

## Appendix No.1

Approved

By order No.85 of October 4, 2019, of the Rector of Tbilisi Theological Academy and Seminary of the Autocephalous Apostolic Orthodox Church of Georgia

### **Regulation**

**Of the Non-profit (non-commercial) legal entity - the Quality Assurance Office of the Orthodox Theological Higher Educational Institution, Tbilisi Theological Academy and Seminary of the Autocephalous Apostolic Orthodox Church of Georgia**

#### Article 1. General Provisions

1.1 The Quality Assurance Office of LEPL - NNLE -Orthodox Theological higher educational institution - Tbilisi Theological Academy and Seminary (hereinafter – “TTAS”) of the Autocephalous Apostolic Orthodox Church of Georgia, is the governing body of TTAS;

1.2 In its activities, the Office is guided by this Regulation, the Charter of TTAS, by-laws, the “Law of Georgia on Higher Education” and the quality assurance standards and principles of the European higher education area;

1.3 The Office has the obligation and responsibility to perform tasks and functions imposed by this Regulation and is accountable to the Rector of TTAS.

## Article 2. Objectives of the Office

2.1 The main purpose of the Office is to improve the quality of teaching and research work at TTAS.

## Article 3. Tasks, Functions and Duties of the Office

3.1 The main task of the Office is to improve the quality of teaching and research by developing and promoting a quality assurance system;

The main functions and responsibilities of the Office include:

- A) Development and update of quality assurance procedures in the educational process;
- B) Development of relevant recommendations for the evaluation of academic programs;
- C) Definition of the rules for the evaluation of scientific and research work in cooperation with academic and scientific staff;
- D) A systematic evaluation of current educational and research activities in accordance with established rules and procedures;
- E) Promotion of the mobility of the academic staff and the students, forming and implementing a credit calculation system;
- F) Monitoring and promotion of the introduction of internal and external evaluation methods in order to improve the quality of the learning process;

G) Development of recommendations to solve the problems identified by the analysis of the inquiry done by the faculties among the students and the staff on the quality of the current educational process. Summary of the results of the quality monitoring of the educational process at the faculties and preparing of unified reports;

H) Promotion of modern methods and principles of the management of the teaching quality;

I) Promotion of the implementation of various special programs for the qualification and retraining of the academic staff;

J) In agreement with the Rector of TTAS, establishment of contacts and cooperation with the relevant departments of theological and secular higher education institutions of foreign countries in order to develop a transparent quality control criteria and methodology for their implementation;

K) Determination of the rules and deadlines for receiving information on quality issues from faculties and other structural units of TTAS; further processing of the received materials and filing of the required information in the database;

L) Maintenance of the register of higher education institutions, programs, students and staff in accordance with the current regulations;

M) Cooperation with the LEPL National Center for Quality Assurance in Education regarding the quality assurance of education and maintenance of the register;

- N) Organisation and implementation of the authorization and accreditation processes established by law;
- O) Provision of information to the faculties on the adoption of changes and normative requirements by the LEPL National Center for the Quality of Education;
- P) In cooperation with the relevant structures, responsible persons and interested parties of TTAS, determination of the relevance of the TTAS organizational structure and management, student support services, personnel management, research, development and other creative activities, material, information and financial resources with the authorization standards;
- Q) Determination of the adherence of TTAS educational programs to the standards of authorization and accreditation, in cooperation with the relevant structures of TTAS, responsible persons and interested parties;
- R) Assistance provided to the academic staff in the process of bringing educational programs in line with the standards of authorization and accreditation;
- S) Review of written applications related to the recognition of student credits and development of relevant recommendations for the faculties;
- T) Submission of a qualification document (diploma and diploma attachment) prepared by the faculty on the basis of the information provided in accordance with the present Regulation for approval by the Rector of TTAS. Maintenance of a register of approved qualification documents;

- U) Organisation of conferences, trainings, seminars, consultation and informative meetings for current issues related to the authorization and accreditation for the TTAS academic and administrative personnel;
- V) Ensuring the implementation of the resolutions of the Academic Council on legal issues and the legal acts of the Rector of TTAS;
- W) Participation in the drafting of the TTAS legal acts related to the educational process, scientific research, authorization and accreditation;
- X) Exercising of other authorities within the scope of its competence on the instructions of the Rector of TTAS.

#### Article 4. Structure of the Office

1. The Quality Assurance Office is the governing body of TTAS, headed by the Head of the Office;
2. With the blessing of the Catholicos-Patriarch of All Georgia, the Head of the Quality Assurance Office of TTAS is appointed and dismissed by the Rector of Tbilisi Theological Academy and Seminary;
3. The Deputy Head of the Office and other employees are appointed and dismissed by the Rector of TTAS;
4. In case of a temporary absence of the Head of the Office, his/her duties are performed by the Deputy Head of the Office on the basis of the order of the Rector of TTAS;
5. According to this Regulation, the positions and number of employees required to perform the tasks and functions assigned to this Office are determined by the TTAS staff schedule, and the rights and duties of the

employees are determined by an agreement with the employee, based on the order of the TTAS Rector.

#### Article 4. Management of the Office

1. Head of the Office:

- A) With the blessing of the Rector, manages the activities of the Office in accordance with the TTAS Charter, the Regulation of the Office and other internal legal acts;
- B) Prepares and submits for approval to the Rector of TTAS the draft legal acts which define the functional activities of the Quality Assurance Office;
- C) With the blessing of the Rector, represents this Office while implementing the rights and duties imposed on him/her and is responsible for the proper performance of the functions and tasks assigned to this Office;
- D) Distributes work among the personnel of the Office, gives them appropriate instructions, tasks and controls the quality of the work performed by them;
- E) In agreement with the Rector, supervises and directs the development and implementation of short and long-term work plans of the Office;
- F) Before granting incentives to his/her subordinates or in case of disciplinary (or other) misconduct among them, submits proposals for his consent on the incentives or imposition of liability to the Rector of TTAS;

- G) With the consent of the Rector of TTAS, is authorized to participate in the selection process of students for participating in international exchange programs;
- H) Represents the Office with other governing bodies, faculties and other structural units of TTAS; In agreement with the Rector of TTAS, within the scope of his/her competence, represents TTAS in relation with third parties;
- I) Performs other tasks indicated by the Rector of TTAS.