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Erasmus+ Programme  
of the European Union



## **ODLAR YURDU UNIVERSITY**

### **Quality Assurance Centre**

## **STATEMENT**

### **1. GENERAL PROVISIONS**

Being a structural section of Odlar Yurdu University, the Quality Assurance Centre ensures the quality of education and deals with the issue of establishment and management of effective training system. Holding the guidance of the legislature of Republic of Azerbaijan, including the “Education Law of Republic of Azerbaijan”, legislative acts regarding the education, respective normative legal documents of Ministry of Education of Republic of Azerbaijan and Odlar Yurdu University, with the goal of realising the execution of state strategy for the development of education in our country, the main purpose of the Quality Assurance Centre is to ensure the enrichment of establishment and management of the education system in par with international standards through substantive modifications of the quality, to make use of the most contemporary methods and tools, and to supervise serenity and objectivity, in evaluating the skills of the students through providing the trainees with respective support. Another purpose of the Centre is to arrange training programs constantly with the goal of increasing pedagogical human resources potential and improving continually its professionalism. The Centre also takes responsibility to support instilling graduates with the skills of applying the modern job search technologies in their first steps into their careers and establishing relations between job seekers and entrepreneurs, and to supervise the dynamics of the employment of graduates.

The Centre operates under the executive management of the chancellor of Odlar Yurdu University.

The Centre operates in connection with all of the departments, chairs, and other structural sections of the University, and constantly provides the chancellor with respective accounts regarding the fulfilled tasks.

### **2. FUNCTIONS OF THE QUALITY ASSURANCE CENTRE**

- ☐ Preparation of 5-year strategic plan of the university. Design of short- and long-term activity plan and determination of goals accordingly.
- ☐ Determination of purpose and intent of the University and realisation of its execution.
- ☐ Preparation of respective task plan about increasing effectiveness in strategical development and management in the directions of monitoring, analysis, evaluation and forecasting, in order to increase the quality of education according to the work plan of the Education Quality Assurance and Supervision Centre.
- ☐ Establishment of healthy mutual relationships among structural sections, faculty and trainees of the University.
- ☐ Establishment of mutual cooperation between the University and companies and organisations whose works are related to education.
- ☐ Adaptation of the education to international standards and establishment of digital education.
- ☐ Evaluation of the faculty members of, and the education in, the University.
- ☐ Supervision of periodically delivering improvement training and education to the faculty and administrative staff of the University.

- ☐ Establishment of the participation of faculty members of the University in international exchange programmes.
- ☐ Supervision of controlling, and modernising, compliance of syllabus for each subject to international standards.
- ☐ Establishment of the placement of syllabus for each subject in the University website.
- ☐ Supervision of providing the students with textbooks and lecture notes over the topics included in syllabi.
- ☐ Supervision of placement of lecture notes in the University website, as well as, in the University library.
- ☐ Supervision of taking the education process in accordance with the topics that are remarked in the programme.
- ☐ Supervision of adaptation of education programmes to the demands of the employment market.
- ☐ Monitoring of the use of contemporary materials, innovative, creative and interactive methods and training technologies in the education process.
- ☐ Organisation of constant monitoring and evaluation of education programmes with the participation of trainees and graduates; establishment of iterative improvement of organisation and management of education based on the results.
- ☐ Supervision of providing the analysis of contemporary education technologies and methodologies based on international norms.
- ☐ Preparation of comments and suggestions in the result of constant surveys among trainees.
- ☐ Existence of anti-plagiarism measures in the research works of the University, and actions in order to improve these measures.
- ☐ Preparation, and improvement, of memory guides for trainees.
- ☐ Establishment of participation of trainees in exchange programmes.
- ☐ Establishment of relationships between trainees and production enterprises.
- ☐ Supervision of support for the trainees to find employment according to their field of education.
- ☐ Establishment of graduate coordination system of the University and supervision of realising constant employment market investigation.
- ☐ Establishment of a respective professional tutoring service in the company that considers individual and special needs of trainees and supports their academical successes.
- ☐ Supervision of establishment of training services toward the first steps of students into their careers according to the demands of the employment market.
- ☐ Establishment of holding contests – olympiades, competitions, intellectual games – on intra-university and national levels.
- ☐ Carrying a monitoring to evaluate the knowledge of trainees according to the results of seminars.
- ☐ Supervision of evaluation of projects designed for the preparation for seminars.
- ☐ Supervision of evaluation of knowledge according to participation in lectures and notes taken about the current topic.
- ☐ Establishment of evaluation mechanisms according to the design of abstracts and presentations.
- ☐ Supervision of scoring according to the results of establishment, carrying out and the conclusions of colloquial works.
- ☐ Supervision of evaluation of knowledge according to intermediate final results.
- ☐ Supervision of scoring according to the results of internship activities.

### **3. RIGHTS OF THE CENTRE**

The Centre has the following rights in order to carry out its responsibilities:

- ☐ To address requests respectively to the departments, chairs, and other structural sections of the university and receive in response respective information (documents) within its rights in order to carry out the duties indicated in this Statement;
- ☐ To comment according to activity fields, to carry out analyses and generalisations, and to prepare analytic materials;
- ☐ To organise meetings, educational and methodical conferences and seminars across activity fields, to prepare and publish educational, methodical and consultative textbooks;
- ☐ To cooperate with international organisations, to carry out experience- and human resources-oriented exchanges, and to participate in realising the respective projects;
- ☐ To learn from the advanced experiences of other nations according to the activity fields of the university in the terms of integration to European education standards, to realise activities in its application, and to send suggestions to the executive management of the university accordingly;
- ☐ To practice other rights indicated in legislature according to its activity fields.

#### **4. DUTY FUNCTIONS OF THE CENTRE STAFF**

##### **4.1**

##### **Manager of the Centre**

###### **Duties:**

- ☐ Organises the activity of the Centre and, within their rights, gives orders to execute compulsory tasks regarding the activities of the sections under the management of the Centre and supervises the execution of these orders;
- ☐ Carries out job rationing among their employees, coordinates the activities of these employees, and supervises their obedience to the workplaces rules and order;
- ☐ Determines the issues regarding the Centre to be discussed in the Scientific Union of the University and provides the chancellor with related suggestions;
- ☐ Reports to the executive management of the university in relation to the encouragement and punishment measures about the employees of the Centre;
- ☐ Receives, within its rights, compulsory information from the structural sections and other institutions of the university in order to carry out their duties;
- ☐ Represents, with the order of the chancellor of the university, the Centre at the events held by government offices and organisations;
- ☐ Within their own right, negotiates regarding international cooperation in accordance with this Statement, and participates at international events;
- ☐ Provides the chancellor of the university with constant reports and information regarding the activities of the Centre;
- ☐ Learns and analyses the organisational position of the issues regarding the activity field of the Centre, prepares suggestions for improvements, and presents them to the executive management of the university;
- ☐ Conveys sociological searches with the purpose of studying pedagogical and methodical opinions in their own field, and presents suggestions accordingly;
- ☐ Every employee of the Centre is bound with protecting the confidential information known to them according to their position and governance;
- ☐ Is bound with the establishment of the order of scientific character, actuality, and quality of all the documents compiled by the Centre, as well as the workplace and execution order of employees.

###### **Must be knowledgeable about:**

The “Education Law of Republic of Azerbaijan” regarding education; legislative acts in relation to education; all respective orders, decrees and ordinances of the Ministry of Education; achievements of pedagogy, pedagogical psychology and methodology; organisation of methodical

work in national level and the international expertise in this field; results of the researches regarding training in the framework of freelancing; as well as the foundations of the employment legislature regarding education.

## **4.2**

### **Employees of the Centre**

#### **Duties:**

- ☐ The Centre employees compile the work plan of the Centre and required materials in relation to the task, prepare documents, and organise the realisation of the tasks in question in required level;
- ☐ Learn and analyse the organisational position of the issues regarding the activity field of the Centre, help increase the effectiveness of the training, and present suggestions. Employees organise the generalisations. Present the vouchers and documents regarding the task at hand for discussion at the Scientific Union of the university;
- ☐ Practice supervision over the quality of training seminars and internships, and fulfillment of education plans and programmes.

#### **Must be knowledgeable about:**

The “Education Law of Republic of Azerbaijan” regarding education; legislative acts in relation to education; all respective orders, decrees and ordinances of the Ministry of Education; achievements of pedagogy, pedagogical psychology and methodology; organisation of methodical work in national level and the international expertise in this field; results of the researches regarding training in the framework of freelancing; as well as the foundations of the employment legislature regarding education.

## **5. RESPONSIBILITY OF THE CENTRE**

The centre is bound with responsibility for the results of its activity by the normative documents of the university.

The centre presents the intermediate reports for the results of its activity in the end of exam sessions, and final reports in the end of the educational year, to the chancellor of the university.

## **6. HIRING OF THE CENTRE EMPLOYEES**

Hiring of the Centre employees are carried out with the presentation of the vice-chancellor of the university for educational issues and with the subsequent agreement of the chancellor.

## **7. CREATION AND CANCELLATION OF THE CENTRE**

The centre is created and canceled with an enactment of the Scientific Union of the OYU and an order of the chancellor.