

## SELF EVALUATION REPORT OF QA SYSTEM IN AZERBAIJAN ODLAR YURDU UNIVERSITY

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)**  
OYU has a strategic plan covering 2020-2025. In order to cover all areas of the University, a strategic plan was collected separately from the whole structure within a week. The strategic plan of the university was prepared on the basis of these collected plans.  
Goals:  
To use interactive, new and more modern methods in the teaching process;  
Improve internal quality assurance;  
Improving the monitoring, analysis and evaluation system of the university;  
Increase the number of dual degree programs;  
Expand the international relations of the university;  
To increase the effectiveness of the process of working with university graduates;
- **Does your institution have a policy for quality assurance that is published and specifies structures and processes through which it is implemented?**  
Yes, there is information on the quality assurance policy on the official website of the University. The policy contains information on quality assurance activities. Quality Assurance interacts with other structural units of the Central University. It operates in accordance with that policy.
- **Do you have an institutional quality assurance (QA) policy statement?**  
Yes, the University has a Quality Assurance Statement.
- **Who is responsible for QA?**  
The Quality Assurance Center established at Odlar Yurdu University is a separate structural department and reports directly to the Rector. Although the responsibility for quality assurance rests with the head of the Quality Assurance Center, other departments are working to ensure quality assurance.
- **How would you define the role of senior leadership (rector, vice-rector) in building a quality culture within your institution?**

Undoubtedly, the top management of OYU is very interested in the culture of quality and quality assurance in general. Their role in this case is exceptional. Therefore, the Quality Assurance Center regularly reports to senior management.

- **Does your institution review its quality assurance policy on a regular basis? Is there a specified period for review?**  
The Quality Assurance policy is constantly updated. Because the issue of innovations arises during the process, the quality assurance policy is discussed at the end of each year with the participation of senior management and relevant structural units, and new changes are made.
- **How did you introduce a quality assurance system?**  
First of all, it should be noted that the experience of establishing quality assurance centers in higher education institutions is more professional in the European education system, so we try to create a quality assurance system using this experience. For this purpose, we have involved all structural units of the University in this process.
- **What is the place of a Quality Assurance Center within an organizational structure?**  
As stated in the regulations of the Quality Assurance Center of Odar Yurdu University, QAC is only a center subordinate to the Rector and reports to the Rector.
- **What is the main role of the Quality Assurance Center at your university?**  
The main role of the Quality Assurance Center is to improve the quality of education, training and management, to bring them in line with European standards, to constantly monitor these processes, to develop and implement proposals to ensure quality.
- **Did you launch the Quality Assurance Center within the EQAC project?**  
Yes, the Quality Assurance Center at our University was established at the beginning of the EQAC 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?**  
The Department of United faculties and heads of departments, which exist in OYU, are directly involved in the process of developing curricula. The Quality Assurance Center is responsible for monitoring this process.
- **Does your institution have in place(a)procedure(s) for the design and / or approval of programmes?**  
Our programs are developed by the academic staff following the requirements of today's labor market. The experience of European universities is taken into account when designing programs.
- **How does the process for designing syllabuses work within your institution?**  
The process of making syllabuses at our university is extremely organized and extensive. Prepared by the academic staff. The syllabus is regularly updated at the beginning of each academic year.
- **Are these processes designed by involving students and other stakeholders (employers and other partners)?**  
Yes, programs and syllabus are designed with the interests of all parties in mind.

### 3. Student-centred learning, teaching and assessment

- **How do you evaluate if the students reached the expected learning outcomes?**  
Students' mastery results are measured by assignments, tests, and final exams during the semester. We have a 100-point grading system. A student is assessed 50 points before the semester exam, and up to another 50 points during the exam.
- **Does your institution use a variety of teaching and learning methods, including those which encourage active and interactive engagement of students in their learning?**  
Of course, teachers at our University use innovative methods in teaching, using new learning technologies with students.
- **Does your institution evaluate and adjust the modes of delivery of programmes, teaching and learning methods on a regular basis?**  
The Quality Assurance Center monitors the implementation of programs, teaching, and learning methods, and reports on the results of monitoring.
- **Does your institution publish in advance the criteria for and method of assessment as well as criteria for marking?**  
Assessment criteria are recorded in the syllabus at the beginning of each semester, and teachers share the syllabus with students in advance. At the same time, each student is given an instruction manual at the beginning of the academic year.
- **Does your institution checks if procedures, methods and criteria enable assessing the extent to which the intended learning outcomes have been achieved by students?**  
The Quality Assurance Center also directly monitors the process. The results of the pieces of training are surveyed and analyzed.
- **Does your institution have in place a procedure to ensure consistency and fairness in student assessment is in place?**  
At our university, students are evaluated fairly. Examinations are conducted both in writing and orally. The examination process is open to the public. At the end of each semester, an assessment survey is conducted. The results of the survey are analyzed.
- **Does your institution have in place a procedure for student appeals/complaints is in place?**  
Yes, our University has a box for student complaints and suggestions. It is also possible to send complaints and suggestions to the official e-mail address of the university.

### 4. Teaching staff

- **What is your role in quality assurance as a faculty dean/chair**  
To operate in a regular cooperation with the Quality Assurance Center, to take an active part in quality assurance.
- **What is the role of academic staff in QA?**

Undoubtedly, the teaching staff plays a key role in ensuring the quality of teaching. Because it is a staff that is in direct contact with the students.

- **How does your institution ensure that the teaching staff is qualified and competent?**  
Teachers are regularly involved in training to improve their skills and professionalism.
- **Do you organize pedagogical training for academic staff?**  
Yes, there is a regular instructional process.
- **Does your institution offer incentives to encourage the use of new technologies in teaching?**  
One of the goals of OYU's 5-year strategic plan is the widespread use of new learning technologies. Appropriate measures are being taken for this purpose.
- **Does your institution have in place mechanisms for rewarding teaching achievements?**  
Yes, this stimulus mechanism is widely used. Thus, the teaching process is monitored regularly. Employees who perform well during monitoring benefit from an appropriate reward mechanism.
- **Does your institution regularly assess the performance of teaching staff?**  
Diagnostic assessment of teachers is conducted every academic year. During this diagnostic assessment, the salaries of teachers with high results are increased.

## 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.**  
Yes. We currently have a database that trains as well as graduates. The database contains extensive information about students and graduates.
- **How do you measure the quality of the programmes?**  
In order to measure the quality of programs, the Quality Assurance Center conducts regular monitoring.
- **How often do you conduct the surveys among students?**  
At the end of each semester, surveys are conducted among students.
- **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 +
- Indicators of internationalisation of the institution -

Other, please specify: .... Information about the social status of students. Also, information about the student's additional skills, etc.

## 6. Public information

- Do you inform the public about the results of evaluations carried out internally and externally?  
Yes.
- Does your institution publish information about its programmes and graduate employment?  
Yes.

## 7. On-going monitoring and periodic review of programmes

- What kind of processes do you have in place for monitoring programme design?  
Survey.
- Do you prepare self-evaluation report annually?  
Yes.
- Who is responsible for the evaluation of SER?  
Quality Assurance Center and relevant structures.
- Do you have internal monitoring processes?  
Yes.

## Existence of the documents

QA policy	YES
QA strategy	IN THE PROCESS
Statue of QA Centre	YES
QA staff job description	YES
Stakeholder mapping	YES
QA action plan	YES
QA reports	YES

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?

The EQAC project is considered to be a very useful project for Odlar Yurdu University. Within the framework of the project, the Quality Assurance Center was established, the syllabus were updated in all specialties, and trainings were regularly conducted in order to spread the internal quality and quality culture. The experience of European Education Standards has been used more extensively in both the teaching process and management. The University's strategic plan reflects the goals of Quality Assurance.

2. How many people trained during the project?

Up to 80% of the university staff participated in pieces of training on ESG standards.

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

Many trainings were organized for the University staff by the Quality Assurance Center, and these trainings were met with great interest.

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

Signature and stamp of the rector: