

**Approved by:**  
Executive Vice-Rector of WCU  
Rashad Baghirov  
\_\_\_\_\_ 2025

**ACTIVITY PLAN**  
of the Center for Quality Assurance  
for the 2025/2026 Academic Year

	PROCEDURE	STRUCTURAL UNITS INVOLVED IN THE PROCESS	EXECUTION PERIOD	
			Start Date	End Date
<b>1. General Activities</b>				
1.1.	Adoption of new decisions in the teaching process	Scientific Council Quality Control Commission Center for Quality Assurance	Regular	Regular
1.2	Continuous analysis of curricula and submission of proposals in line with new requirements	Quality Control Commission Center for Quality Assurance	Regular	Regular
1.3	Providing recommendations on the improvement of the content, forms, and methods of teaching-methodological work	Teaching-Methodological Council Quality Control Commission Center for Quality Assurance	Regular	Regular
1.4	Providing recommendations for eliminating identified shortcomings based on the analysis of the results of surveys conducted during the academic year among teachers, students, and graduates on various topics in order to assess the quality of teaching	Quality Control Commission Center for Quality Assurance	Regular	Regular
<b>II. Activities on the improvement of documents and teaching methods</b>				
2.1.	Development of rules for monitoring classes with the purpose of improving the quality of the teaching process, submission for discussion at the Scientific Council, and ensuring their approval	Quality Control Commission	September 2025	October 2025
2.2.	Improvement of guidelines for monitoring and evaluation of training and education	Quality Control Commission Center for Quality Assurance	October 2025	October 2025

		Sector for Monitoring and Evaluation of the Educational Process		
2.4.	Preparation of the Quality Assurance Center's activity plan for the next academic year taking into account local and international experience	Center for Quality Assurance	June 2026	June 2026
2.5.	Prepare the annual self-assessment report	Center for Quality Assurance Quality Control Commission	July 2026	August 2026
<b>III. Internal audit activity</b>				
3.1.	Supervise (monitor) the quality of course programs, syllabi, and teaching-methodological materials and the organization of the teaching process	Center for Quality Assurance Quality Control Commission	Regular	Regular
3.2	Analysis and evaluation of the results of monitoring programs and teaching processes	Center for Quality Assurance Quality Control Commission	Regular	Regular
3.3	Oversight of the preparation and approval of timetables for each semester	Center for Quality Assurance	01.09.2025 02.02.2026	14.09.2025 15.02.2026
3.4	Oversight of the application of the electronic journal concept and the monitoring and assessment of electronic materials uploaded to the system	Center for Quality Assurance IT Department Quality Control Commission	Regular	Regular
3.5	Administration of course-related student satisfaction surveys several times during the semester, followed by analysis of the results and their discussion at the Faculty Academic Councils.	Student Information Center Center for Quality Assurance Faculties and Departments	October 2025	May 2025
3.6	Administration of surveys among the professor-teaching staff, with subsequent analysis of the results and their presentation for discussion at the Academic Council	Student Information Center Center for Quality Assurance	December 2025	February 2026
3.7	Organization of internal self-assessment and evaluation, examination of problems, and oversight of the implementation of actions aimed at addressing deficiencies.	Center for Quality Assurance Quality Control Commission	June 2026	July 2026

<b>IV. External Audit Activities</b>				
4.1.	Providing consultancy support to the university and faculty departments in organizing and conducting self-assessment and in preparing for accreditation, in accordance with the accreditation criteria.	Center for Quality Assurance Quality Control Commission	Regular	Regular
<b>V. Awareness-Raising Activities</b>				
5.1.	Stress Management and Motivation for Teachers	Department of Programming and Information Security Center for Quality Assurance	3 March 2026	September 2022
5.2.	Conducting training on Self-Awareness Activities and Relationship Management Activities.	Center for Quality Assurance	15 December 2025	15 December 2025
5.3.	Conducting training for academic staff on new methodologies, taking into account the results of surveys.	Center for Quality Assurance Quality Control Commission Departments	24 February 2026	24 February 2026
<b>VI. Collaboration Activities</b>				
6.1.	Establishing and developing collaborations with local and international evaluation agencies in the field of quality assurance.	Quality Control Commission Center for Quality Assurance	Regular	Regular

Head of the Center for Quality Assurance:

Nazrin Jafarova