



Azerbaijan University of Architecture and Construction

REGULATION

1.DUTIES OF QUALITY ASSURANCE SECTOR

- 1.1. Controlling the syllabuses' in accordance compliance with standards and regularly organizing modern syllabus topics.
- 1.2. Organization of feedback on objective assessment of Syllabus:
- 1.3. Academic (native / foreign)
- 1.4. Practical (domestic / foreign)
- 1.5. Based on reviews and inspections, the teacher should pass an attestation at the end of each election period and recommend (or not) apply for the next election period. Repeat this process every 5 years.
- 1.6. To provide the Conducting evaluation based on the quality of the teaching process, the opportunities created at the university, the level of knowledge and skills of the teachers, and so on.
- 1.7. Conducting inquiries on a regular basis for measuring student satisfaction.
- 1.8. The results of these inquiries are discussed in the related bodies (departments and deans) as well as in the Quality Assurance Team, which is directly subordinated to the Rector, and to prepare improvements.

- 1.9. In the modern era, the level of technology, the use of the Internet-information tools, the level of use of the professor-teacher staff and students, and the determination of the work to improve them.
- 1.10. Formation and preparation of students according to the level of preparation of foreign languages in order to improve the quality of foreign language acquisition, preparation of curriculums (syllabuses), literature, methodical aids, textbooks on students' level of foreign language.
- 1.11. Implementation of internal controls within the framework of the quality control system implemented throughout the year by the Quality Control team and submitting the existing deficiencies to the rector.
- 1.12. Collecting, analyzing statistical data of obtained results.
- 1.13. Monitoring at the quality of the assessment of examination with the Department of Education.
- 1.14. Involvement of the University in the monitoring of the international rating agencies as well as local, and assisting the university structural units in the preparation process.
- 1.15. To take necessary steps in order to provide universities existence international ranking systems.

2.RIGHTS OF THE DEPARTMENT

- 2.1. The Department has the following rights to carry out its duties:
- 2.2 Obtaining and using the necessary information from the faculties, academic administrative departments.
- 2.3 Establishment of strategic contacts and concluding contracts with other state bodies, enterprises and organizations in accordance with the department's activities.
- 2.4 Under the legislative power to involve local and foreign experts in order to fulfill assigned tasks,
- 2.5 Use of other rights in accordance with own duties and functions.

3.ORGANIZATION OF WORK AND MANAGEMENT OF THE DEPARTMENT

- 3.1 The department is headed by the department head appointed by the Rector of the University.

3.2 The Head of department is personally responsible for the performance and implementation of tasks assigned to the department.

3.3 Carries out general management of the department, organizes division of labor among employees of the department, monitors compliance with labor discipline rules in the department.

3.4 Supervises the protection and rational use of the property owned by the Department.

3.5 At the university's meetings and other events, the department is represented by a university, conference, symposium, seminar and other university events at the instruction of the management.

3.6 Controls the execution of given tasks.

3.7 Performs other rights stipulated by the instructions of the University administration.