

(Abstract)

**Head of Quality Assurance Service**

1. Quality Assurance Service Manager (Head) shall be appointed to the position and dismissed by the Rector. Qualifying requirements: Higher education (at least Master's or equal academic degree); at least 03 year experience of work in higher educational institution/ fulfillment of similar functions, or work in the field of quality assurance and control; knowledge of International and Georgian standards and regulating acts effective in the field of higher and vocational education; BNTU is entitled to specify indicated qualifying requirements and/or establish new requirements;
2. Head of Quality Assurance Service shall: manage activity of the Service, carry out general coordination of the work of the Service, plan activity of employees of the Service, determine terms and forms of work to be done by them; approve work schedule of the Service and provide fulfillment of all tasks, considered by the Regulations the Service; convene and chair ordinary and extraordinary meetings of employees of the Service; develop annual, semestral, prospective and current plans and submit them to the Rector, make decisions within the scope of his/her competence, sign official documents and recommendations and documents drawn up by the Service; develop offers regarding improvement of educational, research and managerial activity and submit them to Academic Council/meeting of partners for the examination/approval; provide introduction of state-of-art methods of teaching in BNTU; develop transparent criteria/methods of monitoring of education quality and provide their publicity and reasonable utilization; carries out theoretical and systematic processing of educational programs and monitoring of their implementation; take part in development of intra-university documents, instructions, rules, regulations relating to the education process, researches, implementation of Bologna process, authorization/accreditation; approve analysis of results of monitoring carried out by the Service and recommendations developed by it; manage the process of preparation of self-appraisal questionnaire/ self-appraisal report of authorization/accreditation and attached documentation; develop BNTU activity governing regulations, rules etc. And submit them to the Representative Board; develop Regulations of Academic Council and changes to be made to it, rules, methods and criteria of evaluation of educational and research activities and submit them to the Academic Council; develop various evaluation questionnaires/forms, instructions, rules etc. and submit them to the Academic Council for approval; process results of evaluation of educational process, educational programs, academic/invited staff, survey of students and academic/invited staff, monitoring/evaluations conducted, recommendations developed and measures planned by Quality Assurance Service, and submit them to the Academic Council for approval, and make corresponding decisions; develop the rule of recognition of degree/qualification and credits conferred by other higher educational institution and submit it to the Academic Council for approval; within the scope of his/her competence, check up fulfillment of tasks provided for by working plans of BNTU structural units; be entitled to demand from BNTU services, including HR Service, faculty dean and other authorized persons, reports relating to the educational process and/or educational programs and all the documents, required for fulfillment of functions provided for by these Regulations, for the purpose of their analysis and development of recommendations; within the scope of his/her competence, support involvement of students in curriculum-independent activity and development and improvement of research and practical skills; represent BNTU against other organizations regarding quality management relating issues; enjoy other authorities in accordance with these Regulations, for the purpose of fulfillment of functions and tasks of the Quality Assurance Service;
3. The Head of Service, within the scope of his/her competence, shall be entitled to:
  - evaluate existing state in BNTU, develop corresponding measures and offers;
  - demand from the staff involved in implementation of educational programs and employees of BNTU structural units, involved in educational process, fulfillment of Internal Regulations and educational process governing regulations/rules;
  - give instructions to BNTU students, vocational students and staff;
  - issue instructions, give directions and recommendations to all his/her subordinates.
4. The Head of Service shall be obliged to provide proper functioning of the Service and fulfillment of its functions;
5. The Head of Service shall be responsible for:
  - activity of the Service, observance of workplace discipline, fulfillment of assigned tasks;
  - elimination of any defect relating to the service to be provided and quality system.
6. The Head of Service shall:
  - manage his/her subordinate employees;
  - represent the service during exercising rights and shall be responsible for the fulfillment of functions and tasks of the Service;
  - plan main activities to perform functions of the Service;
  - distribute liabilities among the employees of the Service and give them instructions and tasks;
  - monitor proper performance of official duties and fulfillment of requirements of BNTU Regulations by the employees of the Service;
  - prepare and submit annual report on work done by the Service;
  - submit offers on qualification requirements of selection of employees, terms and conditions of job descriptions of employees, changes to be made to these Regulations, organization of internal structure, personnel, activity of the Service etc. to the Head of Administration-Chancellor for the purpose of examination;
  - solicit for purchase/transfer of devices, computer equipment, software etc. required for fulfillment of functions of the Service;
  - solicit for proficiency enhancement and retraining of employees of the Service;
  - develop conclusions, recommendations etc. within the scope of his/her competence;
  - fulfill functions and tasks, specified in accordance with BNTU Regulations, labor contract, job description and these regulations;
  - be subordinated to the Rector, accountable to the meeting of partners, Academic Council and the Rector.