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# AZERBAIJAN COOPERATION UNIVERSITY

## QUALITY ASSURANCE CENTER – ACTION PLAN

TEAM MEMBERS	STRATEGIC ACTION PLAN	DATE TO START	DATE TO DUE	DESIRED OUTCOME
1.1 POLICY FOR QUALITY POLICY	• QUALITY POLICY HAS BEEN NEWLY ESTABLISHED AND APPROVED.	15.06.2018		• THE UNIVERSITY HAS IDENTIFIED MAIN PROCESSES OF ESG STANDARDS IN THE IMPLEMENTATION OF QAC
	• TO EXPAND THE INFORMATION ABOUT ESG STANDARDS	25.06.2019		
1.2. DESIGN AND APPROVAL OF PROGRAMS	• STUDY PROGRAMS ARE GOING TO BE UPDATED.	15.06.2019	ON GOING	• THE PROGRAMS ARE GOING TO BE DESIGNED IN THE INVOLVING OTHER STAKEHOLDERS OF THE UNIVERSITY.
1.3 STUDENT- CENTERED LEARNING, TEACHING AND ASSESSMENT	• PROVIDED TRAININGS FOR TEACHERS, SEMINARS AND CONSULTATIONS ON REGULATION	ON- GOING	ON-GOING	• DEVELOPING THE METHODOLOGY AND STAFF EXCHANGE
1.4. STUDENT ADMISSION RECOGNITION PROGRESSION AND CERTIFICATION	• PROCESSES FOR RECOGNITION OF PRIOR LEARNING TO SUPPORT STUDENT MOBILITY	01.01.2019	ON-GOING	• TEACHERS ARE ABLE TO CREATE NEW EFFECTIVE TEACHING AND SPHERE, APPLYING THE SENSE OF DUTY, PERFORMANCE AND QUALITY AT WORK
1.5 TEACHING STAFF	• ORGANIZATION OF CONTINUOUS TRAINING BASED ON LANGUAGE SKILLS.	15.04.2019	ON- GOING	• STUDENTS HAVE OPPORTUNITY TO UTILIZE NEW CLUBS. INNOVATIVE , MOTIVATION AND CREATIVITY AND SENSE OF TEAMWORK
	• TEACHERS MOBILITY	AUGUST 2019	-----	
1.6 LEARNING RESOURCES AND STUDENT SUPPORT	• ACU BOOK, ECOLOGY CLUB, ART CLUB, CAREER CENTER ARE FUNCTIONING	08.01.2019	ON-GOING	• SURVEY CULTURE AND MECHANISM ARE GOING TO BE CREATED
	• E- LIBRARY IS PARTIALLY CREATED	03.03.2019		
1.7 INFORMATION MANAGEMENT	• CYCLE SURVEYS ARE GOING TO BE ORGANIZED REGARDING TO PROGRESSION , SUCCESS AND SATISFACTION	05.04.2019	ON –GOING	• TO INCREASE TRANSPARENCY IN THE STUDY PROCESS. TO GET MORE INFORMATION ABOUT UNIVERSITY AND QUALITY ASSURANCE CENTER ACTIVITIES
1.8 PUBLIC INFORMATION	• TO INCREASE ONLINE SURVEYS	05.02.2019	ON-GOING	• THE EFFECTIVENESS PROCEDURES FOR STUDENTS AS WELL AS TEACHERS ACHIEVEMENTS
	• TO INCREASE EDUCATION MANAGEMENT	16.01.2019		
	• TO PUBLISH BOOKLETS ABOUT THE QUALITY ASSURANCE CENTER AND UNIVERSITY ACTIVITIES	OCTOBER 2019		
1.9 ONGOING MONITORING AND PERIODIC VIEW OF PROGRAMS	• EVALUATION OF ONGOING MONITORING AND PERIODIC REVIEW PROCESSES AND ACTION TAKEN TO IMPROVE THEM WHERE NECESSARY.	12.02.2019	ON –GOING	• THE UNIVERSITY IS GOING TO MEET REQUIREMENTS OF THE EXTERNAL QUALITY ASSURANCE
	• USE OF REFERENCE POINTS AND EXTERNAL EXPERTISE IN ONGOING MONITORING AND PERIODIC REVIEW	05.04.2019		
1.10 CYCLE EXTERNAL QUALITY ASSURANCE	• REGULAR AND CONTINUING USE OF EXTERNAL CONTRIBUTORS TO QUALITY ASSURANCE ACTIVITY WHEN PREPARING FOR THE NEXT ONE	03.03.2019	ON- GOING	• IDENTIFYING PROGRESS MADE SINCE THE PREVIOUS EXTERNAL QUALITY ASSURANCE OR NOT