



## Quality Assurance Sector

### Work plan

### 2018/2019 academic year

#	Process name	Owner	Process output	Client	Period of time needed/Deadline
1.	Placement of lecture materials in the university electron library.	Library staff	Students have access to all lecture materials. This will provide them with necessary materials as well as will develop their habit to enter to the electronic library for other scientific research materials	Students, Academic staff, scientific research department	Done
2.	Gathering of syllabuses in electronic and printed versions	Quality Assurance Centre (QAC), Strategy planning	All modules syllabuses electron database created	Students Teachers QAC staff	Done

		department(SP) Corresponding faculty			
3.	Gathered syllabuses are given for external expertise	QAC	External experts from industry sector	Students, Teachers	Done
4.	Support of anti-plagiarism system for checking student works.	Scientific research department	Transparent and fair system for students research	Students, Faculties	Done
5.	Support of anti-plagiarism system for checking academic staff academic works.	Scientific research department	Transparent and fair system for academic staff research	Academic staff, Scientific works authors	Done
6.	Provide Electronic journal to create transparent education system.	ICT department	All teachers can fill current information about students marks, their presence & etc.	Teachers, Students	Done
7.	To establish academic staff evaluation system and provide best teachers with differential salary	SP	Teachers get differential salary according their potential and work done in one year. Academic staff is motivated to do more activities to get differential salary.	Academic staff	Done
8.	Preparation of all syllabuses for placement at local network	ICT department SP (strategy planning department)- control	Students teachers and all interested parties have access to all courses syllabuses	Students, All interested parties	February 2019
9.	Establish cooperation with industrial sector to make education programs adapt to them	SP, Dean offices, Head of departments	Continuous cooperation and holding range of activities to ensure existing education programs are adapted to industrial sector	Students, University image/rating, Labor market of Azerbaijan	Continuous process

10.	Create questionnaires for University staff to measure satisfaction level (according to ESG standards)	QAC	Obtaining statistical data about staff satisfaction	QAC	April 2019
11.	Create questionnaires for bachelors, masters and graduates to measure satisfaction level (according to ESG standards)	QAC	Obtaining statistical data about student's satisfaction	QAC	April 2019 (first iteration).
12.	Conducting surveys for students	QAC	Obtaining statistical data	QAC	April 2019 (iteration, each 3 months)
13.	Conducting surveys for Academic staff	QAC	Obtaining statistical data	QAC	May 2019 (iteration, each 6 months)
14.	Conducting surveys for administrative staff	QAC	Obtaining statistical data	QAC	June 2019 (iteration, each 6 months)
15.	To establish system for connection with graduates	Career center	Have knowledge about difficulties and needs which graduates have encountered after graduation, find jobs or development programs for ones who wasn't able to be employed	Graduates, Students, Labor market, Practice center	May 2019
16.	Ensure participation of the University academic staff in international exchange programs.	Heads of departments	Experienced staff	Students	Continuous process
17.	Improving and renewal of student books	SP	Correct and exact information for students	Students Teachers	Done for 2018-2019. Should be revised every year
18.	Ensuring students	International	Provision students with	Students	Continuous process

	participate in international exchange programs	relations department, Dean offices, SP	international experience and knowledge		
19.	Developing of career center. Conduct career day inviting industry representatives	Strategic Development Vice Rector, Career center	Students have opportunity to meet industry representatives, give questions and have information about skills needed for employment	Students, Graduates	Continuous process. May-June 2019
20.	To eliminate lack of Azeri language books and articles	Heads of departments	More books and articles in Azeri	Students	June 2019
21.	Development of Innovative Business Incubator Conducting monthly trainings	SD Vice-rector	Monthly events and PR company of BI in the University	Students, Graduates	1 event in a month