;
- 6.1.6. Participates in the process of preparing self-assessment and other documents for authorization and program accreditation;
- 6.1.7. Participates in the monitoring of the process of implementation of the mechanism for evaluating the learning outcomes of educational programs;
- 6.1.8. Participates in the process of processing the results of semester surveys of students and developing appropriate recommendations;
- 6.1.9. Analyzes data obtained from internal quality studies.
- 6.1.10. Participates in the process of collecting and analyzing data on the implementation and sustainability of the educational program;
- 6.2. The manager of the internal quality assurance service is accountable to the head of the internal quality assurance service;
- 6.3. A person with higher education and at least 1 (one) year of work experience in a relevant or adjacent field is accepted for the position of internal quality assurance service manager;
- 6.4. Upon admission to the service, you will submit additional qualification requirements, if necessary, the head of the service will determine in agreement with the vice-rector of the university in the field of quality and the rector.

Article 7. Final Provisions

- 7.1. This provision shall enter into force upon acceptance by the Governing Board;

7.2. Amendments to this provision are made in accordance with the rules established by the university;

7.3. Changes are reviewed and approved by the university's governing board.