



Funded by the  
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## **WP1. Scoping and Analysis of Quality Assurance in Azerbaijan Universities**

### **NEEDS ASSESSMENT REPORT**

#### **Azerbaijan University of Architecture and Construction**

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Baku, 2018

## Introduction

### 1. STRATEGIC MANAGEMENT

#### a. Strategic Management Process of the university

“State Strategy for the Development of Education in the Republic of Azerbaijan” was approved by Presidential Decree No. 13 dated 24 October 2013. The strategy identified strategic goals and measures in the direction of competitive education system according to international best practices and development concept of Azerbaijan. Thus on January 2014 Department of Strategic Planning was founded at Azerbaijan University of Architecture and Construction. Development of proposals on innovative systems in education, improvement of university-business partnership, being a bridge between companies and student and teachers, expanding cooperation with state institutions, industrial areas and business, reconstruction of this collaboration according to the strategy and others are the main goals of the Department. Strategic management of the University is coped by the department and administrative staff of the University

#### b. Vision and Mission statement of the university

University strategies seek to prevent, detect, and correct problems in the quality of services provided to individuals and populations. Quality *improvement* strategies attempt to improve quality through continuous study and modification of the services being provided.

Our mission is to support all elements for quality assurance, to be assessed and improved. Offer our vision about the appropriateness, effectiveness, and adequacy of existing strategies in the community-based context. It is intended to provide a conceptual background for the issues and study questions.

#### c. Strategic Planning Documents and Their Content

- The order for establishing strategic planning department.
- Regulations of the Department
- University's Strategic Development Plan
- Official Memorandums and Agreements with Companies
- Innovative projects plans and description
- The statutes and orders of the “Quality assessment group” operating in Strategic planning department.

#### d. Relevance of the Strategy and Its Coherence with Vision and Mission

Since the strategic planning department was established vision and mission statements were clearly defined. Now they provide unanimity of purpose to the University and imbue the employees with a sense of belonging and identity. Indeed, vision and mission of our University are embodiments of organizational identity and implemented in strategic plan.

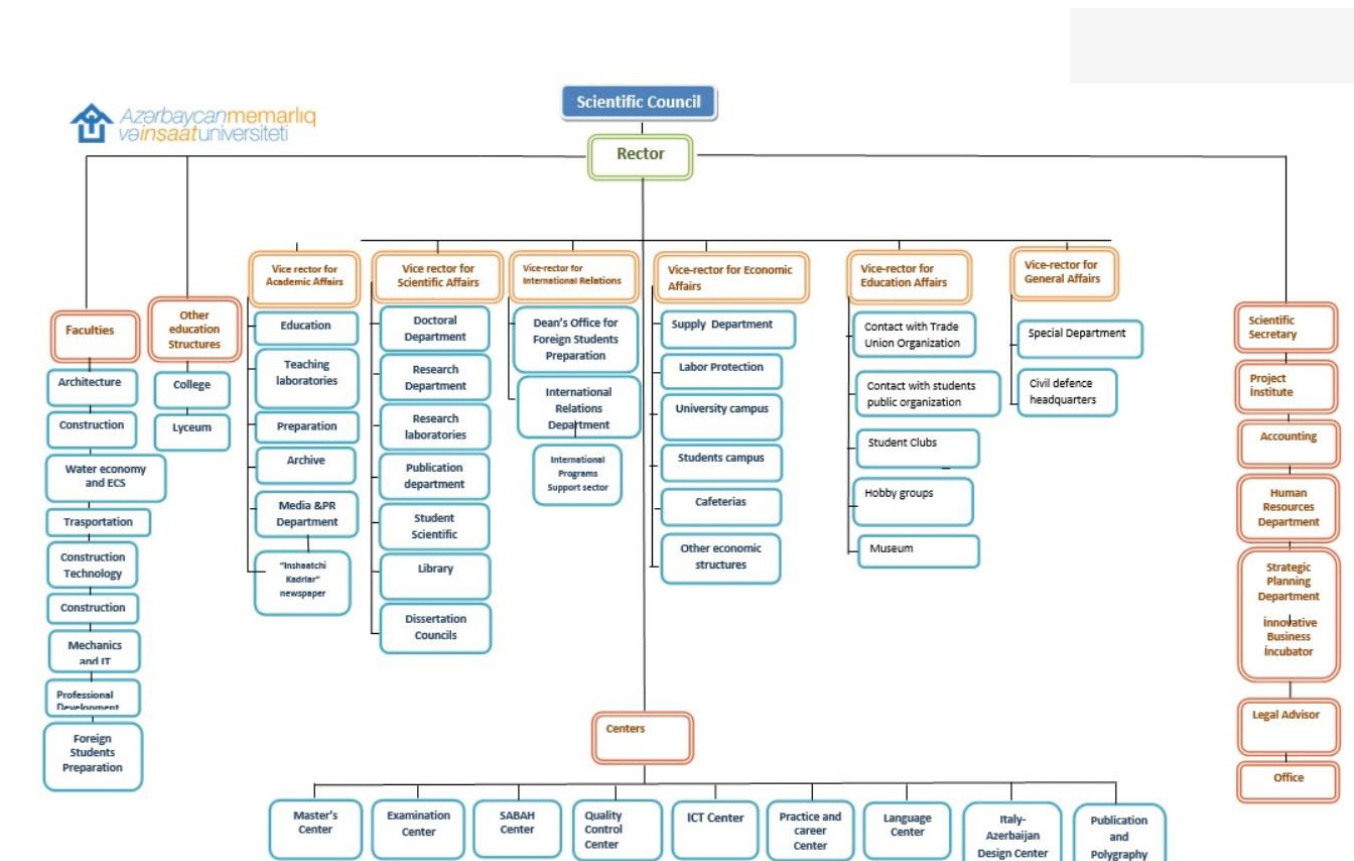
Vision and mission of the University are coherent with the strategy activities. Since they define the reason for existence of the organization, they are indicators of the direction in which the University and its staff will move.

#### e. Implementation of the strategy and monitoring of indicators

At the end of academic year all Vice-rectors prepare their reports according the Strategicplan of the University which was created in the year before. During the annual report meeting the administrative and academic staff representatives discuss how outcomes meet the standards and criteria of strategic plan, the problems faced during monitoring and solutions for them.

## 2. UNIVERSITY MANAGEMENT

### a. University organizational management structure



b. The Effectiveness of Decision-making

In order to get better results from any important decisions the administrative staff of the University prepares the templates of all necessary education documents, files forms and examples of databases. Rector organizes weekly, monthly and annual meetings with academic and administrative staff of the university. All tasks divided between organizational structure representatives. At the same time, the educational managers of the University prepare all necessary reports of done work. The reports must consist of all

information about their work feedback from academic staff, results, outcomes, problems, future plans for next year (events plan).

c. Student involvement in institutional governance.

Each student who enters the university becomes a member of student government. The main of student government to work toward solving social problems of students, to ensure student's rights, providing students' participation in local and international meetings, forums and seminars. Students in our University have opportunity to analyze problems of teachers and employees, to put tasks before Scientific Council in order to make a decision and to apply for these issues to the administration of the institution. Appointed students make a speech regarding the questions of concern in front of administrative staff (Rector, Vice-rectors, Deans, Heads of departments) during Scientific Council or meetings with Rector.

### **3. HUMAN RESOURCE MANAGEMENT**

a. Selection, appointment, promotion and dismissal of academic and administrative staff;

Teaching staff require a relevant first degree, together with a Master's in a relevant subject. The candidates who want to get a position at a department need to study philosophy doctor degree and get additional distinctive achievement. Previous teaching experience is highly desirable.

Teaching staff who give a lecture in English language sector require a minimum level of B2. English language provision can evidence this through certification (TOEFL, IELTS) or by internal examination in the University.

University employs hourly paid teachers based on current needs, and talented staff are flagged up to the Rector to look at possible retention.

Depending on the teachers' academic activity (publishing of article, submission of patents, participation in University life after several years of service, teachers are promoted to the higher position.

In case of gross violation of University rules or non-compliance of regulations Rector considering the dismissal of teacher. All appointment or dismissal processes are considered by Rector, relevant department and Human Resources department of the University.

b. Staff development

- Our university has been awarded a grant for the project "English for Engineers" supported by the British Council. The aim of the project is to improve the level of

technical English language for teaching academic staff. Lessons provided by

Representatives of English Language Teaching Unit of Great Britain - Lester University. The graduates receive a certificate from the University of Leicester. At the same time teachers of our University pass an online course of English Language provided by Cambridge. After graduation of half year course teacher get certificate in EMI Skills from Cambridge University.

- As a result of joint cooperation between AzUAC and the Paris Sorbonne University, Professor of mentioned HEI Florent Pratlong hosted a training on "Interactive Education in the University System". During the four-day, the professor introduced the methods of modern teaching management, quality control in teaching and learning, international education legislation, critical points in auditing management at the university, conflicts and improper development models.
- In our University teachers have opportunity to attend supervision sessions at various Partner organizations ( from industry) by request.

#### c. Remuneration of work and motivation of staff

Azerbaijan University of Architecture and Construction has launched the payment of salaries by differential system. Annual pedagogical activity as a trainer and mentor, quality of scientific and methodological works, international education system, application of modern technologies in the education and students opinions are revealed in the evolution system. Teacher evaluation by category is implemented with supplements added to the salary during in a year. From A category to C. Category awarding is approved on the basis of Rector's Decree upon the recommendation of the Academic Council of the University. Internal Evaluation Project is applied annually at Azerbaijan University of Architecture and Construction.

At the same time various activities are taken to encourage the retention of staff who have taught successfully on the courses and appropriate mechanisms are in place to support and monitor their development.

#### d. Staff satisfaction

Referring to the latest surveys conducted among academic and administrative staff it is obvious that staff is quite satisfied with existing situation but has a lot of suggestions to improve it in different direction: regulations, University rules, course structure and even to conduct such surveys constantly.

At all faculties and departments sufficient number of academic and non-academic (support) staff is employed to deal with academic affairs, secretarial and clerical

support and with matters relating to the administration of the provision, and teaching equipment or other resources. This provides support to academic and non academic staff and increases satisfaction of staff.

e. Participation of staff in international cooperation projects and mobility programs

ERASMUS+ /Key Action 1: AzUAC participates in Erasmus + projects, which are the educational and research programs targeting the development of dialogue and cultural relations by increasing the exchange and cooperation between EU universities and universities in other countries. In 2013-2016 years, **4 teachers** participated in the exchange program for study and research within Tempo (Trans- European and Mobility Program) coordinated by Technical University of Lisbon, Portugal and Backis (Between Baltic and Caspian Seas) projects coordinated by Montpellier 2, France. Accordingly, **52 teachers** from European Universities joined to exchange programs at the Azerbaijan University of Architecture and Construction. In addition, on the base of direct agreements AzUAC implemented teachers exchange with Polytechnic University of Milan, UTP-University of Science and Technology, Poland, Vilnius Gediminas Technical University, Lithuania and Middle East Technical University, Turkey in 2015-2017 and 2017-2018 academic years. In 2016-2017 education year AzUAC received 5 teachers from Polytechnic Institute of Leiria, Vilnius Gediminas Technical University and Polytechnic University of Milan.

Mevlana Exchange Program: is an exchange program implemented by the Republic of Turkey. Our University joined this program in 2013. In 2013-2017 academic years, **8 instructors** were sent for study and research to partner Universities. Corresponding to these **10 teachers** from Turkish Universities joined the exchange program to be familiar with study process and give lectures at the Azerbaijan University of Architecture and Construction. The partners of the Programme are Middle East Technical University, Gazi University, Hacettepe University, Sakarya University, Bartın University, Eskişehir Osmangazi University, Ataturk University, Gaziantep University, Fırat University and Cukurova University.

#### **4. THE INTERNAL QUALITY ASSURANCE OF THE UNIVERSITY**

a. Strategies and Procedures for Quality Assurance

The quality assurance group in our University has a number of key objectives, including opportunities to:

- reflect on your own roles and practices within the wider context of contemporary thinking about higher education and quality assurance
- learn about current issues in the strategic management of higher education quality assurance
- learn from other colleagues (academic or industry) from around the world
- develop new skills relevant to the improvement of quality assurance processes and practice in your own context and to identify areas for further development

Following procedures are taken for Quality Assurance in our University

Process	Actions
Course design and approval	Approval of curriculum and syllabuses by scientific council of the University
Monitoring	Module and Course logs. Faculty Annual Monitoring Statement
Module(course) modification	Module/Course Modification proposal from experts.
Review	Periodic review

#### b. Structures and Policies for Quality Assurance

The University's Academic Regulations<sup>2</sup> and Assessment Framework<sup>3</sup> set out a range of regulatory requirements and good practice that underpin the University's approach to learning, teaching and assessment, and they should be consulted

Course content providers and education managers of the University should take into consideration External experts opinions and reports when introducing new courses, deleting existing courses and in the course of regular modification.

The General Student Regulations should be consulted<sup>6</sup> when considering changes to a course, or closing it altogether

The schedule of Quality Assurance procedures and activities is planned for one year and can be complemented through the year. Where deadlines are included this is made clear; other dates are not prescriptive but should be used as a guide to the flow of key activity.

#### c. Use of internal quality process outcomes in decision making and strategic planning

At the end of academic year all Vice-rectors prepare their reports according the Strategic plan of the University which was created in the year before. During the annual report meeting the administrative and academic staff representatives discuss how outcomes meet the standards and criteria of strategic plan, the problems faced during monitoring and solutions for them.

#### d. Periodic Assessment Procedures of the Quality of the Staff

All teaching staff are observed at least once annually or during the contract if it is shorter. All newly-appointed teaching staff are observed early within their contract. At the same time procedures of Internal Assessment project which conducted since 2015 allow to check the effectiveness and quality of the staff.

Principles of qualitative assessment of professors and teaching staff activities from a number of leading foreign universities were considered in the development of the project of academic staff periodic assessment. The main objective of the project is to

improve specialists training quality and motivation of teachers to realize their potentials more

effectively by attracting the their attention to Development Priorities of the University.

e. The Quality of Teaching and Research Staff

Higher education plays an essential role in society by creating new knowledge, transmitting it to students and fostering innovation. Teacher education is clearly an essential element for the improvement of education by producing highly qualified teachers. A primary goal of all teacher educators in our university is to provide pre-service teachers with meaningful professional development opportunities that will help them succeed in making the transition into their own classrooms.

Research in education is carried out in our University in order to provide a basis for educational planning. Efficiency of scientific – research works on the basis the outcome of scientific – research works laboratory works, scientific articles, monographs, manuals, teaching aids are prepared and applied in study process.

f. Surveys g. Feedbacks

Strategic planning department of our University conducts surveys annually at seven faculties among bachelor students.

The following table is an example of last survey and Feedbacks at Construction Economy Faculty.

**Construction Economy Faculty**

**1. To what extent are you studying at your high school? Are you agree?**

1. Completely agree -12 , 5 %
2. Basically agree -50%
3. Basically dissatisfied -12.5%
4. Completely dissatisfied -0%
5. Difficult to say - 25%

**Block 1:**

**1 . How would you rate the following conditions and features at the University?**

N		Low	Average	High
1	Knowledge and professionalism of teachers	4.2%	70.8%	25%
2	Objectivity level of students' assessment by teachers	4.2%	75%	20.8%
3	Problems faced by students are solved by faculty administration	12.5%	50%	37.5%
4	Problems faced by students are solved by the University administration	4.2%	58.3%	37.5%
5	In general, the content of education	16.7%	50%	33.3%
6	Satisfaction with students' quality of education	8.4%	58.3%	33.3%
7	Relationships between students and teachers	4.2%	62.5%	33.3%
8	Competence and activity of the rector	4.2%	45.8%	50%

9	Competence and activity of the faculty management	0%	58.3%	41.7%
10	Student Council / Committee activity	33.3%	41.7%	25%

**2 . What are the main problems of the college you are studying do you see**  
(Keep up to 3 of your most important issues)

No	Problems	
1	Low level of professionalism of teachers	29.2%
3	High school management incompetence	0%
5	Failure or poor quality of textbooks	8.4%
6	An unjust, objective assessment of the knowledge of the seizures during the semester	25%
7	Failure or lack of modern equipment	40%
8	Poor interest in students' knowledge and education	56.6%
9	Unhealthy psychological and psychological condition	21.6 %
10	Rude, disrespectful attitude towards teachers	16.7%
11	Other ( specify ) .....	8.4%

**Block 2:**

**3 . How satisfied are you with the following thoughts on higher education? (Record an answer in each line please)**

N		Agree	Do not agree
1	Transparent and objective examination of the examinations was provided by the exam commission	79.2%	20.8%
2	Students have been trained to follow the rules of the exam process (not to attempt to transfer, etc.).	75%	25%
3	The last of the winter session at the University of assessment was notcarried by the illegal road	70.8%	29.2%
4	Teachers' assessments were fairly assessed at the last winter exam session	74.2%	25.8%

**5. TEACHING AND LEARNING**

a. Procedures for Initiating, Monitoring and Periodic Review of the Programs and Activities

Process	Actions
Course design and approval	Approval of curriculum and syllabuses by scientific council of the University
Monitoring	Module and Course logs. Faculty Annual Monitoring Statement
Module(course) modification	Module/Course Modification proposal from academic or business experts.
Review	Periodic review

b. Renewing of the study programs considering student oriented studies

The quality assurance sector was established in the AzUAC in December 2016. Since that time student surveys on each of seven faculties were conducted (only for bachelors), opinions of students were registered and passed to the University administration. After the analysis of the students feedback the administration decided to conduct expertise of all specialties (bachelor degree). To make it possible the University invited experts (directors, senior specialists from leading companies and professors from main engineering Universities of Azerbaijan. The experts were paid for their service.

c. Academic support

Azerbaijan University of Architecture and Construction provides academic support services to our students by tutors at each faculty. At Architecture faculty tutor (mentor) is appointed for each year of education. Students can visit them at faculty and appoint a meeting if clarification of the problem or question demands much time. Students also get support from their scientific adviser when they are working on essays, project work, course work and graduation project.

Teachers also can get academic support from department of scientific research.

Scientific experimental works are implemented on various subjects at 5 scientific

experimental laboratories and at 39 departments. Outcomes of these experiments are

published as scientific articles, monographs and recommendations and are defended as

candidate and doctorate's thesis as well.

Training of scientific – pedagogical staff is implemented at Bachelor, Master and PhD degrees. Scientific Works, "Ecology and water economics", "Theoretical and applied mechanics" and "Urbanism" journals are regularly published at the University.

Besides of these students, masters, PhDs and young researchers participate in contest,

exhibitions organized within our Republic or abroad.

Representatives of most famous online subscription-based scientific citation indexing service Web of Science are visiting our University with purpose of conducting seminars and workshops for our teachers.

d. Evaluation and recognition of prior learning achievements

The University operates a „performance evaluation system“ under which staff can be awarded according to performance against a set of criteria. Regulations for this system

references relevant activities such as “using innovative teaching methods”, “exemplary model lessons”.

Teachers evaluate prior learning achievements of students according following points:

- ability to generate ideas using knowledge,
- some at the current boundaries of professional practice and the academic discipline of the specialty;
- ability to apply a range of communication methods and media to present their knowledge clearly and effectively;
- understanding of the alternative materials, processes and techniques that apply to their specialty;
- ability to evaluate evidence, arguments and assumptions in order to make and present their vision;
- knowledge of the context of the specialty industry, and the professional qualities needed for decision making in complex and unpredictable circumstances;
- ability to identify individual learning needs and understand the personal responsibility required for further professional education.

e. The system of observing graduate employment and career and its usage for improvement of studies

University Internship and career center maintains statistics on graduates employment. After the analysis the specialist came to conclusion that Demonstration of an understanding of the following will contribute to improvement of studies:

- .1 professional ethics;
- .2 obligation to society and the protection of the environment;
- .3 professional regulation, conduct and discipline;
- .4 institutional membership, benefits, obligations and codes of conduct;
- .5 attributes of integrity, impartiality, reliability and courtesy;
- .6 time management, recording, planning and review;
- .7 effective communication, presentation, confirmation and recording;
- .8 flexibility, adaptability and the principles of negotiation;
- .9 autonomous working and taking responsibility within a practice context;
- .10 continuing professional development.

f. Collaboration with academic, social and business partners and their influence on University studies

*Academic partners.*

AzUAC cooperates with more than 80 local and foreign universities.

We have double - diploma programs with 6 foreign universities.

1. Istanbul Technical University -Turkey

2. Northampton University - B. British
3. Leiria Polytechnic Institute - Portugal
4. Anglia Ruskin University - UK
5. Montpellier University-France
6. Coruna University - Spain

*Business and Social partners:*

Azerbaijan University of Architecture and Construction is partnering with local and foreign companies such as Pasha Holding, Holcim, Akkord, Pasha Construction, Tamiz Shahar, Accessory Construction, Azersu, Knauf, AzVirt, TIS, PD & MS Group, British Council, Azergold, ARB TV and others.

The increase in the number of partners contribute to development of the University to great extent. Now the University has a number of science-practical laboratories created by sponsorship of Holcim, Pasha Holding, Akkord, Construction laboratories, Tamiz Shahar, Accessory Construction Center and Embawood.

Also, as a result of partnership with companies, students are sent to these companies for practical training and then are hired.

g. Dynamics of Lecturers and Students" International Mobility and Its Influence on University activity

Dual Degree Programs: Starting from 2016, AzUAC is implementing Double Diploma programs on Master's Degree in Environmental Engineering with the University of A Coruna, Spain and Master's Degree in Civil Engineering with the Polytechnic Institute of Leiria, Portugal. Under the program, students who successfully complete their education at AzUAC and Partner University receive a diploma from both universities.

ERASMUS+ /Key Action 1: AzUAC participates in Erasmus + projects, which are the educational and research programs targeting the development of dialogue and cultural relations by increasing the exchange and cooperation between EU universities and universities in other countries. In 2013-2016 years, **22 students** and **4 teachers** participated in the exchange program for study and research within Tempo (Trans-European and Mobility Program) coordinated by Technical University of Lisbon, Portugal and Backis (Between Baltic and Caspian Seas) projects coordinated by Montpellier 2, France. Accordingly, **5 students** and **2 teachers** from European Universities joined to exchange programs at the Azerbaijan University of Architecture and Construction. In addition, on the base of direct agreements AzUAC implemented student exchange with Polytechnic University of Milan, UTP-University of Science and Technology, Poland, Vilnius Gediminas Technical University, Lithuania and Middle East Technical University, Turkey in 2015-2017 and 2017-2018 academic years. In

2016-2017 academic year 8 students and 3 PhD students and in 2017-2018 academic year 5 students from AzUAC admitted to these universities for study. In 2016-2017 education year AzUAC received 5 teachers from Polytechnic Institute of Leiria, Vilnius Gediminas Technical University and Polytechnic University of Milan.

Mevlana Exchange Program: is an exchange program implemented by the Republic of Turkey. Our University joined this program in 2013. In 2013-2017 academic years, **42 students** and **8 instructors** were sent for study and research to partner Universities. Corresponding to these **10 teachers and a student** from Turkish Universities joined the exchange program to be familiar with study process and give lectures at the Azerbaijan University of Architecture and Construction. The partners of the Programme are Middle East Technical University, Gazi University, Hacettepe University, Sakarya University, Bartın University, Eskişehir Osmangazi University, Atatürk University, Gaziantep University, Fırat University and Cukurova University.

#### h. Current regional and national labour-market situation

The analysis shows that the labor market has a range of positive characteristics such as high labor force participation and employment, low youth and female unemployment, flexibility, and a low share of the “working poor”, all of which can beneficially influence future economic prospects. However, the Azerbaijani labor market also experiences certain undesirable developments, such as an increase in the share of labor with primary education, a shift towards elementary occupations, a high share of self-employment, and an excess of labor cost growth over productivity growth, all of which can threaten further economic development.

#### i. Use of educational technology in teaching and learning

There are many kinds of equipment and technology tools available at the University's audiences, training centers and laboratories.

Students have opportunity to use the technology tools to reinforce their knowledge which they learnt at lectures according to their specialty.

Teachers at all departments conduct lectures and seminars in rooms equipped with projectors, computers and smart boards. In addition, masters, PhD students, young scientists and teachers of the university use equipped studios and laboratories in their defense and project works.

#### j. Ensuring the competitiveness of graduates

To be ensured that graduates will be able to find job and be successful in life-long self-development academic staff of the University assess students according the standards below:

- ability to generate complex, to test new hypotheses and speculations;
- ability to evaluate and apply a comprehensive range of visual, oral and writtendata to test, analyze and critically appraise proposals;
- ability to evaluate materials, processes and techniques that apply to integrate theseinto practicable outcomes;
- critical understanding of how knowledge is advanced through research to produceclear, logically argued and original work relating to the specialty.
- understanding of the context of the professional and the construction industry,including employee`s role in the processes of procurement;
- problem solving skills, professional judgment, and ability to take the initiative andmake appropriate decisions in complex and unpredictable circumstances;
- ability to identify individual learning needs and understand the personal responsibility required to prepare for qualification as a professional.

k. Student involvement in research activities

Students` Scientific Society operates according “Model Regulations on Students` Scientific Society” approved by the order #752, dated 27.06.2014 of Ministry of Education of Azerbaijan Republic due to decree #294 dated May 22, 2009 of President ofAzerbaijan Republic.

Chairman: Aliyev Mustafa Ali, Assoc. Prof.

Main duties of Students` Scientific Society:

- \* Implementation of scientific and organizational events aimed to improve quality in training of educated specialists
- \* Keeping students` scientific and technical potential
- \* Organize scientific research activities of bachelor and master students according to newsocial and economic condition

Main Responsibilities of Students` Scientific Society:

- \* Draw students to scientific activities and organizing such activities.
- \* Assist in increasing students` interest to scientific research works.
- \* Teach students ways of doing scientific and research works on their own\*
- Discover talented students and organize their involvement in different scientific conferences.
- \* Distinguish perspective youth for training of scientific and pedagogical staff and prepare them for research activities.

- \* Ensure students' participation in organizing of various local and international conferences, scientific seminars, and the best research works etc.
- \* Organize publishing of students scientific and research works.
- \* Organize joint cooperation with SSC other HEIs
- \* Help students to continue their study at leading universities of foreign countries.

#### 1. Level of Satisfaction of Students in Relation to Personal and Professional Development provided by the University

Surveys about students satisfaction are held yearly (usually after exam session) in our University.

We will quote students opinion which we will consider:

"As a student of Mechanical and Information Technologies faculty, I want to learn more computer programs"

"Increase practical hours"

"Increase the number of computer equipment at University and to teach more programs related to our specialization"

"Prohibition of smoking in university area"

"My suggestion is to have a professional education at university and to establish different courses for students"

"Increase mobility programs and to send students abroad for internship"

"I suggest teachers to teach according to modern, new programs. To reduce the number of teachers who are at the age of 50+.

"My complaint is teachers use the textbooks from the old, Soviet-era period"

#### m. Monitoring and supporting students' academic progress

Nowadays teachers in our University use various method for monitoring and supporting students' academic progress. They keep in touch with students by electronic mail, forums and meet at supervision sessions. Academic staff evaluates this method as high-level tools for monitoring and supporting students activities but also mention that working at the same quality level in big groups where number of student is higher than 30.

#### n. Student assessment

For fair and proper assessment educational department of the university work in following directions.

Preparing of exam schedule

Submitting of new codes to first year students of the University and the Design College under the University

Semester transferring of students being in

baseWorking out exam results

Loading of exam questions to the base before a

dayLesson examination

Drawing up exam results of Design College

### *Assessment of student knowledge*

The maximum number of points for knowledge is 100. 50 of them students gain during the semester, 50– on the exam. Scored during the semester 50 points included: 10points per visiting, 10 points for additional work, 30 points for the results of laboratory classes or seminars. If the discipline has course work (project), then 20 points are awarded for the results of seminar or laboratory studies and 10 – for the implementation of the course work (project).

During the examination student must score at least 17 points. In the case of more than 30% of missed classes, the student is not allowed to exam.

According to the European Credit System for the results of points accumulated for the semester, the student is evaluated as follows:

<b>Less than 51</b> points	– non satisfactory	– <b>F</b>
<b>51 - 60</b> points	– acceptably	– <b>E</b>
<b>61 - 70</b> points	– satisfactory	– <b>D</b>
<b>71 - 80</b> points	– good	– <b>C</b>
<b>81 - 90</b> points	– very good	– <b>B</b>
<b>91 - 100</b> points	– best	– <b>A</b>

#### o. Feedback from graduates

Graduates survey and feedback gathering is conducted by the department of Internship and career have a system for collecting information about graduation employment rate and about graduates workplaces.

The university organizes meeting with graduates who succeed in their professional careerto share the success history with our students.

## **7. STUDENT SUPPORT SERVICES**

### a. Student handbook

At the moment we have Student handbook for the foreign students which consists of following information and chapters and paragraphs:

*Chapter 1.* About university. Rector office. The rules for getting permission to the university. Accommodation. Tuition fee and how to pay it. Healthcare. Student government

*Chapter 2.* University resources, facilities and laboratories. Computer service. Library. In the class room.

*Chapter 3.* Safety rules in the University. AzUAC responsibilities. Student responsibility.

*Chapter 4.* Mark schemes. Exam regulations. Appeals. Late submission. Plagiarism.

*Chapter 5.* Campus facilities. Personal support and advice. Leisure activities. Life in Azerbaijan.

*Chapter 6.* Visa renewal. Useful contacts. University services.

At the same time we have Student book for azeri students with information about creditsystem, assessment, University regulations, behaviour rules.

#### **b. Academic and career counseling support system for students**

One of the main principles in higher education is ensuring comprehensive relations between HEIs and production. The further development of industrial experience combines implementation of complex measures, creating complex system of quality management of specialists training provided by the institution and ensuring long-lasting efficiency.

Considerable works has been done in the expedient development of complex program related with production and defining relations between organization and production. Organization of industrial experience and guidelines developed and applied in the department and "The methodical instructions on production experience of specialty 0511", "Construction, road machinery equipment", "Notes for alumni", "Methodical recommendations on the organization and conduction of the production practices of foreign students" etc. necessary methodological means were developed and submitted to university library.

Also, Department of Employment and Practice of AzUAC in order to assist in the organization of practices developed educational suppliers as " Methodical instructions on conducting the preparation and carrying out of production experience on Bachelor's and master's degrees" and "Guidelines on basic institutions where AzUAC students got practices " that they play an important role in the efficient organization of internship.

#### **c. Supporting international mobility of students**

Dual Degree Programs: Starting from 2016, AzUAC is implementing Double Diploma programs on Master's Degree in Environmental Engineering with the University of A Coruna, Spain and Master's Degree in Civil Engineering with the Polytechnic Institute of Leiria, Portugal. Under the program, students who successfully complete their education at AzUAC and Partner University receive a diploma from both universities.

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#### d. Student clubs

List of clubs:

1. Debate club
2. Amateur activities club
3. Theatrical club
4. AzUAC TV 5. AzUAC Cinema club
6. Sport club - Chess club
7. Language club
8. Book club
9. Student charity club

10. Dance club
11. Media club
12. Youth club

AzUAC Debate Club is a club that helps students develop their speaking skills and trains speak to audiences. Students from all faculties are members of the debate club. Debate games are organized, debate competitions among universities. Good speakers are rewarded.

The Amateur activities club is discovering talented students and perform to show their skills on the stage.

Theater club attracts students with actor skills and humor talent.

AzUAC TV is one of the first in-university television programs among Azerbaijan universities. In a team, students make different shots, take interviews with teachers and students, prepare interesting plots and short films about university and student life.

AzUAC Cinema Club was the first club of this type in Azerbaijan Universities and started its activities four years. Every Friday students can watch 5 Days of each week are displayed in the Hall of the Hall. Cinemas feature films from Azerbaijan, foreign films, comedies and films that interest students in other genres.

Sports club has futsal, volleyball, tennis and wrestling. A lot of chess players attend this chess club.

Students who want to speak foreign languages organize conversations after their main lessons.

The students of the Book Club meet and discuss the books of Azerbaijani writers as well as world literature. Also members of the club hold meetings with students' favorite writers and poets.

Each month, members of the student charity community contribute to an impoverished family and shelters.

There are dance groups "Buta dance group" consisting of girls and the "Jit dance group" of boys.

Media club members promote the university in social networks.

The Student Youth Club is a part of Student Government in our University. Club organizes different tours and parties for students.

#### e. Library and Information Resources

AzMIU Library was founded in 1977. At present, the fund has 517,530 copies of literature.

The Library has 3 reading rooms, a few cabinets, including a library of architectural cabinet, exchange offices, rare books, dissertations and a book of abstracts.

During the year, the library exchanges books with a number of international libraries. Literature of new specialties is also obtained by the library and presented to readers.

The library content includes the following publications: textbooks, public-political,

scientific, artistic, foreign, dissertation and periodicals.

At the moment the Internet and electronic media are also being used in the library. Thus, the electronic catalog of the library was fully developed.

E – Library with automated operating system is in the service of staff and guest of our university.

For the structure and e – catalogue, please follow the link below.

<http://library.azmiu.edu.az/>

## 8. SUMMARY

- Strengths
- Areas of improvement
- The SWOT analysis of the current state of the Azerbaijan University of Architecture and Construction

STRENGTHS	AREAS OF IMPROVEMENT		
<u>Strengths</u>	<u>Weakness</u>	<u>Opportunities</u>	<u>Threats</u>
-Strong support from Rector and administrative staff in accepting new ideas -Cooperation with business and academic partners -Support from partner organizations (establishing new laboratories with their sponsorship) -Good location -Wide range of mobility programs -Low initial cost (especially, considering currency value)	-Big number of teachers in age >65 -Number of non-special lessons" hour is high.	-As AzUAC one of the advanced Engineering University of Azerbaijan and of Caucasian Region a lot of partner Universities want to establish long-period cooperation.	-Nowadays most of foreign Universities have online or distant education. For now students in Azerbaijan mostly prefer classic education. But distant education can be more attractive for foreign students. -Budget shortfalls

<ul style="list-style-type: none"><li>- Most programs content meets European standards for 80-90%</li></ul>			
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