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Azerbaijan Technological University(UTECA)

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Rector: Akif Suleymanov

**Azerbaijan Technological University
Quality Assurance Department
Statue**

Ganja -2019

1. General Provisions

- 1.1 The Quality Assurance Department (hereinafter referred to as the Department for the purposes of this Statute) is a functional structural division within the 'Azerbaijan Technological University' (hereinafter referred to as the UTECA for the purposes of this Statute).
- 1.2 The laws of the Republic of Azerbaijan 'On Education' and 'On Science'; decrees and orders of the President of the Republic of Azerbaijan concerning the fields of science and education; Relevant Decrees and Orders of the Cabinet of Ministers of the Republic of Azerbaijan; Relevant Decrees, Orders and Decisions of the central executive authority of the Republic of Azerbaijan on Education; Relevant Legislative and Legal Acts in Education; State Strategy and Policy in Education Quality; Standards and Guidelines for Quality Assurance in European Higher Education Area (ESG); Azerbaijan National Qualifications Framework for Lifelong Learning; UTECA's Charter and this Statute are guided by the Department for its activity.

2. Structure of the Department

- 2.1. The structure of the Department is approved by the Rector of UTECA.
- 2.2. The Department's leadership is executed by its director and is directly subordinated to the UTECA's Vice-rector for Academic Affairs.
- 2.3. The head of the Department is personally responsible for the fulfillment of tasks entrusted to the Department and the exercise of rights.
- 2.4. The head of the Department should have higher education and work experience in this field with foreign language skills.
- 2.5. The head of the Department is appointed and dismissed by the Rector in accordance with the Labor Code and UTECA's Recruitment and Dismissal Procedure.
- 2.6. Employees of the Department are appointed and dismissed by the Rector in accordance with the Labor Code and UTECA's Recruitment and Dismissal Procedure.
- 2.7. The responsibilities of the Department's employees are distributed in accordance with this Statute, job descriptions, and the tasks assigned by the Rector.

3. Functions of the Department

- 3.1 Develops proposals and suggestions to improve the quality of education and implement development concepts;
- 3.2 Supervises the quality of methodological materials related to the development of methodological recommendations for the content, standard forms related to education process, methodology of teaching, methodological work and teaching processes;
- 3.3 Prepares proposals on new methods of certification of knowledge of bachelors and masters, and continues to take measures to improve the quality of tests;
- 3.4 Provides regular information and reports about examinations and teaching processes, provides academic and statistical analysis of the results of semester examinations and offers recommendations to relevant structures for improvement of the quality;

- 3.5 Carries out the strengthening of the control over the organization and conduct of the educational process in accordance with modern requirements, interactive methods and the establishment of the requirements of the "Electronic University";
- 3.6 Plans and implements trainings, seminars in the University about various educational issues to enhance quality within University;
- 3.7 Plans training topics and resources according to the needs;
- 3.8 Carries out the policy of quality of education, identifies methods of control and verification;
- 3.9 Carries out measures to ensure that the quality of education meets the modern level of development of science and technology, the needs of domestic and foreign markets (adaptation to international standards);
- 3.10 Ensures the creation, application and durability of processes which are necessary to meet the requirements of the Quality Management System;
- 3.11 In order to improve the quality of teaching at the faculties, at least twice during the semester, interviews with the students and gets feedback from academic and administrative staffs on the quality of education and governance;
- 3.12 It is responsible for the development of policies and processes related to the quality and standards of teaching and teaching materials with the academic structural subdivisions;
- 3.13 Ensures the creation of database for syllabus, teaching materials, presentations, and evaluation materials for subjects;
- 3.14 Checks the syllabus, teaching materials, presentations, evaluation materials in accordance with modern standards and prepares proposals on modernization of syllabus topics by taking business requirements into consideration;
- 3.15 Takes measures to improve the quality of education, compliance with modern science and technology, domestic and foreign market needs;
- 3.16 Prepares plans and proposals for students to become active citizens in the community and contribute to future careers (including employment opportunities), personality development, creation of modern and extensive knowledge base, stimulation of research and innovation;
- 3.17 Takes notes of the needs of the students, other interested parties and the community and their expectations and reflects them in the quality assurance action plan;
- 3.18 It tries to create quality culture that promotes the responsibility of all internal stakeholders and the participation of all structural divisions of the University while assuring quality ;
- 3.19 Carries out activities to create and develop fertile conditions for professional development of the teaching staff, encourage scientific activities aimed at enhancing communication between education and research, application of innovation in teaching and stimulation of new technologies;
- 3.20 Regular monitoring and periodic review of teaching materials and syllabuses are carried out in order to assess the achievement of the objectives which are shown , as well as to meet the needs of students and society;
- 3.21 Identifying changing needs of society and business; Students' expectations from the program, their needs, their satisfaction with subject programs and syllabuses are always studied through inquiries and future action plans are drawn up;

4. Authorities And Responsibilities Of The Department

- 4.1 Ensure the quality of teaching, exam process, syllabus and subject programs, and meet the modern requirements, as well as the quality of other services provided within University;
- 4.2 Ensure timely, accurate, honest, and impartial performance of management responsibilities;
- 4.3 To deal with various issues related to quality of various educational processes, teaching, academic staffs and students.
- 4.4 To ensure compliance with labor and performance discipline, ethical conduct rules;
- 4.5 Fulfillment of obligations assumed;
- 4.6 Compliance with labor protection and occupational safety requirements;
- 4.7 To control the lives and health of people and the Protection of the property of the Department and to inform the responsible persons and the management directly about the circumstances of the threat;
- 4.8 Not to prevent the Department and other structural units from fulfilling their functions;
- 4.9 to conduct service correspondence within the scope of his / her competences;
- 4.10 To participate in discussion of issues which are related to the department's activity.

5. Reporting

- 5.1 The Department reports to the Vice Rector for Academic Affairs and Rector.

6. Financial Responsibility

- 6.1 The head of the Department is responsible for the timely execution of the tasks and functions defined by the Statute, supervision the quality within University, keeping the privacy and personal information confidential.
- 6.2 The responsibilities of the Department's employees are determined by their job descriptions.
- 6.3 Employees of the Department should implement the rights and obligations which are set out in this Statute, keeping the interests of UTECA ahead of their personal interests.
- 6.4 Employees of the Department are liable for damages incurred as a result of their incorrect actions or inaccuracies.

7. Mutual Relations (Service Relations)

- 7.1 The Department should be in interaction with other structural divisions of UTECA as well as organizations under UTECA in order to ensure the performance of their duties and functions.
- 7.2 Following the Statute of the Department, it requires the structural divisions to assist for the performance of the duties.
- 7.3 Requirements from managers of all structural units:
 - taking measures directed to improving the quality of the works (services) provided;
 - providing information and documents necessary for the department.

8. Final Provisions

- 8.1 This Statute is approved by the Rector upon the decision of the UTECA's Scientific Council.
- 8.2 Additions and amendments to this Statute should be made by the Rector upon the decision of the UTECA's Scientific Council.
- 8.3 If there is a conflict between the legislation of the Azerbaijan Republic, the Charter of UTECA and provisions of this Statute, the first ones have the superior legal force.
- 8.4 As a result of the amendment to the legislation of the Azerbaijan Republic, if any provision of this Statute conflicts with the legislation, that provision should be deemed void.