



## **Statue of Baku Business University Quality Assurnace Center**

Quality Assurance Center is a structural subdivision of Baku Business University and carries out the effective organization and provision of management of education quality.

The Quality Assurance Center in its activities is guided by the laws of the Republic of Azerbaijan, including the Law on Education of the Republic of Azerbaijan, the "State Strategy for the Development of Education in the Republic of Azerbaijan", "National Qualifications Framework for Lifelong Learning of the Republic of Azerbaijan", "European Qualifications Framework for Lifelong Learning", "Standards and Guidelines for Quality Assurance in European Higher Education Area", other normative-legal acts related to education and relevant legal acts of Baku Business University.

"Center" operates connected with all faculties, chairs and other structural divisions of the University and provides reports on rectorate on a regular basis.

### **DUTIES OF THE QUALITY ASSURANCE CENTER**

1. Developing a quality assurance policy that is open to the public and related to the University's Strategic Development Plan and its objectives and sustainable development, and informing the whole staff about it.
2. To achieve the formation of quality culture at the university
3. To support the establishment of mutually beneficial relationships between structural divisions, faculty members and educators.
4. Control over the procedures and rules for the preparation, approval and periodic monitoring of study programs, teaching and methodological assurance.
5. To inform all academics and educators about the student-centered teaching, learning and assesment system, to ensure that the system is implemented at the University and to monitor activities which are carried out in this direction.

6. Monitoring the preparation of rules of student admission to the University, creating favorable conditions for studying, recognition of

- diplomas and increasing mobility of students, and preparation and pre-announcement of attestation and assesment rules.
7. Establishing Career Development Programs for the professional development of teaching staff and overseeing perocically implementation of these programs, as well as their research activities and encouraging them for innovative activities.
  8. Control over empowerment of student support system's activities and educational recources which extend of study opportunities of educators and ensuring of avalability of them for the students
  9. To ensure continuously collecting, analyzing, and transmitting facts and data to the relevant sections to improve the quality of teaching.
  10. Establish appropriate system of indicators and determine criteria for evaluation to asses the performance of academic and administrative units
  11. Monitor on preparation of accurate and exact information about universitiy's activities and ensuring availability of these information for the community and disseminate effectively.
  12. Ensure doing self-assessment regularly and following of quality assurance standards.
  13. Provide and support necessary advice on the quality assurance to the University's structural units.
  14. Forming relevant experiences while organizing seminars, meetings, presentations in academic quality, self-assessment and accreditation.

## **RIGHTS OF THE CENTER**

The Center has the following rights to carry out its duties:

- To request inquiries and receive relevant information (documents) to the faculties, chairs and other structural subdivisions of the University within their competence in the performance of the tasks which are defined by this Regulation;
- Provide feedback on the direction of action, analyze, conduct surveys and prepare analytical materials;
- Organizing meetings, educational and methodological conferences, seminars in line with directions of activities

- To study the best practices of other countries in the context of integration into the European educational standards and to make suggestions to the university administration in this direction;
- To carry out other rights stipulated by the legislation in accordance with the direction of the activity.

## **THE OBLIGATIONS OF THE STAFF**

### **Director of the Center**

#### **Responsibilities:**

- Organize Center's activities and give instruction that is mandatory to the subordinated divisions under its jurisdiction and control of their fulfillment
- carries out division of works among the employees of the Center, coordinates their activities, monitors compliance with labor discipline;
- Identifies the issues to be discussed at the University Scientific Council on the Center and submits its proposals to the Rector;
- Makes suggestions to the University administration for incentive and disciplinary actions for employees of the Center.
- receives the necessary information from the structural divisions and other bodies of the University within its competence to carry out the tasks of the Center;
- represents the Center at the events held at the state bodies and organizations
- give regularly reports and information about the Center's activities to the University Rector;
- analyzes and organizes appropriate actions in the direction of the Center and prepares proposals for the improvement of these works and presents it to the University administration.
- It is responsible for the scientificity, actuality, quality of all the documents prepared by the Center, as well as for ensuring employees' performance discipline.

#### **Have to know:**

"Education Law of the Republic of Azerbaijan", "State Strategy for the Development of Education in the Republic of Azerbaijan", "National Qualifications Framework of the Republic of Azerbaijan for Lifelong Learning", "European Qualifications Framework for Lifelong Learning", "Standards and

Guidelines for Quality Assurance in European Higher Education Area” , relevant orders, decrees and instructions of the Ministry of Education and rules of preparation of reports.

### **Employees of Center:**

#### **Responsibilities:**

- Center staff collects the necessary data, materials, prepares documents and organizes the implementation of the intended works on the required level.
- Learns, analyze, organizes and evaluates the activity of the Center, and support for increasing the effectiveness of teaching. The employees organizes and summarizes the situation on the assigned area.
- Carries out oversight on the quality of the training, workshops, experiences, curricula and programs.

#### **Have to know:**

"Education Law of the Republic of Azerbaijan", "State Strategy for the Development of Education in the Republic of Azerbaijan", "National Qualifications Framework of the Republic of Azerbaijan for Lifelong Learning", "European Qualifications Framework for Lifelong Learning", “Standards and Guidelines for Quality Assurance in European Higher Education Area” , relevant orders, decrees and instructions of the Ministry of Education and rules of preparation of reports.