

Appendix 25

Approval: Governing Board of Black Sea International University
of 2024 -- by resolution N06

International Black Sea University

Regulation of Quality Assurance Service

Tbilisi

2024

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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) - Quality Assurance Service (hereinafter - the Service);
- 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. 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 ensure compliance with university authorization standards, and local and international accreditation standards of educational programs, and to implement appropriate measures for this purpose;
- 2.2. The task of the service is to effectively implement the processes required by the authorization and accreditation standards; and to contribute to the provision of a high level of teaching quality through the use of modern methods of learning, teaching, and assessment (modules, credit system and others) and preparation of self-assessment for the authorization/accreditation process.
- 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. 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. Acts in accordance with Georgian legislation, authorization and accreditation standards of higher education institutions, standards developed by the European Association for Quality Assurance in Higher Education (ENQA);

2.3.6. Promotes the integration of the university in the international educational space of higher education and the implementation of the principles of the Bologna process;

2.3.7. Directs the process of preparation of self-assessment, programs, program component syllabi, and other documents defined by standards for authorization and accreditation;

2.3.8. During the development and development of educational programs, it ensures the involvement of all interested parties (academic staff, students, graduates, employers, etc.) and their interests are taken into account;

2.3.9. Develops evaluation criteria for educational programs;

2.3.10. Conducts activities to obtain authorization of educational programs, schools, and universities and local and international educational accreditation;

2.3.11. Directs the process of creating, evaluating, and continuously developing educational programs to implement them in accordance with the requirements of accreditation and authorization;

2.3.13. 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.);

2.3.14. Ensures the organization of consulting and informational meetings for academic and administrative staff of the university on current issues related to the development of the educational program, authorization, and accreditation processes;

2.3.15. To ensure compliance with legal requirements, monitor the process of development of university regulations/forms within the scope of competence;

2.3.16. Ensures the management of the process of meeting the criteria of authorization and accreditation standards for obtaining local and international accreditation of university authorization and educational programs/schools;

2.3.17. Directs entering/updating information about educational programs in the electronic database of the university;

2.3.18. If necessary, is involved in the process of developing an individual curriculum for students;

2.3.19. Ensures the inclusion of relevant information on the electronic platform of the unified national exams, common master's exams and teacher training program, mobility information education information system, and the National Center for Assessment and Examinations;

2.3.20. Takes care of increasing the professional level of academic/scientific/visiting staff to ensure accreditation and authorization requirements and promotes the introduction of modern teaching-learning and assessment methods;

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

2.3.22. Develops recommendations for professional development and evaluation of university personnel;

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

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

Article 3. Structure and management of the service

3.1 The service includes:

3.1.1 Head of Quality Assurance Service;

3.1.2 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 service employees, if necessary, are determined by the rector of the university based on the submission 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 according to 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 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 directs the activities of the service in accordance with the legislation of Georgia, the regulations of the university, and this regulation;
- 5.1.2. Responsible for performing the functions and tasks established by the second article of this regulation of the service;
- 5.1.3. Distributes duties among employees of the service, gives them instructions and tasks;
- 5.1.4. Supervises the proper performance of official duties by employees of the service;
- 5.1.5. 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;
- 5.1.6. Directs the process of preparation of self-assessment, programs, program component syllabi, and other documents defined by standards for authorization and accreditation;
- 5.1.7. Ensures the involvement of all interested parties (academic staff, students, graduates, employers, etc.) and consideration of their interests when developing learning outcomes of educational programs;

5.1.8. Develops evaluation criteria for educational programs in accordance with the requirements of authorization and accreditation standards;

5.1.9. Conducts activities to obtain authorization of educational programs, schools, and universities and local and international educational accreditation;

5.1.10. Directs the process of creating, evaluating, and continuously developing educational programs to implement them in accordance with the requirements of accreditation and authorization;

5.1.11. Takes care of the effective implementation of the results of the studies conducted within the framework of the internal mechanisms of quality assurance at the institutional and programmatic level within the competence;

5.1.12. Periodically carries out documentary monitoring of educational programs, which means - compliance with legal/sectoral requirements, recommendations of external evaluators, market demand, stakeholder demand, and develops recommendations for their improvement;

5.1.13. 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.);

5.1.14. Ensures the organization of consulting and informational meetings for the academic and administrative staff of the university on current issues related to the development of the educational program, authorization, and accreditation processes;

5.1.15. To ensure compliance with educational legislative requirements monitor the process of development of university regulations/forms within the scope of competence;

5.1.16. Ensures the management of the process of meeting the criteria of authorization and accreditation standards for obtaining local and international accreditation of university authorization and educational programs/schools;

5.1.17. Directs entering/updating information about educational programs in the electronic database of the university;

5.1.18. If necessary, is involved in the process of developing an individual curriculum for students;

5.1.19. Ensures the entry of relevant information on the electronic platform of the unified national exams, common master's exams and teacher training program, mobility information education information system, and the National Center for Assessment and Examinations;

5.1.20. Takes care of increasing the professional level of academic/scientific/guest staff and ensures the introduction of modern teaching and evaluation methods;

5.1.21. Together with the human resources management and development service implement the necessary measures for raising the qualifications of academic staff;

5.1.22. Develops recommendations for professional development and evaluation of university staff;

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

5.1.24. To ensure compliance with legal requirements, participates in the process of developing university regulations/forms;

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

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

5.1.27. 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 relations with third parties;

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

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

5.1.30. Exercises other powers within its competence.

Article 6. Quality assurance service manager

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

- 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 Black Sea International University;
- 6.1.2. Implements the "Plan-Do-Check-Develop" (PDCA) quality assurance system;
- 6.1.3. Participates in the process of development and preparation of documentation required for university authorization;
- 6.1.4. Participates in the process of developing and preparing documentation necessary for the accreditation of academic programs of all schools of the university;
- 6.1.5. Participates in the management of authorization and accreditation processes;
- 6.1.6. Participates in the preparation of the annual report on the activities performed by the service;
- 6.1.7. Enters/updates information about educational programs in the electronic database of the university;
- 6.1.8. Participates in the process of preparing correspondence related to the functions and tasks of the service;
- 6.1.9. Based on the interests of the university, he participates in the development and implementation of various projects, in the systematic provision of planning, implementation, and evaluation of higher education programs;
- 6.1.10. Performs the direct tasks of the head of the service within the scope of his authority;
- 6.1.11. Exercises other powers within his competence. The manager of the quality assurance service is accountable to the head of the quality assurance service;
- 6.2. 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 quality assurance service manager;
- 6.3. 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.