

By decree N23/3nMarch 9, 2010 of the Representative Board of TSMU

Provisions of the Quality assurance Office of Tbilisi State Medical University.

### Chapter 1. General Provision

- 1.1 The Quality assurance Office of TSMU (hereinafter-as the department) represents a structural unit of Tbilisi State Medical University (hereinafter referred to as the University) created by the Georgia “Legal Entity of Public law regarding the Higher Education” according to the 25<sup>th</sup> article, concerning assessment purpose of TSMU teaching, learning, researching and professional systematic activities.
- 1.2 The Department in its activities is guided by the Georgian Constitution, Georgian Legal Entity of Public Law regarding the Higher Education, TSMU statute and internal regulations and other legislative and subded regulations administrative regulations and provisions of the TSMU authorities.
- 1.3 The Activity of the Quality Assurance Office is applied systematically by integrative, coordinative and effective mechanisms of academic staff, administration and students affords.
- 1.4 The University Quality Assurance Office activity is public and accessible for all concerned individuals.
- 1.5 The University Department collaborates with other Georgian and Foreign Higher establishments similar structures, regulations to create transparent criteria and their provision mechanism of monitoring.
- 1.6 The University Department provides the implementation and maintaining of the high level teaching, the realization of modern teaching methods and estimations.
- 1.7 The University Department applies the Higher Institutions authorization and accreditation processes for self-assessment preparation defined by Georgian Legislation.

### Chapter 2. The Department activities

- 2.1 The Department provides management of academic processes of the Higher Education in common European space according to full entirety of interests.
- 2.2 Basic fields of the department university round work:
  - a) Department policy and development of the inner university mechanisms and their planning.
  - b) Educational and investigative programs, monitoring and assessment of clinical/practical activities of the academic staff.
  - c) Development of the students assessment mechanisms/forms and students assessment investigation.
  - d) The assessment of material-technical basis.
  - e) The fulfillment and participation of the department in the realization of the outer mechanism assessment in the University for Georgian Ministry of Education and science, National Center and other establishments.
- 2.3 The Department develops University Educational programs, the inner University procedures for staff and Material and technical resources assessment.

2.4 The Department carries out current monitoring and references for their improvements.

2.5 Recommendations are submitted to the Rector and is reported to the Representative Board of the University.

2.6 In cooperation with other university services the department participates in the regulation of staff charge and students' mobility and credit-transfer system realization.

2.7 The department provides academic staff qualification perfection necessary events.

2.8 The department provides self-assessment processes for authorization and accreditation.

### Chapter 3. Department staff and authority

3.1 According to the aforementioned provision and staff list following positions are established in the Department:

1) Head of the Department

2) Leading Specialist

3) Senior Specialist

3.2 The Department is governed by the head of the department, approves by the Representative Board.

3.3 The Head of the Department:

a) Provides the management and coordination of the University Quality Assurance Office

b) Establishes department work plan.

c) Guides and coordinates department staff activity, defines staff activity terms and forms.

d) Account for references and documents elaborated by the department

### Chapter 4. Department collaboration

4.1 By Legislatively established rules the rector appoints and gives off the job the department collaborators.

4.2 Quality Assurance Office collaborators act according to approves plan and the head's instructions.

4.3 Senior specialist constantly monitors work plan and above mentioned instructions.

4.4. In the head's absence, the Rector appoints his locum by a corresponding order.

4.5. Department specialists participate in the university educational investigative and clinical activities qualitative assessment monitoring.

4.6. Leading specialist or specialist (among them senior specialist) by the way of elaborated plan and assignment distribution afore mentioned regulations fulfillment of the tasks charged on the department and submission of the results to the head.

- 4.7. Senior specialist digest all inner and outer of the department and provides the coordination of department information and work involvement.
- 4.8. Department staff provides coordination of University department services activity.
- 4.9. Distribution of activity fields among the staff may occur as on medical undergraduate or postgraduate levels, so on basic and clinical subject's research activities.
- 4.10. Department staff accounts for the head of the Department.
- 4.12. The number of the staff is determined by the university staff schedule.
- 4.13. Among the University and faculty departments collaboration is regulated by the University statute.
- 4.14. In the process of development of the department work plan additional staff is admitted according to current legislation.
- 4.15. In the process of work plan development the department can additionally involve students.

#### Final Provisions

- 5.1. The department accounts for the University academic and representative board.
- 5.2. Once a year an account is submitted to the rector, academic and representative Board.
- 5.3. Elaborated by the department document is designed as references, realization of which corresponds to the University goals and tasks, as well as the realization of the state policy in the field of education.
- 5.4. Cancellation of department provisions the changes and additional issues can be included by legislative orders of Representative Board.

Appendix 6

Approved by

Decree N23/6 July 25, 2012 of the Representative Board of TSMU

On insertion changes the Provisions of the TSMU Quality Assurance office.

Approved by Decree N23/3 March 9, 2010 of the Representative Board of TSMU

Following changes inserted in the provisions of Quality Assurance office.

1. Article 1.7 of chapter 1 changes and establishes in the following redaction.
  - 1.7. The Quality assurance office provides self-assessment preparations specified by Georgian Legislation.
2. Chapter 2 article 2.2

“B” and “D” sub-articles be changed and establish in the following redaction.

“B” Educational and research programs assessment participation in the monitoring assessment of the academic staff clinically practical activity

“C” Participation in the assessment of the material-technical basis

3. Article 2.4 of chapter 2 be changed and established in the following redaction “2.4 the department participates in the current monitoring of references for the perfection.”
4. Chapter 3. Article 3.3 sub-article “C” be changed and established in the following redaction. “D” accounts for references and documents elaborated by the department.
5. Chapter 4 article 4.15 be changed and established in the following redaction “4.15. In the process of an implementation department work plan additionally it is possible to involve students.”