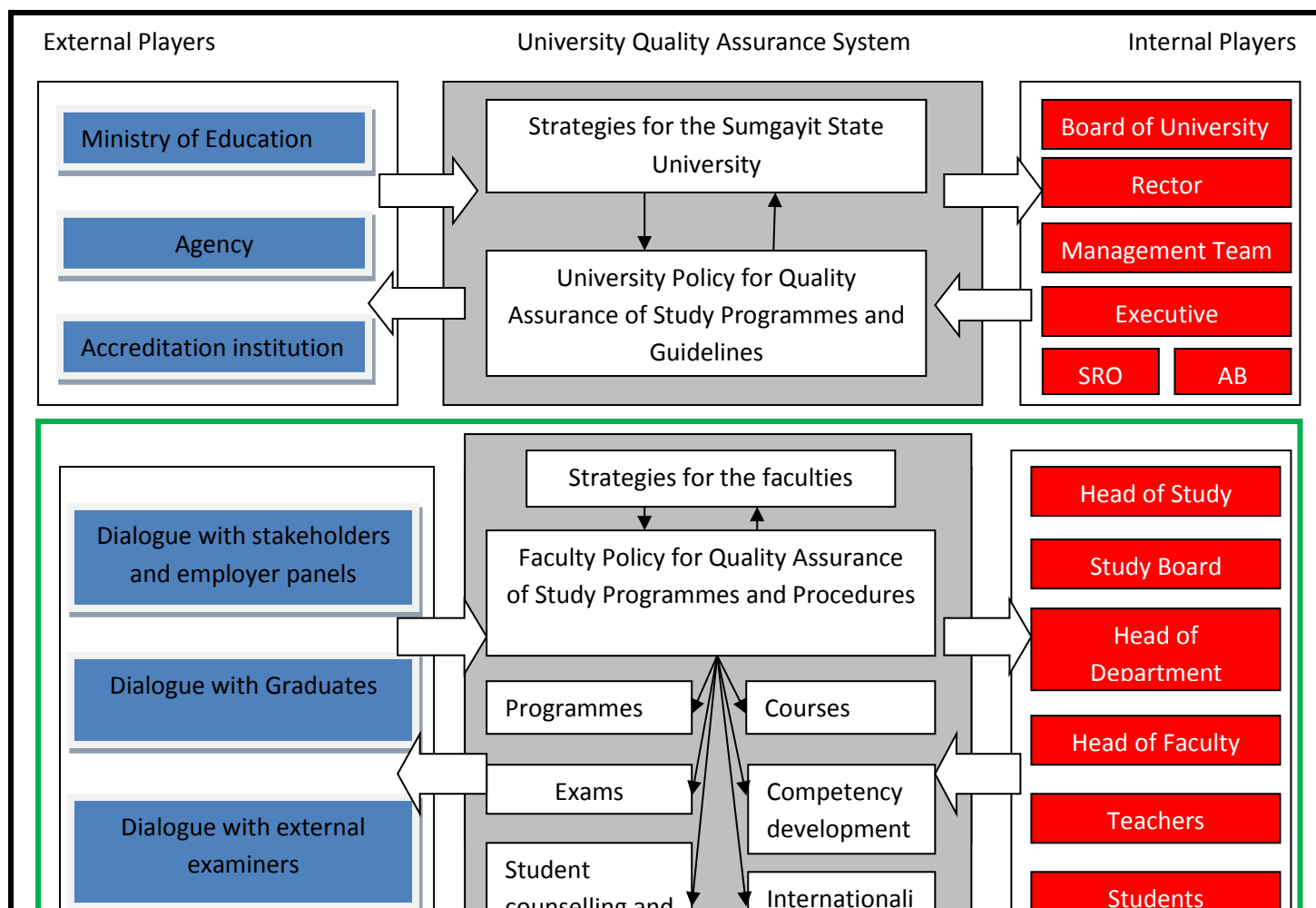


Policy for Quality Assurance of Study Programs at the Sumgayit State University

Introduction

Quality assurance of study programmes requires a clear and unambiguous managerial and organisational structure. As per the University statutes, the responsibility for the study programmes, including quality assurance, lies with the deans, heads of department, study boards. The responsibility for follow-up on the Deans' annual reports on quality of education lies with the Rector. The Director for Education oversees the quality assurance work done by the faculties. This includes how they implement the University-wide policy. Quality assurance is co-ordinated by management forums at University level – the Statistics and Registration Office (SRO), the Academic Board, the Executive Management and the Sumgayit State University's Management Team. Strategic educational initiatives, e.g. education portfolios, are approved by the University Board, following discussions in Academic Board, the Executive Management and the Management Team.

These forums also develop University policies and guidelines for quality assurance, while the Rector approve, monitor and follow up on them. The quality assurance work is implemented at the faculties, study boards and administrators and through lecturers' specific programme activities in dialogue with students. The University statutes stipulate that responsibility for the study programmes lies with the seven faculties. They are responsible for drawing up faculty quality-assurance policies, procedures and documentation that comply with University policies and guidelines. In other words, quality assurance is subject to a combination of University and faculty guidelines.



The bold, black frame denotes the framework for the overall system. The diagram shows how internal and external stakeholders interact to set quality-assurance policy and educational strategies. The bold, green frame denotes the framework for the faculty systems, including interaction between internal and external stakeholders. The faculty systems involve a number of procedures based on six themes. These procedures comply with the requirements of the “European standards and guidelines for internal quality assurance within higher education institutions”. The arrows between the faculty and University frameworks indicate where the University sets the parameters for the faculties and also where the faculties provide feedback on their work. The feedback helps improve policies and strategies.

Reporting to University management

The faculty reports consist of the results of programme reports and/or programme evaluations and an analysis of other qualitative and quantitative material.

The quality-assurance policy

The University’s quality assurance policy complies with the requirements of the “European Standards and Guidelines for Quality Assurance in the European Higher Education Area” (ESG) and is divided into the same sections:

Section 1 **outlines the areas covered.**

Sections 2, 3, 4 and 5 **describe individual procedures and requirements.**

SSU has a range of overall procedures supplemented by faculty procedures. A list is also provided of information and guidelines to be published by the faculties and of the supplementary descriptions to be incorporated into the faculty policies.

Section 6 deals with documentation and monitoring, **section 7** with the publishing of information about the study programmes.

ESG 1.1 – Policy and procedures for quality assurance

“Institutions should have a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. They should also commit themselves explicitly to the development of a culture which recognises the importance of quality, and quality assurance, in their work. To achieve this, institutions should develop and implement a strategy for the continuous enhancement of quality. The strategy, policy and procedures should have a formal status and be publicly available. They should also include a role for students and other stakeholders.”

Sumgayit State University:

The quality-assurance policy covers every higher education programme at the University , no matter where and how it is run. It stipulates that the faculties are responsible for:

1.2 Approval, monitoring and periodic review of programmes and awards

1.3 Assessment of students

1.4 Quality assurance of the lecturers

1.5 Learning resources and student support

1.6 Information systems

1.7 Public information

Requirements placed by the University on the faculties' quality assurance systems:

a. Key indicators of educational quality

Systematic collation of documentation and follow-up in each individual area. Faculty systems must stipulate clearly which parameters are used. The faculties monitor and follow up on a number of parameters used as key indicators of educational quality stipulated by the University (see ESG 1.6a).

b. Organisation and responsibilities

Each faculty draws up a comprehensive description of the organisational and managerial responsibility for the quality assurance of its study programmes, including how students are involved. The description of the organisation includes a brief introduction to the main councils, boards, committees and management functions involved in quality assurance. It also clearly indicates who has overall responsibility and who are the main figures involved in the key procedures in the faculty.

c. Requirements to the faculty procedures

The faculty procedures must stipulate the frequency of each activity, who is responsible for implementation and follow-up, and whether any other parties are involved. These items must also be stipulated in cases where the University has decreed minimum frequency requirements or specific requirements about who is responsible for the process or its place in the management structure.

d. Implementation of quality assurance at faculty level

The faculties publish details about how they implement the quality assurance policy on their websites under "About the Faculty".

ESG 1.2 Approval, monitoring and periodic review of programmes and awards

"Institutions should have formal mechanisms for the approval, periodic review and monitoring of their programmes and awards."

