

SELF EVALUATION REPORT OF QA SYSTEM IN AZERBAIJAN STATE PEDAGOGICAL UNIVERSITY

12 May, 2021

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)

ASPU's Strategic Development Plan covers 2018-2021.

- Does your institution have a policy for quality assurance that is published and specifies structures and processes through which it is implemented?

ADPU's Strategic Statement and its quality policy were approved by the decision of ADPU Scientific Council's meeting held on September 14, 2018 (protocol № 1).

- Do you have an institutional quality assurance (QA) policy statement?

Approved by the decision of the meeting of the Scientific Council of the Azerbaijan State Pedagogical University dated September 14, 2018 (protocol № 1).

- Who is responsible for QA?

Administrative staff
Head of Quality Assurance Department

- How would you define the role of senior leadership (rector, vice-rector) in building a quality culture within your institution?

Since 2016 the university new administration has been focusing on the preparation of self-analysis reports aiming at enhancement of education quality. At the initiative of the rector, an assessment of the real situation was carried out by internal and external experts. As a result the current strategic plan for 2018-2021 was adopted, the roles of the staff responsible for the quality were defined, the Quality Assurance Department (QAD) was established, the quality indicators and their monitoring tools (graduates' recruitment indicators, surveys, interviews, etc.) were identified. These activities played an important role in the formation of a quality culture.

- Does your institution review its quality assurance policy on a regular basis? Is there a specified period for review?

Yes. The quality assurance policy of the University is reviewed every 2 years.

- How did you introduce a quality assurance system?

The quality assurance system has been introduced within the EQAC project

- What is the place of a Quality Assurance Center within an organizational structure?

The Quality Assurance Center (Department) is an independent unit within the ASPU organizational structure that is reporting directly to the Rector.

- What is the main role of the Quality Assurance Center at your university?

The main roles of the Quality Assurance Department are:

- ✓ Participation in projects to improve quality at the university, as well as learning and applying the experience of Azerbaijan and foreign countries;
 - ✓ Carrying out relevant works on the Rating Assessment of the annual activities of the teaching staff, chairs and deans of the University.
- Did you launch the Quality Assurance Center within the EQAC project?

Yes

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 methodological support and accreditation of the educational process was established on October 3, 2016 as a branch of the Center for Teaching Management and Teaching Technologies. In addition, there is an Educational-Methodical Council that implements the state policy in the field of education and carries out general methodological activities on the educational process. The Council is guided by the Laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, the charter of ADPU and orders and directives of the Rector.

- Does your institution have in place(a) procedure(s) for the design and / or approval of programmes?

A working group consisting of the teaching staff of specialty departments has been established at ADPU to develop educational programs. The group studied educational programs of local and foreign universities as well as the requirements and interests of all stakeholders. As a result, new subjects were introduced into the programs. The group ensures the compliance of the students' learning outcomes of new subjects/programs with the criteria for the bachelor's degree and the requirements of the National Qualification Framework. After discussion at all relevant departments, the programs got approval of the Scientific Council.

- How does the process for designing syllabuses work within your institution?

The introduction of modern syllabi at the university started in 2016. Over the past five years, the rules and content of syllabi have been improved several times. The syllabuses include lecture and seminar topics and their brief summary, number of hours, purpose of the subject, skills to be acquired by students, independent work topics, assessment procedure, exam questions, etc. Currently the Scientific Research Center of ASPU is implementing a pilot project at the Faculty of History and Geography aimed to improve all areas of the educational process(programs, teaching methods, syllabi, etc.)

- Are these processes designed by involving students and other stakeholders (employers and other partners)?

Yes, in the course of these processes the students' requirements, the needs of society, interests of the labor market and other stakeholders as well as the results of interviews with employers, (in the form of focus groups or feedback from them) are taken into account.

3.Student-centred learning, teaching and assessment

- How do you evaluate if the students reached the expected learning outcomes?

We evaluate the expected results of students by checking their exam results at the end of the semester and the results of the students' questionnaires completed. In the course of 2021 survey the majority of students answered positively to the question "Have you got the expected results at the end of the semester from studying the subject?" (76%) and to the question "Do you understand why the subjects taught to you are taught?" (84%).

- Does your institution use a variety of teaching and learning methods, including those which encourage active and interactive engagement of students in their learning?

As the university conducts training in pedagogical specialties, the main goal is to teach the students how to organize education process in secondary schools in accordance with the content and requirements of the new curriculum. In order to constantly improve the learning process, the teachers, within the framework of available opportunities, use active and interactive methods such as multimedia tools, work in pairs and groups, project development, etc.

- Does your institution evaluate and adjust the modes of delivery of programmes, teaching and learning methods on a regular basis?

The form of compiling subject programs has been changed by the University Teaching Methodological Council. There is an opportunity to properly distribute the learning outcomes by topic. According to the tendencies of the subjects, classes are determined in the form of lectures, seminars, practical classes and laboratory classes. Deans of faculties, heads of departments, and members of the Teaching Methodological Council regularly attend the classes, discuss the strengths and weaknesses and give their recommendations.

- Does your institution publish in advance the criteria for and method of assessment as well as criteria for marking?

- The students' knowledge assessment methods, criteria and scores are regulated by the duly approved document called "On the assessment of students' knowledge studying in the credit system". There is an assessment section in the each subject syllabus. The student gets acquainted with this document. Although the assessment procedure, the score before the exam, and the exam score are the same, the assessment requirements for different subjects and the assignments given to students during the semester may be different. Students are notified on any changes.
- Does your institution evaluate checks if procedures, methods and criteria enable assessing the extent to which the intended learning outcomes have been achieved by students?

Yes. Thus, once a year, the University conducts a mega-survey consisting of 60 questions in the areas of Teaching, Learning Environment, Supply and Expectations. Students are asked a variety of questions under the heading Teaching and Learning Environment to the extent that they master the learning outcomes.

- Does your institution have in place a procedure to ensure consistency and fairness in student assessment is in place?

Assessment of students is carried out in accordance with the requirements of the document called "On the assessment of knowledge of students studying in the credit system". Depending on the nature of the subject being taught, assignments may be given to students in a different way or in a form appropriate to the knowledge and skills of the students in the group. For example, teamwork, project development, presentations, research, etc.

- Does your institution have in place a procedure for student appeals/complaints is in place?

There are many opportunities for student appeals / complaints. During his / her studies, a student may apply to his / her tutor or dean's office, relevant vice-rector, rector, student organizations in the university administration online or in writing. If you have any problems during the exams, you can apply to the Appeals Commission or the Examination Headquarters, student organizations, respectively.

4. Teaching staff

- What is your role in quality assurance as a faculty dean/chair

The deans have overall responsibility for the faculty's study programs, including their quality assurance. They lead the development of faculty academic plans, data collection and analysis, and program reviews. They also coordinate their faculty and other faculties' quality enhancement initiatives thus providing their alignment with the University's strategic plan. They report to the Rector. The head of department is responsible for assuring the quality and constructive alignment of the department's research, education and teaching, including the development of the research and education environment. They report to the dean and the Rector.

- What is the role of academic staff in QA?

As an academic staff plays a key role in education quality assurance, a great attention is paid to the mechanisms for recruitment of the quality teaching staff. For five years now, in accordance with the relevant rules, the recruitment of faculty is carried out in a transparent and fair manner. Vacancies are announced, applications are accepted. After each candidate has given an open lesson, his / her course is evaluated according to the criteria. The final decision is made after the opinions are given by the relevant body of the university. In addition, awareness-raising activities are constantly carried out in the direction of teachers' participation in self-development trainings, their study of modern local and international experience and their application in the teaching process.

- How does your institution ensure that the teaching staff is qualified and competent?

In order to make the teaching staff of the university qualified and competent, first of all, the recruitment procedure has been tightened and the recruitment process for vacancies is carried out transparently and objectively. Areas of study and specialization of teachers must be taken into account in the course of the recruitment. Teachers with scientific degrees and scientific titles are

involved in the teaching of lectures, as well as various trainings scientific seminars, conferences, discussions are organized during the year,

- Do you organize pedagogical training for academic staff?
Yes. It is constantly informed for academic staff in various self-study trainings and scientific conferences. For the example, it may be shown 2 examples. In 2019, 400 employees of ASPU and from its branches were trained and certified at the training "training strategies in inclusive classes". In August-September 2020, training on distance education and e-learning resources was organized. About 450 professors and teachers from ASPU and its branches took part in this training. Within the framework of the project, seminars were also organized for tyutors and for the academic staff in various self-study trainings and scientific conferences.
- Does your institution offer incentives to encourage the use of new technologies in teaching?
- Yes. The university has developed the criteria for the use of new technologies designed to test the didactic skills of teachers and the quality of lessons. One of the 72 criteria for the annual rating of teachers is the marks given to them by students. These assessments are based on specific criteria, and these criteria include the use of new technologies.

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- Does your institution have in place mechanisms for rewarding teaching achievements?

The rating of the annual activity of the teaching staff has been applied at the university for 3 years. Based on the results, a certain number of leading teachers in each department are awarded a monthly bonus for the next year. The required criteria are announced to teachers in advance and the results are determined at the end of the year. At the same time, some teachers are awarded prizes, honorary degrees and diplomas by the administration for their success in scientific and pedagogical activities
 - Does your institution regularly assess the performance of teaching staff?

Starting from 2019, ASPU conducts a rating assessment of the teaching staff, which includes 70 criteria, once a year, and the results are studied by QAD and widely reported to the Scientific Council of the University.

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.

Such a system has not been developed at the university so far.

- How do you measure the quality of the programmes?

The quality of programmes is measured through analysis of the results of the student satisfaction surveys and interviews with employers.

- How often do you conduct the surveys among students?

Once a year, a mega-survey consisting of 60 questions is conducted in the areas of Teaching, Learning Environment, Supply and Expectations. In addition, once a year, during the Rating Assessment, the faculty evaluates the teachers who teach them on the basis of certain criteria. Starting from the 2021/2022 academic year, it is planned to conduct a survey of intra-faculty students 3 times a semester.

- 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

- QAD has determined a set of performance indicators for ASPU and it these indicators are to be used while evaluating the faculties and branches in the 2021/2022 academic year.
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- Profile of the student population (e.g. age, gender, domicile; level, mode and subject of study)
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- In the faculties, tutors collect the students' profile information (age, gender, place of residence, level of education, type and specialty). In addition, the registration of students is carried out by the department "Registration of students and work with state documents."
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- Student progression, success and drop-out rates

This information is collected by the faculty tutors

- Students' satisfaction with their programmes
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- Collected once a year by QAD
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- Learning resources and student support available
- Collected by the relevant department for work with students
- Indicators of graduates' employability

Collected by the career and graduate student department

- Indicators of internationalisation of the institution

- Collected by international relations department

6. Public information

- Do you inform the public about the results of evaluations carried out internally and externally?

Accreditation assessment of specialties and monitoring of internal university programs and the results of surveys are partially communicated to the public.

- Does your institution publish information about its programmes and graduate employment?

Yes. Information on programs and employment of graduates is regularly published on the ASPU official website

7. On-going monitoring and periodic review of programmes

- What kind of processes do you have in place for monitoring programme design?

In the course of development of educational programs, the existing program is analyzed, the requirements and proposals of the labor market and international experience are studied. Curricula are developed on the basis of new educational programs. Starting from the 2020/2021 academic year, teaching process has been organized on the basis of a new program.

- Do you prepare self-evaluation report annually?

The university's self-assessment report has been prepared since 2016. These reports were in 2016, 2017, 2018. A new development strategy has been approved in 2018. Since 2017, the university has been evaluating the annual performance of its teaching staff. Based on the results, each teacher's score is calculated according to the criteria for annual performance. A general report on the university is being prepared. Surveys are also conducted during the year in connection with the activities of other structural units. At the same time, the performance of the vice-rectors is reported to the Scientific Council once a year.

- Who is responsible for the evaluation of SER?

The self-assessment report is discussed by the university administration or focus group, problems are voiced in the Scientific Council, and decisions are made. Meetings are held in working order, steps are taken to implement the strategic development plan.

- Do you have internal monitoring processes?

Internal monitoring is organized. Since 2016, the activities of faculties and departments within the University and its branches have been monitored. Based on the results, reports were prepared and discussed at the University Academic Council. The availability of subject programs, their level, compliance with the requirements are regularly checked, the expediency of teaching hours on subjects, inquiries on the relevance of conditions created for students, etc. are discussed.

Existence of the documents

QA policy	Approved by the decision of the meeting of the Scientific Council of the Azerbaijan State Pedagogical University dated September 14, 2018 (protocol № 1)
QA strategy	No. However, the Strategic Development Plan of ADPU (2018-2021) includes the following items related to Quality Assurance. 1. Rating on improving the quality of education at ADPU establishment of an evaluation system 2. Improving the financial motivation of employees at ADPU competency and outcome-based differentiation for the purpose competitive wages and various incentive packages creating a system

	3. The essence of the rating assessment at ADPU, relevant rules for filling out tables and among students Awareness-raising in each faculty on conducting surveys implementation of measures 4. Conducting a student assessment survey to determine the quality of teachers' teaching
Statue of QA Centre	Approved by the decision of the meeting of the Scientific Council of the Azerbaijan State Pedagogical University dated September 14, 2018 (protocol № 1)
QA staff job description	Available
Stakeholder mapping	Available
QA action plan	Available
QA reports	Available

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 following studies have been done to determine the results of the project in ASPU:

- * Sillabuses were monitored and compliance with labor market requirements was determined
- * Certain innovations have been introduced in the recruitment process of Academic staff.
- * In connection with the student orientation of the classes, the teaching process was monitored and then analyzed by the commissions established in the faculties.
- The number of surveys and questionnaire among students has increased and their content has been improved.
- In ASPU, a rating of 75 criteria was evaluated to improve the competitiveness of Academic staff in November each year. As a result, progress has been made in academic staff's scientific and pedagogical activity for 2018 and 2019.

* A single assessment system was developed on about 45 indicators conducted in the Universities of developed countries evaluating the institutional activity of faculties and branches.

* Activities of academic staff on MOODLE electronic platform were provided at ASPU and propaganda and etc works were carried out among academic staff.

2. How many people trained during the project?

Within the framework of the project, “Foreign Language Teaching” was taken as a pilot specialty and 50 teachers and 200 students were trained about ESG standards and its implementation in ASPU.

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

In August-September 2020, training on distance education and e-learning resources was organized. About 450 professors and teachers from ADPU and its branches took part in this training. Within the framework of the project, seminars were also organized for tutors.

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

Signature and stamp of the rector: