

Ministry of Education of the Republic of Azerbaijan

GANJA STATE UNIVERSITY

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Ganja State University on January 29, 2019 (protocol # 9)

Rector of GSU _____ PROF. Yusif YUSIBOV, Amirali

**Statue
of the “Quality Assurance Office”**

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Higher educational institutions cultivate the human power and produce knowledge. That is the reason why the level of higher education is determined on the one hand by how accurate and sophisticated this process is, and on the other hand, by the result of the process, i.e. the level of graduates, by the strength of the diploma. High schools set up a filter with the exam ranges and other requirements in the way of bringing up students like the competent graduates, specialists. The power and level of high school is related to the seriousness, accuracy of these filters, and this is the main way to improve the quality of education.

Like in all aspects of human activity, there are different approaches to the perception of the quality of education. Quality means having high standards, it is a different, exceptional feature. Quality is a process, and in this respect the concept of quality improvement is more important than quality assurance or quality control.

Currently, education policy is developing. Thanks to the oil and other mineral resources of Azerbaijan, along with the economy, higher education is continuously advancing. An obvious example of this is the "State Strategy for the Development of Education in the Republic of Azerbaijan", approved by the Decree of the President of the Republic of Azerbaijan dated October 24, 2013.

The Quality Assurance Center has been established within the framework of the European Commission's Erasmus + KA2 Program for the Establishment and Development of Quality Assurance Centers at Azerbaijan Universities (EQAC) within Ganja State University.

The core purpose of Quality Assurance Center is to work out the quality standards and indicators on different degrees and levels based on the advanced international experience, to establish a new system for quality assurance, to create and implement the stimulating mechanisms, grant systems that promote the innovative activity in education, set up the quality monitoring (external and internal) and assessment methods in educational institutions and in general, to support the implementation of this process in Azerbaijan.

1. General provisions:

1.1 The Quality Assurance Center (hereinafter referred to as Center) is a structural unit of the Innovations Department of Ganja State University . It has been created in accordance with the statute by the Department and will operate under the Charter of the Innovation Department.

1.2. Management of the Center is carried out by the Director appointed according to the existing rules. The head of the center is appointed and dismissed by the order of the Rector of the GSU on the presentation of the Director of Innovation Department.

1.3. Head of the Center works under the leadership of the Director of Innovation Department. He performs his duties in accordance with the orders and instructions by the head of the Center, the confirmed authorities and the Charter of the Department.

1.4. The head of the Center organizes and manages the its activities. It is personally responsible for the results of the employees' activities, the condition of the labor discipline, the intended use and maintenance of the property, and the security of the working conditions.

1.5. Supervision of the Center's activity is carried out by the Director of the Department of Innovations.

1.6. Changes and annexes to this Regulation are written on the basis of the decision of the Academic Council of the University.

1.7. Termination of the activities of the Center is regulated only by the decision of the Academic Council in accordance with the Charter of the GSU.

2. Mission and vision

1.1. Establishment of a new system for the quality assurance of education at the University;

1.2. Preparing quality standards and indicators for various degrees and levels of education based on advanced international experience;

1.3. Creating and applying stimulating mechanisms, a grant system that promotes innovative activities in the education system to improve the quality at the university;

1.4. Stimulation of healthy competition with educational programs, teaching resources, training methodologies, educators, other educational institutions, identification and application of competitive elements;

1.5. Establishing the information systems of education management and new reporting model at the University;

1.6. Establishment of databases, graduate-coordination and information system at the university, their regular update and usage in the management process;

1.7. Developing new assessment mechanisms covering all levels of education at the University based on leading international practice

1.8. Creation of quality monitoring (external and internal) and assessment mechanisms at the University;

1.9. Establishment of a system for investment expenditures based on the quality indicators of the University;

1.10. Identifying the overall framework of quality assurance systems for education and training at European, national and international levels;

1.11. Promoting quality assurance of higher education and its progress in European higher education institutions;

1.12. Promoting recognition and mobility within and beyond national borders by providing mutual trust;

1.13. Providing information necessary for quality assurance in the European Higher Education Area.

3. Structure and content:

3.1. Center's structure and employee schedule are approved by the Rector and Academic Council of GSU according to the presentation by the Director of Innovation Department.

3.2. The structure and employee schedule of the center will originally be composed of a manager and a specialist.

3.3. In the future, there may be some changes in the structure and annexes to content.

3.4. Structure: Head of the Center - 1 staff, specialist - 1 staff.

Annex1 – Charter of the Center

Annex 2 – Structure of the Center

Annex 3 – Work plan of the Center