



Azerbaijan Cooperation University

13.07.2018 year Date of issue,

pr. No. 8, Order No. 129, 16.07.18.

## **AZERBAIJAN COOPERATION UNIVERSITY**

### ***Statue of Quality Assurance Center***

#### ***General provisions***

The Quality Assurance Center is a structural component of the Azerbaijan Cooperation University which ensures the quality of education and the effective organization and management of teaching. The Quality Assurance Center in Education provides for the implementation of the State Strategy for the Development of Education, including the Law of the Republic of Azerbaijan of the Ministry of Education of the Republic of Azerbaijan, and Azerbaijan Cooperation University, to ensure that the quality of education is compliant with international standards. control transparency and objectivity.

It is the organization of regular courses and trainings to improve the academic staff capacity as well as the continuity of their professionalism. The Center also focuses on promoting the capabilities of modern job search technology in graduating students in their career, supporting the establishment of appropriate contacts between employers and entrepreneurs and monitoring the dynamics of graduates' employment. The activity of "Center" is carried out under the leadership of the rector of the Azerbaijan Cooperation University.

"Center" is functioning with all faculties, departments and other structural divisions of the University and provides reports on rectorate on a regular basis.

## **2. QUALITY FEATURES OF QA**

1.Preparation of the strategic plan for 5 years of Azerbaijan Cooperation University.

2.Establishing a short and long-term action plan and identifying appropriate targets. Identify the University's goals and objectives and ensure its implementation.

3.Prepare an appropriate work plan to improve the effectiveness of strategic development and management in monitoring, analysis, evaluation and forecasting to improve the quality of education in accordance with the work plan of the Quality Assurance.

4.Establishing a mutually healthy relationship between university structural divisions, faculty members and educators.

5.Organization of bilateral cooperation with enterprises and organizations in accordance with the directions of the University's educational activities.

6.Compliance with international standards and organization of e-learning

7.Assessment of teaching staff and teaching staff of the University Supervision of training courses and trainings regularly for the faculty and administrative staff of the University.

8. Establishment of University academic and teaching staff as well as student participation in international exchange programs.

9.Regularly checking and updating syllabus compliance with international standards on subjects

10.Providing syllabus on subjects and placing them on a university site and regular monitoring.

11.Placement of the lecture materials on the university website and control of the materials in the university library.

12.Control over the implementation of the teaching process on the topics mentioned in the program.

13.Monitoring of the use of modern materials, innovative, creative and interactive methods and training technologies in the teaching and learning process

14. Educators and alumni are regularly involved in monitoring and evaluating educational programs involving this process, improving the organization and management of results based on the results.
15. Supervision over the research of modern methodology and methodology based on international norms.
16. Preparation of feedback and suggestions based on the results of regular surveys among educators.
17. Providing appropriate professional tutoring services that support their academic success, taking into account their individual and specific needs.
18. Control over the provision of training services for students to take the first steps in a career in line with the requirements of the modern market.
19. Provide internships and competitions at national and international level - Olympiads, contests, intellectual games.
20. Provision of referrals and provision of evaluation mechanisms for presentations. Controlling, conducting and evaluating colloquium balances Supervision of assessment of knowledge according to intermediate final results.

### **3. RIGHTS OF THE CENTER**

- The Center has the following rights to carry out its duties:
  - To request inquiries and documents from them according to their competencies related to the fulfillment of the tasks specified in this Regulation, to the faculties, chairs and other structural subdivisions of the university;
  - To make analytical reviews, to analyze and summarize the activities, to prepare analytical materials;
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  - Organizing meetings, educational and methodological conferences, seminars on activity directions, preparing and publishing teaching and methodological and advisory course materials;
  - Cooperation with international organizations, exchange of experience and personnel, participation in implementation of relevant projects;

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

#### **4. FUNCTIONS OF THE CENTRAL EMPLOYEES**

Responsibilities:

- 1.Organizing the activities of the Center and implementing mandatory instructions on the activities of the subordinate divisions under its authority and oversees their implementation;
- 2.Maintaining division of labor among its subordinates, coordinates their activities, oversees compliance with labor, discipline;
- 3.Defining the issues to be discussed at the University's Scientific Council on the Center and submits its proposals to the Rector;
- 4.Preparing presentations to the University administration for incentive and disciplinary action on employees of the Center
- 5.Receiving information from structural units and other units of the University within its competence to perform the functions of the Center;
- 6.Preparing presentation of the Center at the events held in state bodies and organizations upon the instruction of the University Rector;
- 7.Within its competence, negotiating international cooperation and participating in international events in the manner prescribed by this Statue.
- 8.Regularly preparing reports and information about the Center's activities to the Rector of the University;
- 9.Analyzing the organization of the relevant activities of the Center and prepares proposals for the improvement of the work and presents it to the University administration.

Each employee of the Center is responsible for their positions and authority for the protection of information that is known to him or her. It is responsible for the scientifically, actuality, quality of all the documents prepared by the Center, as well as for ensuring employees' labor and performance discipline.

### **THE CENTER'S RESPONSIBILITY**

"Center" is responsible for the results of its activity in the manner prescribed by the University normative documents. At the end of the exam sessions, the Center presents the final report to the rector of the University at the end of the each academic year.

### **ACCEPTANCE OF CENTRAL EMPLOYEES**

Recruitment of the Center's staff the presentation of the Vice Rector for Academic Affairs is carried out with the consent of the rector.

### **CREATION AND CANCELLATION OF THE CENTER**

The Center is established and abolished on the basis of the decision of the Academic Council of the ACU and the order of the rector.