Decree of the Rector of Saint King Tamar University NCLE of the Georgian Patriarchate

№058/01      December 5, 2018

**Saint King Tamar University of the Georgian Patriarchate**

**On defining and approving the procedure for applying the quality assessment results**

   According to the Law of Georgia - Article 35 of the Civil Code of Georgia, "On the Approval of the Statute and Fees for the Authorization of Educational Institutions" by the decree of the Minister of Education and Science of Georgia №99 / N of October 1, 2010, Saint King Tamar, NCLE,  Pursuant to Article 4, Part 3, Article 14, Part 1, Part 3, B, E, F and L, and Part 4 of the Charter of the mamed University:
   **I decree:**

1. To approve the procedure for applying the quality assessment results of the Saint King Tamar University of the Georgian Patriarchate in accordance with the Annex.
2. A copy of this order shall be made public.
3. To send this order to the structural units / staff of the University within their competence.

4. I will personally control the execution of the order.

5. The order may be appealed in accordance with the rules established by the legislation of Georgia.

6. The order shall enter into force upon signing.

Professor, Archimandrite Adam (Vakhtang Akhaladze)

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Saint King Tamar University of the Georgian Patriarchate

Procedure for using quality assessment results for Saint King Tamar University NCLE

## Introduction

Quality assurance mechanisms at Saint King Tamar University of the Georgian Patriarchate (hereinafter - the University) are defined by the University Charter and the legal acts of the Rector.

1. Based on the above regulations, quality assurance is carried out using the following tools:

### 1.1 Learning-Teaching and Services

Assess and quality assurance of educational programs, academic and invited staff involved in educational programs and the learning process.

**a) Quality assurance of educational programs**

**Procedures for planning, developing, approving, developing, modifying, and revoking educational programs**
- The document regulates program planning and development procedures and instructions; The scheme of development and changes of the educational program; In case of change or cancellation of the educational program, the mechanisms for providing further education to the students of the respective program. The form of syllabi for program design and training courses has been developed within the framework of the document.

**Evaluation tool:**

Quality Assurance Office report form on compliance with program accreditation standards;

Annual evaluation form of the educational program; Form for substantiating the cancellation of the educational program; the form of implementation of the program in non-accredited mode; by the student Educational Program Evaluation Questionnaire; Graduate Educational Assessment Questionnaire; Questionnaire for evaluation of the educational program by the employer;

Educational program evaluation questionnaire by the staff involved in the implementation of the program.

**Procedure for using the results:**

The assessment is cyclical in nature and considers the specific stages of the implementation of the procedures. The Quality Assurance Office evaluates programs, identifies deficiencies, develops recommendations, and submits them to the program manager for improvement.

After the recommendations are taken into account by the program manager, the program is re-evaluated. In case of cancellation of the program / transfer to non-accredited mode, the reasons and necessity of cancellation are substantiated, as well as the provision and continuation of the opportunity for students to continue their studies is evaluated and confirmed.

**Educational Program Learning Outcome Evaluation Methodology** - The document describes the learning outcome evaluation methods, processes, description of assessment outcomes, and stages of responding to assessment outcomes.

**Evaluation tool:**

Educational program attachment - evaluation of program learning outcomes; Graduate Educational Assessment Questionnaire; Questionnaire for evaluation of the educational program by the employer; Student Program Evaluation Questionnaire;

Questionnaire for evaluation of the educational program by the staff involved in the implementation of the program;

Annual evaluation form of the educational program.

**Procedure for using the results:**

The process is cyclical in nature. Data is collected at written intervals and programs are constantly developed based on the analysis of the results (which means

Implement the necessary changes in the educational programs identified as a result of assessment: teaching methods, assessment system, literature used, learning outcomes, etc. Modification).

**Methodology for determining the number of academic and invited staff** - The document defines the benchmarks for the number of academic and invited staff required for the implementation of educational programs. The document defines the maximum number of students allowed in a group of study courses and the maximum number of academic hours allowed for academic and visiting staff.

**Evaluation tool:**

Form for determining the number of academic and invited staff for the program;

Student General Satisfaction Survey Questionnaire;

General Satisfaction Survey Questionnaire for Academic and Invited Staff.

**Procedure for using the results:**

The process is cyclical in nature and involves the continuous evaluation of the number of academic and invited staff within the program, the development and continuous use of the results obtained to improve the program.
Students, academic and invited staff involved in the implementation of the program participate in the evaluation. Based on this, the appropriate number of required academic and invited staff is determined for each program.

**b) Quality assurance of the staff involved in the implementation of the educational program**

**Rules for evaluation of scientific**-research and academic activities of the staff - the document regulates the procedures and criteria for the evaluation of the scientific-research and academic activities of the academic staff and the academic performance of the invited staff.
The evaluation of the academic and scientific-research activities of the staff contributes to the increase of the productivity of the scientific-educational activities, the raising of the qualification and professionalism of the staff, the stimulation of creative initiative, which is aimed at the development and quality of the university. In addition to evaluation, the rule provides for pre-announced evaluation procedures and criteria, which promotes transparency of the process, adherence to the principles of equality.

**Evaluation tool:**

Form of the annual report on the scientific-research activities of the academic staff;

Evaluation form by the Dean of Academic and Invited Staff;

Assessment form by the Academic and Invited Staff Program Manager;
Assessment form by academic and invited staff and course student;
Semester and annual evaluation form of invited staff;
Form of semester and annual evaluation of academic staff.

**Procedure for using the results:**

The process is cyclical in nature and involves the continuous evaluation, development and continuous improvement of the results of the training and / or scientific activities. Based on the evaluation, the evaluation results are responded to, which provides incentives and support mechanisms.

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**Qualification Requirements for Academic and Invited Personnel and Selection Procedure** - The purpose of the document is to provide highly qualified academic and visiting staff for the university's educational programs, to establish qualification requirements for them, and to conduct the admission / selection process according to established procedures. Clearly written admission procedures, pre-announced contestant evaluation criteria, list of documents to be submitted by the contestant and the ability to appeal the results contribute to the transparency of the process, publicity, credibility, adherence to the principles of equality, selection of the best staff in healthy competition.

**Evaluation tool:**
Demonstration lecture evaluation form.
**Procedure for using the results:**

The qualification requirements and selection procedures set out in the document are subject to review for improvement and improvement in the event of procedural and / or qualification requirements deficiencies identified during the competition stages, as evidenced by the results of the appeal.
Evaluations of the educational program stakeholders, university administrative staff and the program manager also provide an opportunity to evaluate the recruitment procedures, based on which, if necessary, the document is revised to improve / improve the processes.

**Auditory Assessment Procedures** - The document serves to promote the development of individuals involved in the teaching process, identify needs, identify best practices in colleagues, and introduce a culture of quality assurance.
**Evaluation tool:**
Audit performance evaluation form;

Audit Assessment Summary Report Form.
**Procedure for using the results:**

The procedure for applying the results of attendance at the audit work is cyclical in nature and involves identifying best practices within the audit work, identifying weaknesses. Based on the analysis of the identified weaknesses, there are ways to improve; the person is repeatedly subject to attendance and evaluation. This contributes to the continuous improvement of the teaching process.
**c) Quality assurance of the learning process**

**Student Language Competence Determination Procedure** - The document regulates the cases of determining the language competence of the language of instruction of the main components of the educational program for students / entrants entitled to study in educational programs,persons responsible for conducting the university language proficiency test, the rules and conditions for passing the language test, as well as university mechanisms for improving language proficiency. The purpose of this rule is to facilitate the achievement of the learning outcomes of the relevant program for individuals enrolled in university educational programs.
**Evaluation tool:**

Language Competency Assessment Form;

Annual evaluation form of the educational program.
**Procedure for using the results:**

Based on the determination of language competence in students, there is a need to change the language proficiency requirements for the program. Based on the results of the analysis of students' academic performance, the document is subject to revision in order to improve the processes.

**Norms regulating the learning process** - The document defines the regulations related to the educational process, the period of beginning / end of the academic year / semester, the rules of recognition of student status, suspension, termination, mobility, education received during the study period, essential conditions of the education service contract, student assessment system Training procedures for registration procedures. The document serves to organize the learning process properly.

**Evaluation tool:**

Student General Satisfaction Survey Questionnaire;

General Satisfaction Survey Questionnaire for Academic and Invited Staff.

**Procedure for using the results:**

Based on the results of the Student, Academic and Invited Staff Satisfaction Survey, the document is subject to revision to improve / improve the processes.

**Individual Curriculum Development Methodology** - The aim of the document is to facilitate the active and uninterrupted involvement of students with different abilities and needs in the educational process in order to achieve the learning outcomes provided by the curriculum and syllabi. The development of an individual curriculum is based on the specifics of the program.

**Evaluation tool:**

Credit compatibility / recognition form;

Student Mobility Survey Questionnaire; Student General Satisfaction Survey Questionnaire.

**Procedure for using the results:**

The individual plan developed under the document is evaluated by surveying students and students with general satisfaction with mobility. As a result of the shortcomings identified on the basis of the evaluation, the document is subject to revision in order to improve / improve the processes.

**Student Contingency Calculation Methodology** - The document sets out the rules for determining the maximum number of student places at the University, which take into account all aspects necessary for the functioning of the University. The purpose of the methodology Within the overall contingent of university students relevant Adequate distribution of students in programs / directions / faculties, in order to smoothly manage educational activities, to administer at a high level and to obtain a quality education for each student.

**Evaluation tool:**

Contingency calculation table;

Academic and Invited Staff Satisfaction Survey Questionnaire; Student General Satisfaction Survey Questionnaire.

  **Procedure for using the results:** The methodology for calculating the student contingent is evaluated based on the analysis of the general satisfaction survey of students, academic and invited staff. In case of identified shortcomings, the benchmarks and contingency removal processes set out in the document are being improved / improved, taking into account the specifics of the programs.

**.Contingent Monitoring Procedure** - The purpose of the document is to control the number of students enrolled within the University Student Contingent and to prevent the overabundance of students designated for the University.

Regulation contributes to the institutional sustainability of the University and the effective planning of the learning process.

**Evaluation tool:**

Contingent number monitoring form;

Conclusion of the Quality Department on the monitoring of the contingent.

**Procedure for using the results:**

Based on the factual data, the procedure provides for monitoring. Based on the conclusion of the Quality Assurance Service, the risk of overcrowding in the process of monitoring the number of students leads to the revision of the admission places planned within the procedure.

**1.2 Research**

Evaluate and analyze the scientific productivity of research activities, research unit (s) and academic / scientific staff.

a) Rules and conditions for affiliation of academic staff - The document regulates the terms and conditions of affiliation of academic staff of the University, sets out the rights and responsibilities of academic staff and the University in connection with affiliation, provides for the obligations of the University, support mechanisms.

**Evaluation tool:**

General Staff Satisfaction Survey Questionnaire.

**Procedure for using the results:**

Based on the research of the general satisfaction of the academic staff and the analysis of the results achieved in the research, the affiliation rule is subject to revision in order to improve / improve the processes / conditions.

b) Procedures for announcing a research grant competition, submitting a research project and funding - the document promotes equal research opportunities by the university, transparency of processes and funding of valuable research through high competition.

**Evaluation tool:**

General Satisfaction Questionnaire for Academic and Invited Staff.

**Procedure for using the results:**

Data analysis is based on the results of the General Satisfaction Survey of Academic and Invited Staff. Which includes data on participation in both international and international research projects (project participation statistics, qualification overcoming statistics, funding statistics). Based on the above data, the relevant procedures are subject to revision in order to refine and improve the promotion processes.

d) Procedures and mechanisms for detecting, preventing and responding to plagiarism - the purpose of the document is to facilitate the objective implementation of teaching and research at the University, to establish the principles of academic integrity, as well as to promote scientific and academic responsibility in Adjusting norms of behavior and establishing forms of responsibility for the introduction of high academic standards. The requirements of the document apply to the academic, invited and scientific staff employed at the University, as well as to the students of the University and to the persons involved in the scientific conferences and publications organized by the University.

Evaluation tool:

Electronic platform conclusion.

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**Procedure for using the results:**

In order to correct the shortcomings identified on the basis of the analysis of the results obtained using the electronic platform, the Quality Assurance Office, in cooperation with the main educational and structural units, works to raise the culture of academic good faith.

## 1.3 Management responsibilities

Evaluate and analyze the management processes of the organization.

a) University Charter / Internal Regulations - the document regulates the organizational management processes of the University. Establishes and defines the functions and responsibilities of the structural units / persons, the functional connection and subordination between the structural units / persons in order to carry out the ongoing processes in the University effectively.

**Evaluation tool:**

Questionnaire for evaluating the quality of the management processes of the organization (survey of administrative staff).

**Procedure for using the results:**

The process is cyclical in nature and a report on the deficiencies of the structural units identified on the basis of the survey will be submitted to the Rector of the University for further response. The response is assessed as a result of a repeat survey.

## 1.4 Annual Reporting of the Quality Assurance Office and Use of Results

The annual quality assurance service report is used to assess university teaching / learning, research activities and organizational level. The University Quality Assurance Service analyzes the results obtained and develops relevant recommendations

The recommendations of the University Quality Assurance Service will be submitted to the relevant structural unit for response. And the final report will be reviewed by the University Rector for further response.