Quality Assurance Policy of
Baku Business University

The quality assurance policy of Baku Business University is to ensure the sustainable development of the University by providing high level of higher education and increasing international competitiveness with taking into consideration the educational policy of the state and the development perspectives of the society, and so the preparation of highly qualified staff in accordance with the creative, contemporary thinking and fit for labor market requirements.

The quality assurance policy of Baku Business University is aimed at ensuring the quality of education and continuous development in line with the goals of the University's Strategic Development Plan. The quality assurance policy is based on the provisions of the Bologna Education Process, the National Qualifications Framework for Lifelong Learning in the Republic of Azerbaijan, and Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

The following procedures determine the scope of the University Quality Assurance Policy:

1. Design, approval and periodically monitoring of study programs - These guidelines provide for the evaluation and development of study programs in accordance with specific standards and procedures.

2. Application of student-centered learning, teaching and assessment systems - This system serves to increase student motivation, self-assessments , critical thinking skills by enabling more active participation of students in the learning process as well as greater transparency of assessment procedures

3. Activity in the area of student admissions, progression and recognition of education documents - This activity promotes the mobility of students and recognizes educational documents nationally and internationally.

4. Attestation of academic staff and implementation of Career Development Programs - Determine the availability of academic staff with the necessary

and up-to-date teaching skills, and encourage their continuous improvement and active research activities.

5. Strengthening the University's educational resources and student support system - Building a strong educational infrastructure (library resources, laboratories, information technologies) and promoting the professional student support system (tutor, consultant, and mentor) and ensuring their accessibility serve the overall quality of teaching.

6. Establishing an Information Management Mechanism at the University - This mechanism involves collecting, analyzing and transmitting information to the relevant sections through surveys that are a common method to get feedback from stakeholders, especially from students and general information management issues.

7. Provide and disseminate public awareness of the overall activities of the University - The University must publish clear, accurate, objective, new and easily accessible information about its activities for the community.

Ensuring the quality assurance policy at the university is only possible through the development of quality culture. In order to achieve high quality in education, each member of the academic and administrative staff of the University, as well as students, deeply understanding their responsibilities and carrying out more responsibility for fulfilling their duties ensure the development of quality culture at the University.

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The quality assurance policy of the Baku Business University provides for the development of curricula for specialties, taking into account the experience of developed countries, and assessing the conformity of these educational programs' optimization, mobility monitoring compliance with relevant standards, as well as in according with global processes and challenges in the world in case of the development of information technology to determine more effective teaching methodology of these processes to the young people to create of a student-centered system. Providing high-quality teaching aids to the system is one of the main conditions for getting successful in their study. Therefore, it is important to align the methical resourses to the guidelines and standards along with study programs. All educational and methical materials should be compiled in accordance with the prepared regulations in Baku Business University. The student-centered teaching, learning and assessment system promotes the motivation of students to become more active in the learning process, in addition to creating self-criticism, self-critical thinking, and the ability to analyze and evaluate the current situation.

One of the strategic development directions of Baku Business University is to organize an effective student recruitment company, to provide fertile conditions

for their education, to ensure their final state certification in accordance with relevant standards, and to ensure the recognition of diplomas internationally. For each of these areas, appropriate standards should be developed in accordance with the University's internal quality assurance policy. It is also important to note that the availability of educational resources to enrich the educational environment of the students, the availability of financial resources, the creation of a social base, the availability of modern information technology, library, welfare services, medical services and other resources are essential. Although Baku Business University has these resources, it is considered as an integral part of the internal quality assurance policy to reach international standards. To benefit from these resources, it is important to prioritize the current status of the University's student support system.

In the modern education system, the professor-teacher staff is not the only source of knowledge, but there is a need for the experience, advice and support of the faculty members in the efficient use of other learning resources. Therefore, in addition to raising the professionalism of professor-teacher staff, acquiring modern knowledge, skills and habits in internal quality assurance, there is a need to continually improve the teaching methodology. From this point of view, a policy of increasing qualifications of professors and teachers staff on a regular, consistent and systematic basis should be established. At the same time, improving the quality of teaching in the student-centered learning, teaching and assessment system is directly related to the professionalism of the faculty and staff and the effective fulfillment of their duties in line with existing regulations. In this regard, the accreditation rules of the teaching staff should be prepared and periodically implemented.

The existence of an open information system is indisputable for the effective organization of all programs and projects related to the activities of the Baku Business University, and providing transparent and accurate information to all stakeholders. It is of utmost importance to regularly evaluate the activities of all structural units of the University in order to provide a high level of internal quality assurance and management of information. Assessment of all divisions and departments should be conducted in accordance with the priorities set out in advance and based on their responsibilities. The University's activities, proposed educational programs, selection criteria, expected learning outcomes from the programs, qualifications provided by the programs, the procedures used in teaching, learning and evaluation, pass rate, educational opportunities for students,

number of graduates employed, etc. information should be publicly available. An appropriate system should be developed to establish information management and public relations at the University. This system should be organized in accordance with the statutes and regulations.

While the University fullfil its current strategic development plan and quality assurance policy, should periodically carry out the "Self-assessment and Evaluation" report which comprise of the quality of its teaching, compliance with its activities and services to the needs of society and global challenges, identifying its strengths and weaknesses, identifying existing problems, and analyzing and evaluating needs.