

SELF EVALUATION REPORT OF QA SYSTEM IN AZERBAIJAN UNIVERSITY OF ARCHITECTURE AND CONSTRUCTION
30 April 2021

Please describe your answers under each question with the limit of 100 words for each.

1. Policy for quality assurance

- Do you have an institutional strategic plan or equivalent document? / (If yes, when adopted and which period covers, main institutional goals)

We prepare strategic plan for a period of 5 years. The last strategic plan was prepared for 2021-2025 years by strategic All administrative staff have

- Does your institution have a policy for quality assurance that is published and specifies structures and processes through which it is implemented?

No

- Do you have an institutional quality assurance (QA) policy statement?

Yes.

- Who is responsible for QA?

Quality Assurance Center (or quality assurance department), Rector.

- How would you define the role of senior leadership (rector, vice-rector) in building a quality culture within your institution?

In AzUAC Senior Leadership is essential to give the initial steer and the broad frameworks of quality assurance mechanisms.

- Does your institution review its quality assurance policy on a regular basis? Is there a specified period for review?

QA policy is review at departmental level on a regular basis. Period for review is once in five years.

- How did you introduce a quality assurance system?

All important innovations in the University which affect all divisions of the university structure are introduced in scientific council meetings. After that necessary documentations provided to Vice-rectors' offices, deans' offices and departments by Rector Office.

- What is the place of a Quality Assurance Center within an organizational structure?

All centers in our University are directly subordinate to the rector. You can see all of the University structure by this link: <https://azmiu.edu.az/pages/107>

The Quality Assurance Center

- What is the main role of the Quality Assurance Center at your university?

Main role of QAC is to prevent, detect, and correct problems in the quality of services provided to our stakeholders. Our mission is to support all elements for quality assurance, to be assessed and improved. Offer our vision about the appropriateness, effectiveness, and adequacy of existing strategies in the community-based context. It is intended to provide a conceptual background for the issues and study questions.

- Did you launch the Quality Assurance Center within the EQAC project?

Quality Assurance Center in AzUAC was established in 2016 before the Project.

2. Design and approval of programmes

- What kind of structure do you have in place to support the internal quality assurance processes for the study programmes?

Once in five years Quality Assurance Center invites external experts (on paid basis) to evaluate the programs by Rector's order (except Architectural specialty, as it validates by foreign external body- Royal Institute of British Architects. First time it was evaluated in 2016 and planned to be evaluated next time in 2022. Deans, department chairs and academics staff are not aware about who evaluates the programme and get only the form of evaluation. After that departments' chairs need to prepare report which states how they consider to change the existing situation and provide their comments to the experts' notes.

- Does your institution have in place(a)procedure(s) for the design and / or approval of programmes?

The procedures for the design and approval of programmes are in responsibility of specialty department which delivers the specialty subjects, Rector and appropriate specialist from Ministry of Education.

- How does the process for designing syllabuses work within your institution?

Teachers are free to design syllabuses by themselves. They provide syllabuses to Quality Assurance Center for evaluation by external experts once in five years.

- Are these processes designed by involving students and other stakeholders (employers and other partners)?

Syllabuses/programme are approved and commented by employers or other advanced universities professionals during periodic review.

3. Student-centred learning, teaching and assessment

- How do you evaluate if the students reached the expected learning outcomes?

We use term and exam assessment results as learning outcomes indicators.

- Does your institution use a variety of teaching and learning methods, including those which encourage active and interactive engagement of students in their learning?

One of the most recent methods which AzUAC teachers use is Problem Based Learning (PBL). Now it is widely used as well as flip learning method.

- Does your institution evaluate and adjust the modes of delivery of programmes, teaching and learning methods on a regular basis?

There are no strict regulations about these procedures. The evaluation of the programmes delivery is up to departments' chairs.

- Does your institution publish in advance the criteria for and method of assessment as well as criteria for marking?

General methods of assessment and criteria for marking are explained to student at first weeks of first course of the programmes. At the same time teachers explain their special criteria (if any), define deadlines for tasks submission and provide expected learning outcomes for students in the beginning of a course.

- Does your institution evaluate checks if procedures, methods and criteria enable assessing the extent to which the intended learning outcomes have been achieved by students?

We don't have strict evaluation procedures on it and rely this process on academic staff.

- Does your institution have in place a procedure to ensure consistency and fairness in student assessment is in place?

We use electronic University management system where all of students have their own profile. In the system they have window where students can fill the form of complaint if she/he doesn't agree with assessment or other issues.

- Does your institution have in place a procedure for student appeals/complaints is in place?

We use electronic University management system where all of students have their own profile. In the system they have window where students can fill the form of complaint if there any issue to be resolved my administration.

4. Teaching staff

- What is your role in quality assurance as a faculty dean/chair

The management of faculty and departments quality assurance arrangements relating to development, validation, modification and continuous monitoring of subjects, programmes and modules. These arrangements include programme validation and modification, periodic review of courses, module evaluation & student feedback, performance analysis at programme level.

- What is the role of academic staff in QA?

The teacher's role is essential in creating a high quality student experience and enabling the acquisition of knowledge, competences and skills defining learning outcomes.

- How does your institution ensure that the teaching staff is qualified and competent?

Once in five-year teachers pass attestation by Ministry of Education. At the same time, we exploit another assessment system, once in a year we offer a call when teaching staff can submit necessary documentations (articles, certificates, patents, etc. received in last year). On a competition basis about 60 teachers are selected and given additional salary during one year. According to the statistical analysis the project have motivated teacher for publishing more research materials, take part in social life of students and receive authoritative certificates.

- Do you organize pedagogical training for academic staff?

Yes, pedagogical trainings are provided to academic staff. We have trainings for young teachers, trainings provided by University professors who has great experience and by administrative staff and English Language Trainings on regular basis. Also, trainings are planned in frame of projects (for example, projects supported by British Council, Erasmus+, etc.) and different part of University Structure as Innovative Business Incubator, Carrier and Practice Center.

- Does your institution offer incentives to encourage the use of new technologies in teaching?

As it was mentioned above assessment system is in places. One of the system points by which teachers are assessed is new technologies knowledge.

- Does your institution have in place mechanisms for rewarding teaching achievements?

As it was mentioned above assessment system is in place.

- Does your institution regularly assess the performance of teaching staff?

Once in five-year teachers pass attestation by Ministry of Education. At the same time, we exploit another assessment system, once in a year we offer a call when teaching staff can submit necessary documentations (articles, certificates, patents, etc. received in last year). On a competition basis about 60 teachers are selected and given additional salary during one year and the list of best performers is published on official site.

5. Information management

- Does your institution have an overarching information system (i.e. database) used for the effective management of its activities? Please describe the system.

We exploit Electronic Learning Management System where all members of academic staff and students have their own profile. In their profile you can all information about students' performance: their marks, attendance marks, also lecture materials, lessons timetable etc.. There is a very important feature nowadays connecting to lessons by Zoom application and all lessons are recorded and can be checked by administration.

- How do you measure the quality of the programmes?

Once in five years Quality Assurance Department invites external experts (on paid basis) to evaluate the programs by Rector's order. First time it was evaluated in 2016 and planned to be evaluated next time in 2022.

- How often do you conduct the surveys among students?

Before pandemic yearly planned surveys were conducted once in 3 months, the questionnaires were provided to students in printed version. Now students fill questionnaires online in their profiles or they given link by their teacher if special focus group is needed.

- What kind of data does your institution collect on a regular basis? Please specify if you collect the following data:
 - A defined set of key performance indicators for the institution-
 - Profile of the student population (e.g. age, gender, domicile; level, mode and subject of study) +
 - Student progression, success and drop-out rates +
 - Students' satisfaction with their programmes +
 - Learning resources and student support available +
 - Indicators of graduates' employability + (partly)
 - Indicators of internationalisation of the institution -
 - Other, please specify: ... *Number of internships, number of graduates on t number of academic staff, revenues and expenditures, number of strategic partnerships, etc.*

6. Public information

- Do you inform the public about the results of evaluations carried out internally and externally?

We use evaluations results to get information about the topic we interested in and make adjustments if needed. (For example, if there a high percentage of student who are not satisfied with a course, module or certain teacher. QAC informs only Rector or University administrative and academic staff at scientific council meetings about the evaluations results.

- Does your institution publish information about its programmes and graduate employment?

The information about programmes and graduate employment is published in official rating systems.

7. On-going monitoring and periodic review of programmes

- What kind of processes do you have in place for monitoring programme design?

- Do you prepare self-evaluation report annually?

We prepare general facility plan once in 5 year and also annually. At the end of each year we present report for work done according to the facility plan.

- Who is responsible for the evaluation of SER?

Scientific council

- Do you have internal monitoring processes?

We have internal monitoring processes at departmental level.

Existence of the documents

QA policy	+
QA strategy	+
Statue of QA Centre	+
QA staff job description	+
Stakeholder mapping	+
QA action plan	+
QA reports	+

1. How will you evaluate the impact of the project for your institution? What has changed over the project? Please present what has been done according to the EU recommendation after the first monitoring?

Some things have definitely gotten better, some have not made progress, some may have rolled back as a result of economic and international circumstances. The main thing that has changed over the project is the perception of modern quality assurance and the culture both of administrative and academic staff began to change, it became clear that we are part of the wider world, and due to project it became more visible that we were far from international standards.

2. How many people trained during the project?

55

3. How many retraining sessions are organized at the university?

5

I hereby confirm that I have fully acknowledged the content of the presented report.

Signature and stamp of the rector: