EQAC project
Sumgayit State University (SSU)
QUALITY ASSESSMENT SYSTEM SELF-EVALUATION
REPORT
May 07, 2021

Please write your answer under each question (maximum 100 words).

1. Quality assurance policy

| 1. | Do you have an institutional strategic plan or a corresponding document? (If so, when the main institutional goals were adopted and what period they cover). | **The Strategic Development Plan** was discussed and approved at the meeting of the Scientific Council of SSU on **24.01.2020 (protocol No. 06)**. The strategy document covers the years of 2020-2025. Main objectives: sustainable development as a science and education center in the region, further raising the level of education and innovative research, training students in accordance with labor market requirements, support for employment of final year students, work with graduates alumnis, defining the content of education in terms, academic , development of scientific and creative potential, further increase of efficiency of University management, increase of academic mobility, development and implementation of dual degree programs, development and application of distance learning technologies, expansion of academic relations with foreign universities in the direction of internationalization, increase of membership in |

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		international associations , Increasing the number of exchange programs.
2.	Do you have a quality assurance (CT) policy published at your university that reflects the processes and structures it covers?	The quality assurance policy is reflected in the regulations of the Evaluation and Quality Control Sector of the University and the regulations of the Quality Assurance Center (QTC). This regulation was discussed and approved at the meeting of the Scientific Council of SSU on October 26, 2018 (protocol No. 02). Within the EQAC project at SSU, the Quality Assurance Center was established on 01.04.2019 by the order of the rector, and the head of the center was appointed by the order of the rector (order No. R-19/1). The charter of the Center was approved by the decision of the Scientific Council (Protocol No. 11) on 17.07.2019. The center organizes its activity according to the annual Action plan.
3.	Does your university have an institutional CT statement?	Quality assurance at the University is reflected in two main documents. These documents are the SDU Strategic Development Plan, the Statute of the Evaluation and Quality Control Sector and the QAC. These documents reflect issues such as policy in the field of education quality, quality assurance of teaching process, educational programs, quality assurance of students' knowledge and skills assessment, quality assurance of teaching staff, learning resources and student support mechanisms, information systems and their implementation mechanisms.
4.	Who is responsible for quality assurance?	- Head and employees of the Evaluation and Quality Control Sector;

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QUALITY ASSURANCE
CENTERS IN AZERBAIJAN UNIVERSITIES

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6.		- Activity director and specialist of the Quality Assurance Center. The Evaluation and Quality Control Sector reports to the Vice Rector for Academic Affairs. The Quality Assurance Center reports to the rector. The final reports are discussed at the SSU Scientific Council, and a final decision is made. The chairman of the council is the rector of the university EB Huseynov.
5.	How would you describe the role of senior management (rector, vice-rector) in the formation of a culture of quality at your university?	Quality bodies operate directly under the rector of the University. The rector of the university shows special interest and effort in the implementation of all activities of the sector. The most important task is, first of all, the formation of a culture of quality at the university. The rector and vice-rector for teaching organization and training technologies of the university, as well as the administrative staff are interested in this direction. For this purpose, sustainable trainings and infor days are appriciated by the university adminstration.
6.	Does your university regularly review its quality assurance policy? Is there a time limit for review?	The Evaluation and Quality Control Sector and QAC present their report to the University Academic Council at the end of the academic year. The identified problems and the points needed for the development of the quality of teaching are reflected in the report and submitted to the members of the Scientific Council for discussion. Necessary innovations and changes are discussed and adopted.
7.	How did you implement the quality	Quality Assurance has begun to be implemented through the project, taking

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	assurance system?	advantage of the experience of various European partners and nationalizing these practices. Most importantly, the university has taken a number of steps in the formation of a culture of quality. A number of programs have been developed in accordance with the requirements of ESG standards.
8.	What is the location of the Quality Assurance Center within the organizational structure?	Organization of quality assurance system (QAS), defining the strategy of quality and standards of the University, ensuring the interaction of education at the University with scientific research, establishment of faculties, departments and other organizational units, as well as individuals for quality assurance, involvement of students in quality assurance, organization of surveys, implementation of education quality policy, control over it and identification of ways to check it
9.	What is the main role of the Quality Assurance Center at your university?	Development of new forms and methods related to the application of the European Credit Transfer System in the educational process; Supervise the development of curricula for subjects; Preparation of plans for classes and lectures in accordance with the subject programs; Monitoring the compliance of textbooks and teaching aids with the existing program of the subject; Organization of discussion of textbooks, teaching aids and methodical recommendations in the Methodical Council; Assistance to the teaching staff in the use of new technical aids in the teaching process - development of methodical instructions on the use of the aids; Exam tickets and tests, situational

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		issues, etc. methodological assistance in redesigning inspection forms; Organization of methodical conferences, lectures and seminars in order to improve pedagogical activity; Assistance to departments in improving methodological work; preparation of student satisfaction surveys.
10.	Have you established a Quality Assurance Center as part of the EQAC project?	QAC was created at SSU within the Erasmus EQAC + project. Regulations and Action Plan are available, it is adopted by the rector officially. Structure of the Center: Manager and 1 specialist.

2. Development and approval of specialty programs

11.	What structural unit is available to support internal quality assurance processes for curricula?	Internal quality assurance processes for curricula are supervised by the Department of Education, deans and departments of our university.
12.	Does your university have guidelines for the development and / or approval of specialty programs?	Yes, it has. The department has an appropriate program form in accordance with the basic standards approved by the Ministry of Education.
13.	How is the process of making syllabuses in your educational institution?	Subject syllabi are prepared by teachers on the basis of subject programs, approved by the department. The chairmen of TGT and TEC are members of the Scientific Council. Syllabuses are approved during discussions and voting, taking into account their suggestions and notes.
14.	Are these processes implemented with the participation of students and other stakeholders (employers and other partners)?	Yes, interests are taken into account. Representatives of Studnets Youth Union and Students Scientific Society are active in the Scientific (Academic) Council.

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3. Student-centered learning, teaching and assessment

15.	How do you assess students' expected learning outcomes?	Several methods are used until the end of the semester to assess whether students have achieved the expected learning outcomes: 1. Colloquium; 2. Course work; 3. Semester exam; 4. (QA) Question-answer using interactive methods in seminar (training) lessons. During the semester, students take 3 colloquiums (intermediate exams) (1 colloquium on COVID), prepare independent work on the subject (5 topics), and at the end enter the semester exam. In addition, students are regularly assessed throughout the semester for their level of preparation and mastery of the program. All these factors are taken into account when evaluating student learning outcomes.
16.	Does your university use a variety of teaching and learning methods, including methods that encourage students' active and interactive participation in the learning process?	Yes, various projects new interactive methods, modern ICT are used.
17.	Does your university regularly evaluate and regulate the implementation of programs,	At the beginning of each semester, it is regularly reviewed, discussed,

		teaching and learning methods?	evaluated, and adjusted as needed. Students' opinions are also taken into account.
18.		Does your university publish criteria and assessment methods, as well as assessment criteria in advance?	Yes, the assessment method and criteria are pre-published by our university and distributed to departments and faculties for teachers and students to get acquainted with.
19.		Does your university check that procedures, methods, and criteria allow you to assess the extent to which students have achieved the intended learning outcomes?	Anonymous surveys are conducted twice a year at university faculties and their results are discussed in the Faculty Scientific Councils. This helps to eliminate both the quality of learning outcomes and shortcomings in the teaching process, and is useful in taking notes and suggestions into the future.
20.		Is there a procedure at your university that ensures consistency and fairness in student assessment?	This process is carried out in accordance with the regulations of the Bologna education system on the credit education system. In order to monitor the principle of fairness in the assessment of students' knowledge, the staff of the Assessment and Quality Control Department and KTM regularly listen to the lessons of each teacher and conduct student satisfaction surveys.
21.		Is there a procedure for student appeals / complaints at your university?	Yes, there are several procedures. - There is a lawyer's office at our university. Students can address their problems and complaints to the chief lawyer; -Each faculty has a group tutor. Students approach them with their problems, wishes and desires; -Suggestion and complaint box is placed at the entrance to SDU. (Because

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		Covid is an online course, students now apply by mail).

4. Müəllim heyəti

22.	What is your role in quality assurance as the dean of the faculty / head of the department?	To control the compliance of subject syllabi, textbooks and teaching aids with the curriculum, to pay special attention to specialization in the teaching of subjects. To organize scientific research, conducting research. To create conditions for holding scientific theoretical seminars. In order to conduct quality teaching, a teacher must constantly develop and develop his / her skills.
23.	What is the role of faculty in Quality Assurance (Quality Assurance)?	The role of the teaching staff in quality assurance is to create a quality educational environment using student-oriented, interactive teaching methods and technology that meets modern standards.
24.	How does your educational institution ensure that the teaching staff is qualified and competent?	During the recruitment of teachers, the teacher's subject knowledge and ICT skills are tested, the level of language proficiency is studied. However, due to lack of staff and lack of competition in our region, it is impossible to set strict requirements on this issue. A competition is held by a special commission to test the skills.
25.	Do you organize pedagogical training of teaching staff?	-Teachers 'pedagogical training is organized through listening to lessons and students' learning outcomes; -Teacher participation in refresher courses is provided once a year;

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		-Pedagogical practice abroad is also organized through exchange programs.
26.	Does your school offer options to encourage the use of new technologies in teaching?	In this regard, our university is well equipped with modern technologies. Teachers are both encouraged to use these technologies and are motivated enough to do so themselves. Within the framework of the ERASMUS + PETRA (Promoting of Excellence in Teaching and Learning process) project, the Training and Learning Center (TLC) and the Electronic Laboratory were established. The centers are equipped with smart boards, desktops, laptops, printers, and are open to teachers and students. The coordinator of TLC is coordinitly work with Faculty a departments.
27.	Does your institution have mechanisms for rewarding academic achievement?	Evaluation of teachers for their activities is carried out within the department, the list of scientific articles, participation in courses, taking into account their activities in the field of improvement are also discussed at the level of the Scientific Council, there is an awarding process. This motivates teachers and creates a sense of competition. Cash prizes, honorary diplomas, diplomas and certificates are given during the holidays. Cash prizes are awarded to faculty published in high-index journals. At present, a project has been developed to conduct a differential assessment, and work is underway in this direction.
28.	Does your company regularly evaluate the work of the teaching staff?	Yes, it does.

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5. Information management

29.	Does your organization have an extensive information system (ie database) used to effectively manage its activities? Please describe the system.	Currently, there is an "Electronic" e-University project and it is being implemented. A database is created for use and activation.
30.	How do you assess the quality of the programs?	Monitoring of specialties and curricula is organized annually with the participation of a commission established. The commission is preparing a report on this monitoring. The report is submitted to the Scientific Council for discussion. Necessary tasks are given for the positive implementation of the work. This process applies to all faculties.
31.	How often do you conduct surveys among students?	Twice a year.
32.	What information does your company collect regularly? If you collect the information below, please note:	The following information is collected for this system: 1. What classes the student has taken and the entrance points to the exam; 2. In case of an exam, information such as which row and computer he is sitting in, which exam hall he is in, when he started the exam, when he answered all the questions on time, the student's questions and the student's answers are recorded and archived in the database; 3. The student's knowledge and skills are reflected in the database; 4. Name, surname, patronymic, mother's name, nationality, date of birth, place of birth, father's place of work, mother's place of work, registered address,

		current address, identity number, home phone, military debt, faculty, specialty, school and information such as year, certificate number, grade, date of admission, tuition fee are collected at the time of receipt of the document
		5. The communication system ensures students' communication with teachers and staff;
		Note: Information such as e-lectures, nervousness and exam questions are reflected on the portal moodle.edu.sdu.az.
32.1.	A set of key performance indicators defined for an enterprise.	It is reflected in the Strategic Development Plan and the annual Work plan of the university.
32.2.	Student profile (eg age, gender, place of residence; level of education, type and specialty).	Name, surname, patronymic, mother's name, nationality, date of birth, place of birth, father's place of work, mother's place of work, registered address, current address, identity number, home phone, military debt, faculty, specialty, school, certificate Information such as number, points earned, date of admission, tuition fee are collected during the receipt of the document and kept in the dean's office in personal files. Based on them, it is also available in the Electronic Database of the Career Center.
32.3.	Student development, success and fractional percentage	These indicators are determined by the deans and the Tutor service is responsible for this work. At the end of the academic year, the deans report these indicators to the Academic Council, adding them to the dean's annual report.

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32.4.	Satisfaction of students with specialty programs	Satisfaction surveys are not conducted systematically.
32.5.	Availability of training resources and student support	Moodle electronic portal was created at SSU within the ERASMUS + PETRA project. Literature and syllabi, collegium questions, PDF books, lectures, training materials and assignments covering all subjects are posted on the portal to support students and ensure accessibility of materials. Currently, the portal has more than 8,000 users. SSU has a rich electronic library. Also, the literature and syllabi of all subjects taught are placed electronically in the library database and made available to students. To provide support to students, the university has a Tutor Service, Career Center, Student Youth Organization, Student Scientific Society and Student Club.
32.6.	Employment indicators of graduates	For the employment of graduates, their participation in job fairs organized by various government agencies is provided, and there is also cooperation with the State Employment Service. SSU is also interested in providing its graduates with jobs within the university, as currently 25 people are employed in the academic and administrative staff of the university, but the statistics on employment of graduates were prepared by the Career Center.
32.7.	Indicators of the internationalization of the organization	International exchange opportunities are used to increase the academic mobility of teachers, students, masters and doctoral students based on the Bologna principles. Since 2015, SSU has been cooperating with 11 Turkish

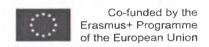|		universities within the Mevlana Exchange Program.
		SDU is a member of International Associations. Our rector, Mr. Elkhan Huseynov is a co-chair of the Azerbaijan-Russia Universities Association since 2015 from Azerbaijan side. Within the various levels of events - conferences, seminars, training courses, proseffional development cources, mutual visits, summer school were held in the framework of the association.
		The university deveops capacity building by participating in international projects, exhibitions, competitions SSU attracts students researchers are attracted. ENACTUS project gramcan be a good example. SSU ENACTUS team was nominated for the best entrepreneurship project in 2014, and in 2016 it was awarded the ENACTUS Cup and the second place.
		Provides students with internships abroad. SSU students have internships mainly from Turkey and Russian universities. It targets to attract students from Europe in the future. English section for foriegn students will be opued this year.
		Publication of scientific articles of the faculty members, professor – teaching staff in prestigious journals is a priority. Rewards are given for motivation for

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		publication in impact factor journals. The prize money is 300 AZN for Scopus, Webofscience databases and 200 AZN for RINCH (Russian data base).
		In order to implement the International Double Diploma Project within the "State Program on Increasing the International Competitiveness of the Higher Education System in the Republic of Azerbaijan for 2019-2023", a double diploma program was prepared between Hacettepe University of the Republic of Turkey. Negotiations are currently underway. A dual degree agreement has been signed with the CNAM Institute of France. A dual degree program is being discussed with Kazan State Energy University of the Russian Federation.
		SDU has participated as a partner in 3 large-scale international projects: ERASMUS + LPEB, ERASMUS + PETRA, ERASMUS + EQAC.
		SSU organizes 4 international conferences every year. Two international conferences were held during the pandemic, and scientists from HEI-s from Turkey, Russia, Poland, Israel and the United Kingdom took part in the conference.

		Webinars were organized by SSU get best proctice of the experience of foreign specialists, EU at the Training and Learning Center. In the last two years, more than a dozen professors from a number of universities in Asia and Europe, have been involved in this proces, both distance and traditional.
		SSU Expands academic relations with international and regional higher education institutions. The university has cooperation agreements with 52 educational institutions from more than 20 countries.
		Attracting foreign students to the university - Currently, 38 foreign students are studying at the university. The students are citizens of Turkey, Iran, Russia, Georgia, Ukraine and Afghanistan. An English language sector is planned to open this year to expand student geography and ensure internationalization.
		A Student Dormitory project has been developed for attracting foreign students, and construction of Students's House is currently underway.
		The web page of SSU university was reconstructed. It is in 3 foreign languages. All information about admission process, required documents, online application form and promotion materials for intenational students are

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		available.
32.8.	Other	

6. Public information

33.	Do you inform the public about the results of internal and external assessments?	The results of internal and external assessments are shared on the official website of the university, the official Facebook page.
34.	Does your educational institution publish information about its programs and employment of graduates?	Each year, it publishes brochures and information booklets to promote the programs we offer and distributes them on the university's website and social media, as well as established volunteer working groups to promote the university by organizing meetings with high school students in Sumgayit and nearby districts. -conducts propaganda work. The Career Center established by (Protocol No. 8) the Scientific Council dated 29.05.2015 on employment of graduates cooperates with various government agencies, ministries, committees, departments and has signed agreements. On the basis of contracts, students undergo internships in these institutions and are accompanied by recruitment cases. The Center organizes job fairs every year. Information, announcements are placed on the official SSU page and on the Facebook page of the Career Center. Head of SSU Career Center, Associate Professor A.Isayev was elected a member of the Board of the Council of Career Centers of the Republic of

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		Azerbaijan in 2021.

7. Continuous monitoring and regular review of programs

35.	What types of monitoring processes are available for software development?	Meetings are organized in the relevant departments during the preparation of programs and changes in existing programs, and the Vice-Rector for Academic Affairs (Teaching organization and training technologies), Head of Academic Unit and the staff of the chairs are represented at these meetings. Discussions are held and the results are discussed in the scientific council. If approved by the Scientific Council, the changes will be implemented.
36.	Do you prepare an annual self-assessment report?	Monitoring of education programs and curricula is organized annually by commission. The commission is prepares a report on this monitoring. The report is discussed in the Scientific Council. Necessary tasks are given for the positive implementation of the work. This process applies to all faculties.
37.	Is anyone responsible for evaluating the self-assessment report?	Vice-Rector for Teaching organization and trainning technologies, Academic Unit, Evaluation and Quality Control Department, Quality Assurance Center.
38.	Are there internal monitoring processes?	Internal monitoring processes consist of the activities of commissions established to organize monitoring at the University, as well as monitoring groups invited from Baku universities, working groups operating within

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	international projects. The European experts of the TWINING project can be a good example. Working groups of experts from France, Italy and Lithuania monitored the syllabuses, self-assessment reports and gave opinions. As a second example, within the TEMPUS project, 3 specialties of the Faculty of Engineering were accredited and awarded certificates by the Germany organization ASIIN.

Availability of documents

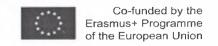| Quality assurance policy	Available. The quality assurance policy is based on the QAC regulations.
Quality assurance strategy	The quality assurance strategy is a part of the University's mission and strategic development plan covering the years 2020-2025.
Regulations of the Quality Assurance Center	The charter of the Quality Assurance Center was approved on 17.07.2019 by the protocol No. 11 of the Scientific Council.
Job description of quality assurance staff	It is reflected in the regulation.
Identification of stakeholders	Stakeholders were analyzed and mapped.
Quality Assurance Action Plan	An annual Action plan for quality assurance has been developed.
Quality assurance reports	In accordance with the annual Action plan for quality assurance, QAC reports to the Scientific Council at the end of the academic year.

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Final questions

| How do you assess the impact of the project on your company? What changes have taken place within the project? After the initial monitoring, please indicate what has been done in accordance with the recommendations provided by the European Union. | The three-year EQAC project was attended by SDU EQAC staff in a series of trainings at prestigious universities in Europe, such as Middlesex (England), KTH (Sweden), SMK (Lithuania), Alicante (Spain), as well as in Baku. The QPR design program, moderated by European education experts, focuses on the importance of quality assurance, building a quality culture teaching process based on student-centered education, modern teaching methods, assessment methods, learning outcomes, competencies and rules for determining them, as well as key features of student-oriented education. It covers important topics such as the development of processes that determine the effectiveness of activities and the formation of a feedback system, the development of curricula based on the new ESG educational standards. The best practices learned in these trainings were shared with the university staff, and serious steps were taken to form a culture of quality at the university. The syllabi of the five subjects have been developed on the basis of new standards, and the academic staff has improved itself in writing learning outcomes. |
| | SDU is one of the European partners of the EQAC project, participating in various projects in cooperation with the University of Middlesax (MUHEC) |

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	in the UK. As part of the Creatibe Spark project, MUHEC Professor George Dafaulas conducted 5 webinars for SDU students in the frame of Creative spark project supported by the British Council Azerbaijan. At the international conference organized at SSU in November 2019, the professor of Middlesax University made a scientific article at the opening of the conference, chaired the round table on the 2nd day, and trained the SSU staff on Quality Assurance on the 3rd day.
How many people were trained during the project?	7 team members of the project team, as well as 2 deans of faculties and 2 heads of departments, 10 teachers who participated in the pilot project participated in the trainings organized by European experts. More than 100 students, 30 administrative staff and 30 academic staff from 4 faculties participated in the trainings organized by the SSU project team.
How many re-instruction sessions are organized at the university?	Every year, the project organizes trainings for both students and academic and administrative staff on the role of the quality assurance system, student-oriented education, writing skills, the formation of a culture of quality.

I confirm that I am fully acquainted with the content of the report.

Rector's signature prof.E.B.Huseynov
Stamp: