



ეროვნული თავდაცვის აკადემია NATIONAL DEFENCE ACADEMY

Regulations of the Quality Assurance Service of the LEPL David Aghmashenebeli National Defence Academy of Georgia

Article 1. General Provisions

1. These Regulations determine the authority and accountability of the Quality Assurance Service (hereinafter — the Service) of the LEPL David Aghmashenebeli National Defence Academy of Georgia (hereinafter — the Academy).
2. The Head of the Service is an elected governing entity of the Academy.
3. The Service shall carry out its activities in accordance with the legislation of Georgia, the Charter of the Academy, these Regulations, and individual administrative-legal acts of the Commander.
4. In the execution of its functions, the Service shall be accountable to the Commander of the Academy.

Article 2. Mission of the Service

The mission of the Service shall be to evaluate instructional and scientific-research activities at the Academy, as well as to organize self-evaluation processes for the authorization of the educational institution and the accreditation of educational programs.

Article 3. Primary Functions of the Service

1. The primary functions of the Service shall be:
 - a) Evaluating the instructional and scientific-research activities of the Academy and developing recommendations for their improvement;
 - b) Managing the preparation of the Academy for institutional authorization and educational program accreditation procedures, and organizing the process of preparing the self-evaluation report and its attached documentation;
 - c) Facilitating the implementation of modern instructional and assessment methods;
 - d) Developing quality assurance mechanisms, and planning, implementing, and evaluating processes, as well as preparing relevant recommendations and conclusions.
 - e) Determining the alignment of academic higher education programs implemented by the Academy with institutional authorization and program accreditation standards, in cooperation with the relevant structures, responsible persons, and stakeholders of the Academy;
 - f) Cooperating with Georgian and foreign higher education institutions, including **relevant** departments of higher military educational institutions, as well as Georgian and foreign experts, to establish transparent quality assurance criteria and their implementation methodology;
 - g) Developing criteria and indicators for evaluating military and academic higher educational programs, conducting program evaluations based on them, and, where necessary, preparing relevant conclusions and recommendations for further improvement;
 - h) Developing criteria and indicators for technical monitoring, organizing systematic technical

monitoring based on them, and, where necessary, preparing relevant recommendations and conclusions;

- i) Developing questionnaires for the evaluation of academic, visiting, and teaching staff, as well as military instructors; conducting surveys, formulating recommendations based on the analysis of the feedback received, and submitting them to the Commander of the Academy;
- j) Organizing training sessions, seminars, consultative, and informational meetings for the academic, visiting, and administrative staff of the Academy on current issues related to the development, institutional authorization, and program accreditation of educational programs;
- k) Participating in developing the procedure for completing the state document confirming qualification—the Diploma Supplement—as well as in the process of compiling and preparing the Diploma Supplements for graduates;
- m) Reviewing written requests related to the recognition of credits and developing relevant recommendations for the administration of the primary educational units;
- n) Developing individual administrative-legal acts that determine the functional activities of the quality assurance services of the primary educational units;
- o) Coordinating with quality assurance experts of the primary educational units;
- p) Exercising other powers provided for by legislation.

Article 4. Structure and Leadership of the Service

- 1. The structure of the Service shall include: the Head of the Quality Assurance Service, the Senior Quality Assurance Officer, two quality assurance experts, and a NATO Accreditation Quality Assurance Expert.
- 2. The Service shall be headed by the Head of the Service, who constitutes an administrative official;
- 3. The Head of the Service shall be elected by the Academic Council;
- 4. The Head of the Academy's Quality Assurance Service shall:
 - a) be subordinate to the Commander of the Academy and be accountable to him;
 - b) manage the Service;
 - c) distribute duties among subordinate personnel;
 - d) periodically receive reports from the personnel subordinate to him/her.
 - e) within the scope of competence, shall represent the Academy in official relations conducted outside the organization;
 - f) shall submit proposals to the Commander of the Academy regarding the improvement of official activities;
 - g) shall carry out other duties assigned to the Service by these Regulations and the legislation of Georgia;
 - h) shall direct the development of short and long-term work plans of the Service, as well as their implementation;
 - i) shall submit proposals to the Commander of the Academy for further action in the event of disciplinary misconduct or incentivization of employees of the Service.

5. The functions and duties of the Service personnel shall be determined by their job descriptions, which shall be approved by the Commander of the Academy.

Article 5. Procedure for Making Amendments and Supplements to the Regulations

Amendments and supplements to these Regulations shall be executed by resolution of the Academic Council of the Academy.