

Functions of Quality Assurance Center (QAC)

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**Establishing and development of Quality Assurance Centers at Azerbaijan
Universities - EQAC**

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Functions of QAC

Coordination of the quality management system of the University, participation in preparation of the University's quality assurance improvement strategy and assurance of its implementation:

- Preparation and update of internal legislation
- Initiation of projects
- Organization of information dissemination to the community

Functions of QAC

Coordination of development, improvement, evaluation and accreditation of first and second cycle study programmes:

- Support for working groups, SPCs and teaching staff (trainings, seminars, workshops)
- Communication and explanation of the latest national legislation to the academic community
- Participation in accreditation procedure of study programs

Functions of QAC

Assurance of the operation and improvement of the University's feedback system:

- Prepares and improves feedback tools
- Organize surveys and interviews
- Transfers results to the academic community
- Monitor the follow up activity

Functions of QAC

Collection, analysis and provision of information about the University's studies, preparation of the quality monitoring reports, preparation of proposals for improving the quality of the University studies:

- Analysis of qualitative and quantitative data
- Annual activity reports
- Provision of information to public authorities

Functions of QAC

Preparation and update of information related to QA on the website and social networks of the University:

- Profile of the student population
- Student progression, success and drop-out rates
- Students' satisfaction with their programmes
- Learning resources and student support available
- Career paths of graduates

Functions of QAC

Development and coordination of the academic support systems for students and teaching staff of the university:

- analysis of students' achievements and identification of needs
- identification of the needs of the teaching staff
- coordination of training organization for students and teachers
- supervision, monitoring of outcomes and analysis of support process

Functions of QAC

Search, analysis and dissemination of good national and international practises on quality assurance and its innovations:

- Participation in national and international conferences, forums, workshops, projects
- Knowlegde transfer to academic community

Compliance with ESG 2015

Functions of QAC	ESG 2015
Coordination of the quality management system of the University, participation in preparation of the University's quality assurance improvement strategy and in assurance of its implementation	1.1 Policy for quality assurance
Coordination of development, improvement, evaluation and accreditation of first and second cycle study programmes	1.2 Design and approval of programmes 1.9 On-going monitoring and periodic review of programmes 1.10 Cyclical external quality assurance
Assurance of the operation and improvement of the University's feedback system	1.9 On-going monitoring and periodic review of programmes
Collection, analysis and provision of information about the University's studies, preparation of the quality monitoring reports, preparation of proposals for improving the quality of the University studies	1.7 Information management 1.1 Policy for quality assurance
Preparation and update of information related to QA on the website and social networks of the University	1.8 Public information
Develops and coordinates the academic support system for students and teaching staff of the university	1.3 Student-centred learning, teaching and assessment 1.4 Student admission, progression, recognition and certification 1.5 Teaching staff
Search, analysis and dissemination of good national and international practises on quality assurance and its innovations	All standards

Assignment

- What particular functions could be covered at your universities by QAC taking into account the organisational structure and capacity of human resources at your university?
- Which functions could be successfully established at your universities and which could face some challenges? Why?

Reflection (5 min.)

Date:

Topic: *Functions of Quality Assurance Center*

What we have learned new?	Where we will apply this?	Remarks	Suggestions