



**Western Caspian University**

# **REGULATIONS OF THE QUALITY ASSURANCE COMMISSION**

Approved by the decision of the  
Scientific Council of Western Caspian  
University dated 12 October 2022  
(Protocol No. 02).



Baku-2022

# **REGULATIONS OF THE QUALITY ASSURANCE COMMISSION**

## **1. GENERAL PROVISIONS**

1.1. The Quality Assurance Commission (hereinafter referred to as the Commission) has been established with the aim of developing an internal quality assurance mechanism, promoting an efficient and modern educational environment, preparing the annual Self-Assessment Report of Western Caspian University (hereinafter – WCU), and contributing to the implementation of the goals of the WCU Strategic Development Plan.

1.2. The Commission is an advisory body operating to oversee the improvement of the quality of teaching and teaching support services (medical, psychological, tutor services, cafeteria, etc.) at WCU, support the continuous development of a student-centered educational environment, and develop methodological recommendations for the improvement of the content, form, and methods of educational and methodological work.

1.3. The Commission participates in the evaluation of the quality of methodological materials related to the teaching process, the application of state standards, and the preparation of reports on the results of institutional and program self-assessment for accreditation purposes.

1.4. In its activities, the Commission is guided by the Constitution of the Republic of Azerbaijan, the Laws of the Republic of Azerbaijan “On Education” and “On Science,” decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, orders and instructions of the Ministry of Science and Education, other relevant legislative acts, the Charter of WCU, decisions of the Academic Council, as well as applicable regulatory legal acts in the fields of education, science and innovation, administrative-economic and social activity, and the “Standards and Guidelines for Quality Assurance in the European Higher Education Area” (ESG).

1.5. The Commission consists of a group of staff members representing different faculties, as well as representatives of students, alumni, and employers.

1.6. The Commission submits a report on its activities to the Academic Council of WCU.

## **2. MAIN FUNCTIONS OF THE COMMISSION**

2.1. Participates in organizing the effective functioning of the quality assurance system;

- 2.2. Prepares methodological recommendations for improving the content, form, and methods of educational and methodological work, and works towards their implementation;
- 2.3. Oversees the organization of teaching, as well as the quality of curricula and methodological materials;
- 2.4. Reviews and evaluates the quality of activities conducted by other structural units and prepares relevant reports;
- 2.5. Analyzes the results of various surveys conducted among students and alumni throughout the academic year to assess the quality of education and provides recommendations for eliminating identified shortcomings, while also monitoring their implementation;
- 2.6. Evaluates the quality of educational program implementation based on pre-established criteria;
- 2.7. Assesses the effectiveness of student support services (medical, psychological, tutor support, cafeteria, and others) and provides recommendations;
- 2.8. Develops proposals to promote a favorable environment for the professional development of academic staff, strengthen the link between education and research, encourage scientific activity, introduce innovations in teaching, and stimulate the use of new technologies;
- 2.9. Evaluates the effectiveness of interdepartmental communication within WCU and offers suggestions for improvement;
- 2.10. Supports the development of departmental reports based on Institutional and Program Accreditation Criteria for bachelor's, master's, and doctoral education levels;
- 2.11. Participates in activities related to ensuring and enhancing the quality of teaching (trainings, seminars, roundtable discussions, etc.);
- 2.12. Organizes internal self-assessments or evaluations, analyzes non-conformities, and takes part in the preparation of proposals for their elimination;
- 2.13. Participates in the preparation of reports based on the results of institutional and program accreditation self-assessments.

### **3. RIGHTS OF THE COMMISSION**

- 3.1. To collect necessary information and documents from relevant structural units for the fulfillment of duties and functions;
- 3.2. To involve relevant structural units and other stakeholders in the implementation of quality improvement measures;
- 3.3. To access faculties, departments, classrooms, and laboratories when necessary in order to conduct monitoring and evaluation activities;
- 3.4. To submit proposals on improving the quality of education to the Chair of the Commission for discussion;
- 3.5. To participate in discussions regarding the activities of WCU's structural units.

### **4. ORGANIZATION OF THE COMMISSION'S ACTIVITIES**

- 4.1. The Commission ensures the execution of its duties as defined in this Charter.
- 4.2. The Commission organizes its activities in collaboration with other structural units of WCU, as well as with organizations affiliated with the university.
- 4.3. The Chair of the Commission assigns duties among the members and directly supervises the preparation of reports.
- 4.4. Any changes in the composition of the Commission must be approved by the Rector upon the recommendation of the Chair.

### **5. FINAL PROVISIONS**

- 5.1. This Charter is approved by the Rector based on the decision of the WCU Academic Council.
- 5.2. Amendments and additions to the Charter are made by decision of the WCU Academic Council.
- 5.3. In case of any contradiction between the provisions of this Charter and the legislation of the Republic of Azerbaijan or the WCU Charter, the latter shall prevail.
- 5.4. All amendments and additions to the Charter are carried out in accordance with the legislation of the Republic of Azerbaijan.