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1. The Quality Assurance Office of the Georgian American University, LLC. (hereinafter " the University") is the governing body of the University;
2. The office conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia on Higher Education, other legislative and sub-legislative acts, the regulations of the University, this regulation and other decisions made by the Academic Council of the University.
3. The regulation defines the structure of the quality assurance office of the Georgian American University, LLC., the main directions and functions of the activity. The regulations of the University Quality Assurance Office are approved by the Academic Council of the University.

The main activities of the University Quality Assurance Office are:

- a) Promoting the integration of the University in the international educational space;
- b) Promoting the quality of teaching and research at the University;
- c) Evaluation of educational and scientific-

- i) Carries out a systematic assessment of the quality of teaching and research activities of the University, as well as the professional development of its staff through internal and external quality assurance procedures;
- j) Oversees the monitoring of students' academic performance in schools and evaluation of the achievement of educational outcomes;
- k) Ensures the coordinated activities of school quality assurance managers;
- l) Continuously monitors the compliance of the University's organizational structure and management with the authorization standards, personnel management, student support offices, development of research and innovative activities, material, information and financial resources;

2. The positions defined for the office according to the staff schedule of the University are
 - Head of the office, office specialist/specialists.

The quality assurance office is headed by their chief.

The Head of the University Quality Assurance Office is appointed by the President of the University in agreement with the Senior Vice President upon the recommendation of the Vice-President.

3. Head of the University Quality Assurance Office:

- a) Manages the activities of the Office in accordance with the Regulation of the University and this Regulation;
- b) Is responsible for the performance of the functions and tasks assigned to the office;
- c) Represents the office with other governing bodies of the University, schools and other

on the analysis of the survey results, develops recommendations to solve the identified problems;

q) Participates in the process of developing questionnaires for the self-assessment/evaluation of academic, scientific and invited staff. Systematizes the evaluation results and develops recommendations within its competence;

r) Participates in the process of developing questionnaires for the evaluation of administrative and support staff. Participates in the process of analysis of survey results and elaboration of recommendations within its competence;

s) Participates in the process of developing questionnaires for the employee satisfaction survey. Participates in the process of analysis of survey results and elaboration of recommendations within its competence;

t) Develops recommendations and employee instructions within the scope of its authority;

u) Prepares the annual report on the activities of the Office and submits it to the Vice-President of the University in the field of educational-scientific and quality assurance;

v) Reviews correspondence related to the functions and tasks of the Office and prepares a response;

w) Submits proposals to the Vice-President of the University on the imposition of liability in the internal structure of the Office, staff, incentives or disciplinary (or other) misconduct;

...duties of the Vice-President of the University within the scope of his/her

...tasks under the authority defined by the Regulation of the University, the resolutions of the Academic Council of the University and the Georgia.

...Quality Assurance Office is accountable to the Vice-President in the field of quality assurance.

...authority is executed by one of the specialists of the Office.

...University Quality Assurance Office is appointed by the President of the University on the recommendation of the Vice-President.

...Quality Assurance Office Specialist:

...systematizes information for the purpose of systematic assessment of the teaching and research activities at the University, as well as the professional activities of its staff by the Quality Office;

...information to school quality assurance managers on legal acts related to quality assurance, regulations in the internal acts of the University, as well as changes

...and documents information, documentation related to the quality assurance process.

- e) Requests information from the main educational units of the University, the library and auxiliary structural units on the issues within the competence of the Office, sorts and systematizes the received information;
- f) Participates in the review of correspondence related to the functions and tasks of the Office, systematization of the requested information and preparation of a response on the instructions of the Head of the Office;
- g) Plans and organizes meetings of the Head of the University Quality Assurance Office;

The specialist of the University Quality Assurance Office is accountable to the Head of the Office.