

## **EQAC “Establishment and Development of Quality Assurance Centers in Azerbaijan Universities”**

**586351-EPP-1-2017-1-AZ-EPPKA2-CBHE-JP**

### **Final Report of Azerbaijan Cooperation University on preparation of Pilot Program**

#### **1) Name of the Pilot program: Tourism and hospitality**

Total number of Bachelor students: 53

Name of pilot subjects: 5

Number of pilot teachers: 3

#### **Annex 1 – official documents for selection of pilot program, subjects and teachers**

#### **2) Program commission**

When was it established? 23.10.2019

About the members: 5

The responsibilities and the tasks of Program commission

#### **Annex 2. Official documents about the approval of program commission**

#### **3) Monitoring of Pilot teachers’ teaching method**

The goal of the monitoring: To compare the current situation comparing with reference value

How many lessons observed? 3

Who were the observers? Vice-rector on Educational Affairs, Head of Finance department, associates professors of finance department.

Results of the observation: The members of administrative staff monitor the lesson, the teachers’ activities, income and expenditures in to ensure that they are operating in the lesson with their plans.

#### **Annex 3: Report on monitoring**

#### **4) Trainings for teaching staff**

Number of trainings organized: 3

Number of teachers participated: 50

Date of trainings:

1. 28.10.2019,

2. 14.10.2019

3. 07.12.2019

Results of the trainings: improvement of quality, faster project completion, increasing of productivity, and quality of work.

**Annex 4: Approved Agenda of trainings (link to videos if possible) and report on training**

**5) Conducting survey among teaching staff**

Number of participants: 50

Number of round tables organized with teachers: 2

Main findings from surveys; the evaluation of quality of university activities by academic staff.

**Annex 5: Report on survey of teaching staff**

**6) Trainings for students**

Number of trainings organized: 3

Number of students participated: 50

Results of the trainings: they got useful information about pilot program that were held at the university.

**Annex 6: Report on student trainings**

**7) Survey among students**

Number of students participated in surveys: 136

Main findings:

**Annex 7: Report on student survey**

**8) Updated syllabus**

Number of syllabus updated (the name of subjects):

1. Basics of Tourism
2. Service activities
3. Tour agencies and tour operators
4. Transportation in tourism
5. Tourism economy

Number of teachers prepared the syllabus 5

**Annex 8: Updated program**

**Annex 9: Updated syllabuses**

**Annex 10: Approved teaching methods and assignments**