

Approved by
the order of the rector in accordance with the protocol of the
Scientific Council of the Western Caspian University
dated _____, No. _____

CHARTER OF THE WESTERN CASPIAN UNIVERSITY Quality Assurance Center

1. General provisions

- 1.1. The status, activities and management of the Quality Assurance Center (hereinafter referred to as the Center) of the Western Caspian University (hereinafter referred to as the University) are determined by the educational legislation of the Republic of Azerbaijan, the Charter of the University and these Regulations.
- 1.2. During its activities, the Center takes into account the laws of the Republic of Azerbaijan, including the "Law on Education of the Republic of Azerbaijan", legislative acts related to education, relevant orders, decrees and instructions of the Ministry of Education of the Republic of Azerbaijan, decisions of the University's Board of Founders, Board of Trustees, Grand Council and Scientific Council, orders and instructions of the University administration, the latest achievements of science, quality standards in management, scientific activity, education and training and international experience in this field, the results of national and international research on quality assurance within the framework of its official functions, as well as the requirements of labor legislation on education.
- 1.3. The Center is established under the Rectorate and carries out its activities under the leadership of the Rector of the University.
- 1.4. The Center is managed by the Head of the Center, appointed by the Rector by the decision of the Rector of the University in agreement with the Vice-Rectors for Academic Affairs and General Affairs of the University.
- 1.5. The Center operates in cooperation with all faculties, departments, and other structural divisions of the University.

2. Functions of the Center

The Center performs the following functions in the field of organization, implementation of education, evaluation of the educational process and quality assurance at the University:

- participates in the process of forming development concepts for improving the quality of education, preparing proposals for their implementation and their implementation.
- makes proposals aimed at improving the activities and structure of the Center and fulfills the tasks assigned by the University administration in this direction.
- checks the quantitative and qualitative indicators in the educational process.
- conducts analysis of educational materials and subject programs.
- takes measures to ensure that all work carried out in the Center is carried out in interaction with the structural divisions of the University and with the extensive use of modern information technologies.
- monitors the implementation of the educational process carried out online (from a distance) - distance learning process.
- prepares statistical data on the monitoring process carried out and compiles relevant reports and submits them to the relevant departments and the quality analysis and assessment sector.
- analysis of reports on the implementation of distance learning.
- determination of the quality of the implemented educational process with the participation of working commissions established in relevant specialties.
- implementation of an assessment of the quality of the educational process because of the analyses conducted.
- studies local and international experience in areas of activity and makes proposals to the University administration regarding the application of appropriate experience.
- exercises control over the correct organization of education throughout the University as a whole and in individual cases in various Schools.
- conducts surveys with students about the quality of the educational process, the conditions created at the university, the level of knowledge and skills of educators, etc.
- controls the effectiveness of the interaction between the teachers and students in preparation for exams.
- organizes checking of the condition of the sources used by students in preparation for the exam (form, suitability, year of publication, etc.).
- organizes the study and assessment of the attendance of students in the library.
- Organizes the verification of the provision of students with educational materials on the topics specified in the syllabus.
- Controls the implementation of teaching on the topics in the syllabus.
- Systematizes, analyzes, compares, and evaluates the quality of the educational process, information related to various surveys.
- Develops and participates in the implementation of criteria for evaluating the performance of the university's teaching staff.
- Performs other functions assigned to the Center by the university administration.

3. Structure of the Center

The structure of the Center is determined as follows:

1. **Online Education Monitoring Sector.** The sector is managed by the head of the sector appointed by the rector of the University upon the presentation of the head of the Center. The sector performs the following functions:
 - a) checks quantitative indicators in the educational process.
 - b) monitors the implementation of the online (distance) educational process - distance learning process.
 - c) prepares statistical data related to the monitoring process.
 - d) compiles relevant reports and submits them to the relevant departments and the quality analysis and assessment sector.
 - e) resolves other issues assigned to the sector by the management of the University and the Center.
2. **Quality Analysis and Assessment Sector:** The sector is managed by the head of the sector appointed by the rector of the University upon the presentation of the head of the Center. The sector performs the following functions:
 - a) Conducts surveys with students about the quality of the educational process, the conditions created at the university, the level of knowledge and skills of educators, etc.
 - b) Conducts analysis of educational materials and subject programs.
 - c) Analyzes reports on the implementation of distance learning submitted by the Online Education Monitoring Sector.
 - d) Determines the quality of the implemented educational process with the participation of working commissions established for relevant specialties.
 - e) Evaluates the quality of the educational process because of the analysis.
 - f) Studies local and international experience in areas of activity and makes proposals to the Center management regarding the application of appropriate experience.
 - g) Controls the proper organization of education throughout the University as a whole and in individual cases in various Schools.
 - h) Systematizes, analyzes and compares, as well as evaluates the quality of the educational process, information related to various surveys.
 - i) Checks the status of the sources used by the student to prepare for the exam (form, compatibility, year of publication, etc.).
 - j) Studies and evaluates the frequency of students' use of the library.
 - k) Checks that students are provided with educational materials on the topics specified in the syllabus.
 - l) Controls the implementation of education on the topics in the syllabus.
 - m) Checks quality indicators in the educational process.
 - n) Prepares and participates in the implementation of criteria for evaluating the performance of the University's teaching staff.

- o) Resolves other issues assigned to the sector by the University and Center management.
- 3. **Quality Assurance Sector:** The sector is managed by the head of the sector appointed by the rector of the University upon the recommendation of the head of the Center. The sector performs the following functions:
 - a) Ensures quality in the educational process based on reports prepared by the Quality Analysis and Assessment Sector on the quality assessment of the educational process and information obtained in cooperation with other structural units of the University.
 - b) Participates in the process of formulating development concepts for improving the quality of education and preparing proposals for their implementation and their implementation.
 - c) Ensures the effectiveness of teacher-student interaction in preparation for exams.
 - d) Resolves other issues assigned to the sector by the University and Center management.

4. Rights of the Center

The Center has the following rights to perform its functions:

- Address inquiries to the faculties, chairpersons and other structural divisions of the university within its powers in connection with the fulfillment of the tasks determined by this Regulation and receiving relevant information (documents) from them.
- Provide opinions, conduct analyses and generalizations, and prepare analytical materials in accordance with the directions of activity.
- Organize meetings, seminars on the directions of activity, prepare and publish advisory materials.
- Cooperate with international organizations, exchange experience and personnel training, participate in the implementation of relevant projects.
- Study the advanced experience of other countries in accordance with the directions of activity of the university in the context of integration with European educational standards, carry out activities in the field of its application and make proposals to the university administration in this direction.
- To carry out other rights provided for by law in accordance with the directions of activity.

5. Management of the Center

- 5.1. The Center is managed by the Head of the Center appointed to this position.
- 5.2. The Head of the Center has the following rights and duties in relation to the activities of the Center:
 - 5.2.1. Organizes the activities of the Center.

- 5.2.2. Within the scope of his/her powers, issues mandatory instructions on the activities of the sectors subordinate to the Center and monitors their implementation.
- 5.2.3. Divides work between the sectors and employees subordinate him/her, coordinates their activities.
- 5.2.4. Monitors compliance with labor and performance discipline by the Center's employees.
- 5.2.5. Determines issues to be discussed at the University's Academic Council on the Center and submits his/her proposals to the Rector.
- 5.2.6. Makes presentations to the University administration for the purpose of taking incentive and disciplinary measures against the Center's employees.
- 5.2.7. To fulfill the duties of the Center, it receives the necessary information and documents from the structural divisions of the University and other institutions within its authority.
- 5.2.8. Organizes the consideration of letters, applications, complaints and proposals received by the Center.
- 5.2.9. Ensures the conduct of clerical work and confidentiality regime in the Center.
- 5.2.10. Regularly provides reports and information to the University administration on the activities of the Center.
- 5.2.11. Ensures that its employees comply with the rules of ethical conduct.
- 5.2.12. Studies and analyzes the status of the organization of work relevant to the direction of the Center's activities and prepares proposals for improving this work and submits them to the University administration.
- 5.2.13. Is responsible for the scientific quality, relevance, quality of all documents prepared by the Center, as well as ensuring the labor and executive discipline of employees.

6. Responsibility of the Center

- 6.1. The Head of the Center is responsible for the results of the Center's activities before the Board of Founders, the Academic Council and the Rector in accordance with the procedure established by the regulatory documents of the University.
- 6.2. The Center submits a monthly report on the results of its activities to the University administration, and a final report at the end of the academic year.

7. Recruitment of Center employees

Recruitment of Center employees is carried out by order of the rector based on the agreed presentation of the Vice-Rectors for Academic Affairs and General Affairs of the University.