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ESTABLISHMENT AND DEVELOPMENT OF
QUALITY ASSURANCE
CENTERS IN AZERBAIJAN UNIVERSITIES

Baku Business University
Quality Assurance Center
Work Plan

№	Work plan	Time
1.	Organize systematic awareness-raising activities among faculty and staff regarding quality assurance policies	regularly
2.	Identifying, prioritizing University's stakeholders and informing the whole staff about it.	August
3.	Analyzing national and international education documents and applying them to improve quality	regularly
4.	Control over the preparation of procedures and guidelines for designing and approving programs	September december
5.	Control over the implementation of the procedures and rules for compiling and approving of the programs	Regularly
6.	Control over the identification of learning outcomes of study programs and subjects for each specialty and their adaptation to the program goals.	September
7.	Control over providing of participation of stakeholders in preperation study programs	Regularly
8.	Control over the organization of the program committee	October
9.	Control over the preparation of new assesment rules of students	September- october
10.	Control over the implementation of the system of adaptation of the subject programs to the modern standards	Regularly

11.	Preparing a template for slides for presentations	September
12.	Developing tools and processes for gathering, checking and processing students' progress	October November
13.	Control over activities on the realization of student mobility	Regularly
14.	Control over the preliminary announcement of students' evaluation and attestation procedures and guidelines	September
15.	Control over the training to ensure the professional development of the teaching staff	Regularly
16.	Making a Professional Career Development Program that provides professional development of the teaching staff	October
17.	To carry out a peer observation of the activities of the professor-teacher staff	Regularly
18.	Control over preparation of evaluation of the rating system	November
19.	Monitoring the application of innovations and new technologies in teaching	Weekly
20.	Investigating existing teaching resources and identifying gaps in the university	October April
21.	Monitoring the effectiveness of library services	Monthly
22.	Monitoring of Tutor, mentor and other consultants activities and advising them	Monthly
23.	Monitor the activities of student organizations and clubs	Monthly
24.	Providing information on the services for the students	September
25.	Collecting all statistical information about student board	November
26.	Monitoring of the collection of all information about alumni	Regularly

27.	Establishment of survey pool to assess student satisfaction	October-november
28.	Conducting student satisfaction surveys on a regular basis	Regularly
29.	Organization of surveys for measuring the satisfaction of academic and administrative staff	June
30.	Getting the results of satisfaction surveys and submitting reports to the rector for each semestr	December May
31.	Ensure publicly accessible information about all activities of the University	Regularly
32.	Receive reports from each department on the results of recent research on the program	May
33.	Identify the expectations of the students about study programs through conducting surveys	December
34.	Monitor the identification of student needs over each program	June
35.	Analyze Student Satisfaction regarding study programs and making reports.	December May