



# **Azerbaijan State Pedagogical University**

## **Quality Assurance Department**

### **Statute**

#### **1. General Terms**

1.1. Department of Quality Assurance (hereinafter "Department") is a structural unit operating under the statute approved by rector's order the decree of the Academic Council of the Azerbaijan State Pedagogical University (hereinafter "University").

1.2. The Department conforms to legislation of the Azerbaijan Republic on education and science, the Charter of the University and this Statute in its activity.

1.3. The Department operates in collaboration with other structural units of the University, with relevant local and international partners while performing the duties and functions envisaged in this Statute.

1.4. The Department uses the University's legal requisites in its activities.

1.5. The financial basis of the Department activity can be formed on the budget of the Azerbaijan State Pedagogical University, income from paid services and implemented projects.

1.6. The Department works with full-time employed personals, contracted personals during the projects and public employees.

#### **2. Duties and Functions of the Department**

2.1. The main duties of the department are:

2.1.1. Preparation of measures and proposals aimed at improving the quality of the university, including improving the level of training of teachers and students;

2.1.2. Participation in projects to improve quality at the university, as well as learning and applying the experience of Azerbaijan and foreign countries;

2.1.3. Carrying out relevant works on the Rating Assessment of the annual activities of the teaching staff, chairs and deans of the University.

2.2. The Department performs the following functions to ensure its tasks:

2.2.1. Identifies needs for improving the quality in the university, as well as in teacher training field, which appropriate to the university profile;

2.2.2. Organizes events in line with the needs of the university, as well as the quality of teacher training appropriate to the university profile;

2.2.3. Helps collect study and produce the necessary information on teacher training which appropriate to the university profile and in the field of education,

2.2.4. Learns the other countries experience in a field of quality assurance in higher education and prepares proposals for the development of higher education;

2.2.5. Participates in the development and implementation of the University's strategic development plan;

2.2.6. Tries on the implementation of “Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)” and examines the results of international organizations' research to ensure quality assurance;

2.2.7. Participates in preparing project proposals for international and local donors.

2.2.8. Coordinates the Ranking Evaluation of the annual activity of teaching staff, chairs and deans activities under the rector Commission at the University, organizes relevant work on rating, including the documentation process.

### **3. Organization of the department's activity**

3.1. The department is headed by the head, which appointed and released by the rector of the Azerbaijan State Pedagogical University.

3.2. The department has full employed, contracted and volunteered staff appointed and released by the rector

3.3. The employees of the department are appointed and released by the rector on the basis of the opinion of the department head.

3.4. The activity of the department is based on the approved annual work plan, decisions approved by the Scientific Council and rector, including the commands and orders of the rector, works ordered by management and not prohibited by law.

3.5. The organizational-technical basis of the department's activity is determined by the rector of the Azerbaijan State Pedagogical University.

## **4. Department's rights and responsibilities**

### 4.1. Head of Department:

4.1.1. Plans and organizes the department's work;

4.1.2. Participates in the layout of current and perspective work plans;

4.1.3. Co-ordinates the interaction of the department with other structures;

4.1.4. Plans and organizes work to improve the material and technical base of the department;

4.1.5. Controls activity and performance discipline

4.1.6. Organizes selection, placement and professional development of department staff;

4.1.7. Organizes preparation of reporting documents.

### 4.2. Authorities of the Head of Department

4.2.1. To participate in the decision-making process of the department by the management

4.2.2. To participate in the discussion of duty obligations;

4.2.3. Submit proposals to management for improve the department's performance;

4.2.4. To encourage or caution employees of the department;

4.2.5. Receive information from the heads of other structural subdivisions for the activities of the department;

4.2.6. To give feedback to the department's employees for advisable time and place to maximize the effectiveness and quality of the department's work.

4.3. The head of the department and its subordinates are fully responsible for their activities:

4.3.1. By the execution of the entrusted works;

4.3.2. For the improper execution or non-execution of duty obligations;

4.3.3. For violation of the law during their work time;

4.3.4. Due to property damage.

4.4. Head of Department should know:

4.4.1. Legislative basis for education;

4.4.2. Internal legal documents of the Azerbaijan State Pedagogical University;

4.4.3. Educational process of Azerbaijan State Pedagogical University;

4.4.4. The basics of clerical work;

4.4.5. Labor law;

4.4.6. Labor protection normative rules;

4.4.7. Employees' job responsibilities.

## **5. Cooperation of the Department with other structures**

It collaborates with relevant institutions on education, science, international relations, information and technical support, supply issues (work places, furniture, transport, etc.).

## **6. Accountability**

The department reports once a year (in June) to the rector.

## **7. Final terms**

7.1. Additions, amendments and changes to this Statute are made by the Scientific Council and approved by the Rector of the Azerbaijan State Pedagogical University.

7.2. The Statute comes into force from the date of its signing and is obligatory by the employees of the department. The statute consists of 4 pages and 7 chapters.