



Co-funded by the
Erasmus+ Programme
of the European Union



**Ministry of Education of the Republic of Azerbaijan
Mingachevir State University**

Confirmed by :

rector: _____ A.N.Hajiyev
" _____ " _____ 2018

STATUE

Of THE Center of QUALITY ASSURANCE AND CONTROL ON EDUCATION

**University Scientific Council
By the decision of 30 April 2018
(Protocol No. 08)**

MINGACHEVIR 2018

General Terms

1.1. The Quality Assurance and Control Center (hereinafter “Center”) is a structural unit of Mingachevir State University (hereinafter “University”) established by the decision of the University Scientific Council. The center is directly subordinated to the rector of the University.

1.2. The center is headed by the director (hereinafter - the director). Director of the Center is appointed and dismissed under the order of the rector of the University.

1.3 The staff of the Center are recruited and dismissed by the order of the rector of the university upon proposal/presentation of the director.

1.4. The Center is guided by:

- Constitution of the Republic of Azerbaijan;
- international human rights treaties in the Republic of Azerbaijan and other international agreements signed by the Republic of Azerbaijan;
- The Law of Education of the Republic of Azerbaijan;
- Decrees and orders of the President;
- Normative-legal acts of the Cabinet of Ministers;
- State Strategy for the Development of Education in the Republic of Azerbaijan;
- Orders and instructions of the Ministry of Education of the Republic of Azerbaijan;
- Existing standards in the enterprise;
- Charter of the University;
- Orders and instructions of the university administration;
- Rules and norms of labor protection in the organization
- Statue of the Center

1.5. The structure and staff of the Center are determined by the Rector of the University on the basis of the Director's decision, taking into account the existing rules, requirements and features of the University.

1.6. The division of labor between the employees of the Center is determined by the director.

2. Objectives and tasks of the Center

The center is aimed at establishing a quality assurance system at the University.

The objectives of the Center are:

2.1. Organization of control over the study, systematization and application of legal-normative documents related to science and education, which are in commitment of the Center.

2.2. Preparation of analytical information to ensure the quality of education at the university, data collection, optimal decision-making in management.

2.3. Providing organizational, methodological and information support for state accreditation

2.4. Organization and implementation of internal monitoring.

2.5. Defining compliance of training plans with state standards and requirements.

- 2.6.** Organization and testing of knowledge and skills of learners at all stages of the training.
- 2.7.** Periodical preparation and improvement of the Annual Internal Assessment Report, The New Academic year's business/work plan, each year on a regular basis by the beginning of the new calendar year
- 2.8.** Implementation of necessary work related to the areas that need to be developed, defined according to the results of internal and external assessments,
- 2.9.** Establishing a working group of advanced educators to improve the quality of the teaching and learning services.
- 2.10.** Investigating and eliminating the factors affecting the quality of education.
- 2.11.** Establishing methodology, rules and working principles of quality assurance in education

3. Functions of the Center

- 3.1.** Investigation, systematization and application of legal normative documents related to the Center's activity.
- 3.2.** Provide the necessary information to the university administration for the evaluation of the quality of education.
- 3.3.** Organization of Internal audit support:
 - Formation of form and indicators of internal audit;
 - Preparing the current plan for the internal audit;
 - forming the composition of the internal audit;
 - Analysis of analytical data reflecting the results of conducted internal inspections and corrections.
- 3.4.** Organizing the collection of information reflecting the university's activities (calendar year, university performance, statistical data) in accordance with the request and requirements of the Ministry of Education;
- 3.5.** To place reports on quality of education, legal documents, methodical instructions reflecting the activity of the Center on the university web site;
- 3.6.** Preparation of materials, references, various projects and instructions on the development of the Center's activity.
- 3.7.** Participate in the development of new teaching programs, norms, plans, reports and other documents to improve teaching and methodological activities of the faculty.
- 3.8.** To plan and organize the assessment of knowledge and skills of the students using ICT opportunities:
 - organization of work on establishment of appropriate test and task banks according to the curriculum of subjects;
 - organization of work on training of trainees, students and university staff with the working principles of computer control system;
 - Preparation of relevant analytical information on the results of students' testing;

3.9. Organize their work according to the normative acts.

3.10. Creating university clusters and developing a mechanism for increasing the effectiveness of the "research-innovation" system.

3.12. Development of innovative models and competitions to increase the professionalism of teachers.

3.13. Participate in the development of methodological materials, didactic materials, training materials based on curricula and information and communication technologies.

3.14. Attend events held at state organizations according to the University rector's instruction.

4. Duties of the Center staff

4.1. Director of the Center

4.1.1. Organizes the activities of the Center and implements mandatory instructions on the activities of the subordinate divisions under its authority and oversees their implementation;

4.1.2. Provides proposals to the university administration for incentives and disciplinary measures concerning employees of the Center;

4.1.3. It maintains division of labor among its staff, coordinates their activities, monitors compliance with labor discipline;

4.1.4. Defines the issues to be discussed at the University's Scientific Council on the Center activity and submits its proposals to the Rector;

4.1.5. Develops and submits suggestions on implementing incentive measures to improve the quality of education;

4.1.6. Represents the Center at the events held in state organizations upon the instruction of the University Rector;

4.1.7. Provides reports and information about the Center's activities regularly to the Rector of the University;

4.1.8. Each employee of the Center is responsible for the protection of information that is known to him / her and which is regarded as a service secret;

4.1.9. The director is responsible for the scientificity, actuality, peculiarity of all the documents prepared by the Center, as well as the labor and performance discipline of employees.

4.2. Staff of the Center

4.2.1. The staff of Center collects the Center's work plan, required materials, prepares documents and organizes the implementation of the planned activities at the required level;

4.2.2. Study the work environment of the center, analyze it, promote the effectiveness of teaching and make suggestions. They organize and summarize the situation on the assigned area. Documents relating to this case are discussed at the Scientific Council of the University;

4.2.3. Control over the quality of training workshops and practices, curricula and programs.

5. Rights of the Center

- 5.1.** To request inquiries from the structural subdivisions and generally staff of the University within its competence with regard to the fulfillment of the tasks and functions defined by this Statute, to request timely and complete information (s).
- 5.2.** Participate in the development of the University's normative documents, which are part of the Center's services.
- 5.3.** Provide links between structural divisions of the University during internal audit, licensing and state accreditation.
- 5.4.** Submit proposals to improve the system of control on the quality of the education.
- 5.5.** Presenting proposals on the authority of the Center to the University's Educational and Methodological and Scientific Council.
- 5.6.** Organize control over implementation of decisions and action plans by structural divisions on the decisions of the University Head, decisions of the Scientific Council, development, improvement and application of the quality of the teaching process.
- 5.7.** Return to the Executing Officer for the processing of documents that have not been prepared in accordance with designs and forms.
- 5.8.** Attend meetings organized by the university administration on the quality of education.
- 5.9.** Organizing meetings, educational and methodological conferences, seminars on activities, publishing teaching and methodological and consultative materials.
- 5.10.** To cooperate with international organizations, implement exchange of experience and staff mobility, participate in implementation of relevant projects.
- 5.11.** To learn the best practices of other countries in the context of integration into the European educational standards, to carry out activities in its application and to make proposals to the university administration in this direction.
- 5.12.** To carry out other rights stipulated by the legislation in accordance with the direction of the activity.

6. Responsibilities of the Center

- 6.1.** The Director of the Center is fully responsible for the timely and quality execution of the tasks and functions stated in the Statue.
- 6.2.** The responsibilities of other employees of the Center are determined in accordance with the requirements of the tasks they hold.
- 6.3.** The Center is responsible for the results of its activities in accordance with the University's normative documents.
- 6.4.** At the end of the exam sessions, the Center presents the final report to the rector of the University at the end of the academic year.

7. Relations of the Center

- 7.1.** Relationships with other structural subdivisions of the Center are based on the internal legal and organizational documents that arise from formal necessity.
- 7.2.** The Center's relationship with other institutions is based on the internal and external policies of the University.