

Implementation status of the recommendations provided as a result of the accreditation assessment conducted at Western Caspian University during the 2016/2017 academic year:

№	Recommendation Content	Recommendation Implementation Status
1	<p>Ensuring the organization of the University's activities following the Law on Education of the Republic of Azerbaijan and relevant legal and normative acts, including the "Regulations on Determining the Teaching Load Norms of Pedagogical Staff of Educational Institutions" approved by Decision No. 215 of the Cabinet of Ministers of the Republic of Azerbaijan dated 24.11.2010; the Model Charter of Higher Education Institutions; the "Minimum Standards for Construction, Material-Technical Resources, Human Resources and Structure of Higher Education Institutions" approved by Order No. 198 of the Minister of Education of the Republic of Azerbaijan dated 04.04.1997; the "Rules for the Appointment of Department Heads, Deans and Vice-Deans at Higher Education Institutions" approved by Order No. 400 of the Minister of Education of the Republic of Azerbaijan dated 09.03.2011; the Charter of the University; and other relevant documents;</p>	<p>Following the "Regulations on Determining the Teaching Load Norms of Pedagogical Staff of Educational Institutions," the teaching load allocated to the academic staff for one full-time position has been determined as 500–650 hours, based on the decision of the Academic Council. The number of contact (auditorium) hours has not been less than 60 percent, in line with the aforementioned regulation. The annual teaching workload distribution is attached as an annex. Following the relevant regulations of the Ministry of Education, elections for vacant department head and dean positions are held in compliance with legal requirements. As an example, election documents of selected departments are also enclosed in the annex.</p>
2	<p>Approval of the University's Strategic Plan and Action Plan, organization and monitoring of activities following the action plan, and ensuring the implementation of the concept of sustainable development;</p>	<p>By the decision of the Academic Council of Western Caspian University dated December 25, 2020, the University's Strategic Development Plan for 2021–2025 and the corresponding Action Plan for its implementation were approved. Since 2021, activities have been carried out following the directions outlined in the Strategic Plan.</p>
3	<p>Establishment and operationalization of control mechanisms to ensure compliance with the requirements of the Charter and relevant legislation in the management of the University.</p>	<p>To ensure compliance with the Charter and relevant legislation in the management of the University, the position of Executive Vice-Rector was established, and the responsibility for overseeing these matters was assigned to this position.</p>

4	Revision of the appointment process of Founders to high-level positions to ensure transparency in University management;	<p>Following the requirements of the University Charter, which was approved in its second edition on May 23, 2017, and registered with the state, the Board of Trustees, the Academic Council, and other governing bodies have been established as part of the University's management structure. The Board of Trustees serves as the University's highest advisory body and provides guidance on its strategic activities and directions.</p> <p>With regard to the participation of founders in university governance, we would like to note that, under the civil legislation in force since September 1, 2000, every individual has the right to establish a commercial or non-commercial legal entity, either independently or jointly with others, and to participate in its activities. Accordingly, in private universities and other private institutions, founders may participate in governance and decision-making processes either personally or through authorized representatives. There are no legal restrictions in the legislation that prohibit the participation of founders in governance due to concerns of non-transparency. On the contrary, the legislation permits a founder to also serve as the legal representative of the institution.</p>
5	The establishment of a Faculty Trade Union Committee within the University and the implementation of mechanisms to safeguard the rights and interests of academic and administrative staff;	<p>According to the requirements of "the Law of the Republic of Azerbaijan On Trade Unions," a Trade Union is a voluntary association of employees and must be established by them as a non-governmental organization. Under national legislation, a Trade Union must be founded by at least seven individuals. To date, no initiative has been taken by the University staff to establish a Trade Union.</p>

6	Immediate elimination of violations of the requirements of the applicable legislation identified in the management system and the formation of structures (e.g., the establishment of faculties);	Structural units are organized and managed following national legislation and the respective regulations of each structural unit. The names and regulations of the structural units, as well as the University Charter, are provided to you in the annex.
7	Ensuring transparency in the processes of merging or restructuring faculties, as well as in the election and appointment of department heads and faculty deans;	Following the relevant regulations of the Ministry of Education, elections for vacant department head and dean positions are conducted in compliance with legislative requirements. As an example, election documents for some departments where elections have been held are attached as an annex.
8	Reorganization of certain departments within the University and development of mechanisms for establishing inter-departmental cooperation;	Continuous efforts are being made in departments to organize modern courses based on new standards (attached are the curricula). In addition, teacher certification processes are ongoing. Both the Academic and Scientific Departments play a significant role in establishing inter-departmental cooperation. Some departments are being renewed through mergers and the introduction of new specializations. Furthermore, we would like to note that departments are formed either through reorganization or by creating new departments, and such decisions are made by the Academic Council following the requirements of the University Charter.
9	Strengthening the functioning of internal departments within the University and ensuring separate management of each department (for example, the heads of the General, Human Resources, and Student Affairs departments are the same person);	Following the most recent accreditation at Western Caspian University, the General Department, Student Affairs Department, and Human Resources Department have been legally and operationally separated and now function independently while maintaining mutual cooperation. The regulations and establishment orders are provided to you in the annex.
10	According to Article 5.3 of the Institution's Charter, the supreme authority regarding the University's ownership, economic activities, structuring, and appointment of senior personnel is the Board of Founders. In practice, the University has two founders; however, no official Board of Founders operates as a governing body. The operationalization of the aforementioned article of the Charter is required;	Under national legislation (the Civil Code of the Republic of Azerbaijan), there is not only no imperative requirement for founders to operate as a collective body, but rather the operation of founders as a single governing body is prohibited. According to the applicable civil legislation, the activities of the founders are carried out through holding general meetings. The functioning of the Board of Founders at the University is conducted in compliance with the requirements of the legislation and the Charter.

11	Reorganization of the formation principles of Academic Councils following the current legislation;	The University's Academic Council has been established following the requirements of the "Regulations on the Faculty Academic Council of Higher Education Institutions" signed by the Ministry of Education on November 10, 1997. Attached are the annual work plans and lists of members for each faculty's Academic Council.
12	There is a lack of clear information regarding the scope of the independent activities of faculty deans. During faculty inspections, it was frequently observed that many deans were absent from their workplaces, and in one faculty, the dean position was vacant. In some cases, documents requested from the dean's office (such as syllabi, exam result sheets, etc.) were provided by laboratory assistants from departments sharing the same office, creating the impression that these assistants were managing the faculty (Faculty of Political Science). This issue was further demonstrated in one faculty where, without any legal authority, a laboratory assistant signed documents in place of the dean (Faculty of Computer Science and Design). Overall, there are important nuances requiring improvement in the formation of subordinative relations within the University. It is essential to ensure proper personnel policies and coordination among organizational units;	Following the requirements of educational legislation and the University Charter, regulations have been adopted and approved for each faculty, department, and the tutoring service. These regulations define the responsibilities of faculty deans, department heads, and tutors. Documentation and division of duties are carried out in compliance with job descriptions and applicable legislation
13	Ensuring that existing documentation is maintained following the requirements of the "Instruction on Record Keeping in State Authorities, Administrations, Organizations, and Enterprises" No. 935 dated September 27, 2003, approved by the Decree No. 569 of the President of the Republic of Azerbaijan dated July 14, 2015, and strengthening supervision over this work;	Clerical work is carried out and supervised by the General Department in both electronic and paper formats. Based on submissions from the deanships, departments, and other structural units, issuance of orders within the scope of their authority is carried out by the General Department, Student Affairs Department, and Human Resources Department.

14	Ensuring a higher level of transparency in the process of forming student organizations;	At the University, both the Student Youth Organization and the Student Scientific Society operate in accordance with established procedures. The formation of these organizations is carried out through a two-stage election process, beginning with elections at the faculty level, followed by university-wide elections. Each faculty is represented within the respective bodies by duly elected delegates. The activity plans of these organizations are enclosed in the annex.
15	Sustainable measures have been taken to ensure the implementation of student-centered approaches as required by the Bologna Process in the determination of elective courses and the development of course syllabi;	Following the newly adopted educational programs, the curricula have been updated. While determining elective courses, the needs of both students and the labor market were taken into account. At the beginning of each academic year, students select their courses for their individual study plans with the support of the tutoring service.
16	Ensuring the regular revision of course syllabi to provide students with the necessary informations and to maintain their effectiveness, with particular emphasis on compliance with contemporary academic standards and relevance to current educational needs;	Efforts are underway to revise and update the course syllabi. As part of this process, content competencies and learning outcomes have been thoroughly reviewed and redefined. (Representative samples of updated syllabi are enclosed in the annex).
17	Ensuring access to various international scientific databases To support the development of the teaching and research achievements of academic staff and students;	To facilitate access to international scientific publications for academic staff and students, the University maintains an annual subscription to the EBSCO database. Furthermore, library seminars are conducted to inform users about the use of open-access scientific resources and to enhance practical search skills.
18	To enhance the reputation of educational programs in the labor market and society, regular adjustments and alignment of the specialist training structure are carried out following demand;	In the updated curricula, the opinions of employers have been taken into consideration. To benefit from international experience, both faculty and student mobility programs are being implemented. To train qualified, professional, and practice-oriented specialists, seminars are organized with the participation of invited experts from industry.

19	Formation of student groups during the teaching process is ensured based on relevant requirements, and the organization of instruction in the language of study is maintained. (Group formations have not always been conducted in compliance with current legislation. It is claimed that lessons are conducted in three languages within groups (Azerbaijani, English, and Russian);	Courses are delivered in the language in which students were admitted. In addition, opportunities are provided for students to take certain subjects in English. To improve students' foreign language proficiency and prepare them for studying in English in subsequent academic years, LEVEL courses have been introduced.
20	To increase student engagement in the learning process, new teaching technologies and methods are applied, alongside regular professional development and qualification improvement plans for academic staff;	Modern classrooms equipped with smart boards, projectors, and computers with constant internet access are made available for teaching. Furthermore, courses are delivered using interactive methods by both local and international academic staff.
21	The creation of an electronic university system aims to further enhance transparency in student-university relations;	<p>Initial work on the Electronic University began on September 15, 2021. On February 15, 2022, the project was launched as a pilot at the Faculty of Advanced Technologies and Innovative Engineering. Since September 15, 2022, the project has been implemented university-wide.</p> <p>Currently operational functions of the system include: class schedules; attendance and grade journals (including preparation of grade sheets and determination of excused absences, reports); syllabi; student personal accounts; automated test exams; entry of curricula; distribution of interactive teaching materials and assignment of tasks; and preliminary staff and student registration systems.</p> <p>Functions currently in the testing phase include: allocation of teaching loads based on assignments, automation of exam notifications, and establishment of an internal correspondence system.</p> <p>The next planned modules for implementation are: registration and integration of individual study plans; improvement of the staff management system; automation of transcripts; and initial integration of accounting functions into the system (tracking student payments).</p>

22	Ensuring that the teaching and laboratory facilities comply with current requirements, further expanding and modernizing these facilities, and integrating them as an essential part of the educational process;	<p>Information on newly established laboratories:</p> <ol style="list-style-type: none"> 1. Chemistry and Environmental Monitoring Laboratory 2. Genetics, Molecular Biology, and Biotechnology Laboratory 3. Botany Room 4. Human and Animal Anatomy and Physiology Room 5. Geomatics Laboratory 6. Ecology Room 7. Physics Laboratory 8. Computer Rooms 9. Digitization Laboratory 10. Art Studio
23	The University's academic building(s) operate as a campus located outside residential areas;	<p>Since the 2017/2018 academic year, the University's academic facilities have been operating in two campus locations outside residential areas. These campuses are situated at the following addresses:</p> <p>The campus located at 17A Ahmad Rajabli Street was commissioned in 2017.</p> <p>The campus located at 21 Ahmad Rajabli Street was commissioned in 2018.</p>
24	Relocation of the general education institution operating under the University outside the building of the higher education institution;	<p>At the address where the general education institution operates, the University's smallest faculty—the Faculty of Philology, which consists predominantly (approximately 98%) of female students—and a very small part of the University's administrative staff are currently active. The reason for maintaining the Faculty of Philology at this location is to ensure convenient access to public transportation for the primarily female student body.</p> <p>Following the most recent accreditation, two large academic buildings were constructed and commissioned for students of other faculties. The Schools of Economics and Business, Political and Social Sciences, and Advanced Technologies and Innovative Engineering have been relocated to these new buildings.</p>

25	Establishment of centers to stimulate various scientific and research ideas of students, including the provision of financial support and scholarships for the implementation of these ideas;	<p>Several initiatives have been undertaken to establish centers that stimulate various scientific and research ideas of faculty and students. One such initiative is the Caspian Sea Problems Research Center, established in 2019. The scientific research activities conducted at the Center are closely integrated with the educational process at the University. Students actively participate in research projects aligned with the Center's profile and are provided access to the Center's laboratories.</p> <p>Plans include expanding research activities further, creating scientific and technical electronic databases, herbaria, and collections, as well as preparing maps and other cartographic materials.</p>
26	Ensuring access to international scientific databases;	Training sessions and seminars are conducted to guide academic staff on how to register and submit articles to databases such as WoS and Scopus. Faculty members have been registered in the ELMMETRICS databases. Assistance is provided for article registration, preparation according to journal requirements, and submission processes.
27	Formation of specific student groups following existing regulations by specialties and academic years;	Group distributions by academic years are provided in the annex.
28	Determination of specific specialization languages during the selection and planning of programs, with the abolition of the mixed group concept;	During the student specialization selection process, study groups are formed and instruction is organized in the language chosen by the students.
29	Adherence to the principle of group formation for students studying in lower and upper groups, as well as during summer semesters;	Students with academic debts are advised by their tutor to attend lower-level groups. If the student requests and the course is offered in that semester, the student is placed in the corresponding group. If the course is not available, other universities are consulted and necessary arrangements are made.
30	The organization of summer semesters should be conducted either at the faculty level or at the university-wide level. Considering the importance of clear documentation and financial transparency, the list of personnel responsible for organizing this process (including employment attachments), their roles and responsibilities, as well as lists of students and educators, should be explicitly reflected in official orders to ensure proper management;	According to the relevant decisions of the Cabinet of Ministers, summer semesters (schools) are organized at the university level and at individual faculties to eliminate academic debts, observe course prerequisites, and earning credits in elective courses within the humanities department as determined by the higher education institution, as well as improving grades in successfully passed courses. The total number of credits a student can take during the summer semester does not exceed 10. The tuition fee for the summer semester is calculated by dividing the annual tuition fee for the program by 60 for

		full-time students, and by 48 for part-time students, then multiplying the result by the number of credits taken during the summer semester. The duration of the summer semester (including theoretical training and exams) is 6 weeks. The summer semester is completed at least 2 weeks before the start of the next semester.
31	Ensuring student participation in courses at other universities operating in the country for the purpose of credit accumulation, in accordance with the Bologna Process requirements (mobility), as well as the relevant legislation and educational regulations of the Republic of Azerbaijan;	To ensure student mobility, students with academic debts are allowed to earn credits in lower-level groups, additional groups, or in other faculties within the University. Furthermore, they are informed about opportunities to earn credits for courses taken at other universities. Detailed information is provided to students regarding the transfer.edu.az platform. Provisions are made for students transferring out from our University, as well as those transferring in from other universities, to earn their respective credits. Additionally, parallel education opportunities (dual degree programs) at other universities are available to further support student mobility.
32	Enriching the library collection with methodological materials and required modern textbooks;	Efforts to enrich the library collection include the following: <ol style="list-style-type: none"> 1. Regular registration and analysis of requests submitted by faculty and students for teaching materials and research-related literature, followed by planning for the acquisition of unavailable resources. 2. Provision of trial access to international scientific databases for students and faculty, with subscriptions based on usage statistics. 3. Analysis of syllabi to identify information needs from teaching and research perspectives, facilitating the acquisition of new electronic book platforms accordingly.
33	Greater emphasis on the principles of dynamism and quality in extracurricular training activities;	Individual work with students is conducted outside of classroom hours to ensure efficient use of time and to enhance the quality of education.

34	<p>Conducting student surveys in a purposeful and planned manner, ensuring the analysis and application of results, and informing students accordingly;</p>	<p>University's Material-Technical Base, Social Activities, and Proposals Regarding Quality Indicators of Faculty Members</p> <p>During the preparation of both surveys, sample questionnaires from organizations or centers with experience in the respective fields were reviewed, and the questions were developed based on quality standards. The surveys are conducted online twice a year, and satisfaction levels in the survey questions are coded using the SPSS program (coding range 1-4).</p>
35	<p>Establishing close ties with the labor market to familiarize with current trends and to prepare professionals with the skills and competencies demanded by employers; involving labor market representatives in shaping the University's educational policies and teaching processes, including mechanisms for considering feedback from alumni in policy development;</p>	<p>Western Caspian University has organized job fairs in various years — 2018, 2019, 2021, 2022, and 2023 — which have become a regular tradition. Students studying in relevant specialties have participated in internship programs at organizations involved in these fairs, with many of them subsequently employed. Employers' feedback has been taken into account during the preparation of the curriculum.</p>
36	<p>Implementing the organization of examinations from start to finish by the respective faculty dean's offices rather than the Examination Center;</p>	<p>As previously stated, we would like to reiterate that, according to national legislation, private institutions have full autonomy to determine their management and structural units. As a private university, we have exercised this right following our Charter and have independently organized our structural units.</p> <p>Any criticism directed at us as a private institution in this regard should be regarded as an interference with the independence of our operations. Specifically, there is no provision or prohibition in national legislation forbidding examinations to be conducted by an independent structural unit that is not subordinate to any faculty.</p> <p>Furthermore, the establishment of the Examination Center as an independent structural unit aimed to ensure complete transparency, objectivity, and centralized administration of examinations. Following our initiative, other public and private universities operating in our country have adopted similar models and established such Centers within their institutions.</p>

37	To ensure a more transparent and effective handling of student complaints and appeals, the formation of faculty-based Disciplinary and Appeal Commissions (chaired by the deans) is planned, as well as the improvement of the appeal process. (Currently, the examination dispute commission operates at the university level and is coordinated through the Examination Headquarters.);	The Appeals Commission is an independent body operating in coordination with all faculties, departments, and other structural units of the University. The main purpose of the Commission is to review students' appeals based on legality, objectivity, and equality principles, and to make lawful decisions regarding these complaints. Interference in the work of the Commission is strictly prohibited.
38	To attract new, younger, and more professional personnel—both in administrative and academic positions—the University has developed and initiated the implementation of a comprehensive human resources policy. For the effective execution and monitoring of this policy, a dedicated structural unit—the Human Resources Department—has been established, and its functional operations have been duly organized;	Following the most recent accreditation, the University has taken significant steps to recruit professional, young, and staff with international education, which led to the implementation of a differential salary system. To carry out this activity, an independent structural unit — the Human Resources Department — was established, and all necessary infrastructure for its operation was created.
39	Through the establishment of a Human Resources Department, the University has developed and implemented policies aimed at improving the qualifications of both academic and administrative staff. These include the planning and implementation of individual development plans for faculty members, as well as motivational and incentive-based activities to promote continuous professional growth;	A Human Resources Center is available at the University, and continuous efforts are made to enhance the qualifications of academic staff. For this purpose, faculty members are supported through salary increases, performance-based rewards, and engagement in additional administrative responsibilities.
40	The recruitment process at the University is regulated to ensure transparency and merit-based selection. A reserve pool of potential candidates is maintained, and the distribution of responsibilities among staff is clearly defined;	The University also maintains a reserve staff database. Incoming CVs are reviewed and categorized into three groups: accepted candidates, candidates held in reserve, and candidates deemed unsuitable.
41	Implementation of a policy and action plan to ensure the continuous and systematic participation of academic staff in professional development and qualification enhancement programs;	To enhance the qualifications of the academic staff, the University regularly organizes training sessions delivered by invited professors from various countries. These trainings are conducted following the number of credits associated with specific disciplines and are implemented regularly.

42	<p>It is not sufficient that the professional development courses attended by faculty members are limited solely to foreign language improvement. In some cases, the same staff members have repeatedly participated in the same courses alongside students. The organization of training programs and academic mobility opportunities for all faculty members based on their individual professional development needs;</p>	<p>To enhance the professional development of academic staff and ensure access to international best practices, professors from foreign universities have been invited to conduct one-week training programs over various years. Additionally, the academic staff has participated in a range of training sessions and professional development courses.</p>
43	<p>The age composition of the teaching staff is structured with consideration of the specific requirements of academic programs and fields of specialization;</p>	<p>The age distribution of the academic staff is as follows: -Aged 25–30: 43 individuals -Aged 30–50: 104 individuals -Aged 50–60: 35 individuals -Over 60: 41 individuals</p>
44	<p>Ensuring the continuous professional development of academic staff and its reflection in departmental work plans, motivation policies, and financial planning;</p>	<p>Differential salary payments have been introduced as an incentive for the professional development of the academic staff in both teaching and research fields.</p>
45	<p>The absence of a comprehensive scientific activity plan at the University has negatively impacted the systematic planning of research activities within departments. Preparation of a scientific activity plan aligned with the University’s strategic plan (upon its approval), as well as specific research activity plans for the existing academic programs, will positively influence the research activities of both faculty members and students;</p>	<p>The University has a scientific activity plan, as well as individual scientific activity plans for each department. The respective appendices are provided separately.</p>

46	<p>Scientific research activities are currently conducted at a low level. The percentage of candidates successfully defending their dissertations after the initial defense is relatively low. There is an impression that the majority of the teaching staff consider their positions at the University as a secondary job, which results in limited contribution to the teaching and learning process and consequently hampers the advancement of scientific activities to the desired level. Attracting young and promising faculty members, as well as inviting professors with higher academic achievements, will significantly enhance the quality and level of scientific research at the University;</p>	<p>Efforts are made to establish dissertation councils for organizing the defense of research works by doctoral students enrolled at the University. Young and promising doctoral candidates are actively involved in the educational process.</p>
47	<p>In total, the University has 35 students enrolled in doctoral (PhD) programs, with 26 of them currently working as PhD candidates. It should be noted that the defense of scientific dissertations and the attainment of academic degrees are progressing very slowly at the University. Over the past five years, only one candidate has successfully defended their doctoral dissertation. Creating comprehensive support and favorable conditions for young researchers at the University will contribute significantly to the development of scientific research activities;</p>	<p>Among the doctoral students pursuing a PhD at the University, 7 candidates have already successfully defended their dissertations, and work in this area continues.</p>

48	<p>In addition to active participation in international exchange programs such as Erasmus+, the University has established bilateral cooperation agreements with various foreign higher education institutions to facilitate academic exchange. Furthermore, the University actively implements dual degree programs, enabling students to obtain qualifications from both partner institutions;</p>	<p>Western Caspian University actively and continuously pursues initiatives in this direction. Each academic year, within the framework of international exchange programs, our university facilitates student and faculty exchanges with partner universities. Participants from both our university and the collaborating institutions take part in these exchange programs for specified periods.</p> <p>Currently, our university maintains exchange agreements with the following institutions: Schmalkalden University of Applied Sciences (Germany), Castelló School of Arts and Design (Spain), Transilvania University of Braşov (Italy), Nicolaus Copernicus University (Poland), Panteion University (Greece), Frederick University (Cyprus), and Istanbul Kültür University (Turkey).</p> <p>In addition to participation in international exchange programs, our university actively implements bilateral exchange agreements with partner universities. Furthermore, we offer dual degree programs for our students. Presently, we have an active collaboration in this regard with the Business and International Studies University in Switzerland. Expansion of dual degree programs is planned for the near future.</p>
49	<p>Establishment of clear regulations for the recognition and transfer of credits earned by students studying at foreign universities, ensuring transparency and accessibility of these procedures;</p>	<p>According to bilateral and trilateral cooperation agreements concluded with foreign universities, credits earned by students studying at these partner institutions are recognized by the University.</p>

50	Ensuring the participation of the faculty members in international training programs, conferences, and symposiums;	The faculty members regularly present reports at both local and international training sessions and conferences. Additionally, our university hosts such trainings and conferences.
51	Developing joint research projects with foreign partners, aligned with labor market needs and industry requirements;	The university's Departments of Ecology and Environmental Protection and Natural Sciences collaborate on joint scientific research projects with foreign partners.
52	Funding and incentivizing the publication of faculty members' scientific research in internationally recognized journals;	More than 70 articles have been published in internationally recognized journals indexed in SCOPUS and Web of Science (WoS). As motivation, differential payments are provided for each published article in these journals.
53	Organizing and promoting students' education abroad through international exchange programs, as well as bilateral agreements with foreign universities;	<p>At Western Caspian University, continuous and active efforts are made in this area. Each academic year, the university conducts student exchange programs in collaboration with partner universities. Students participate in exchange programs for a specified period as determined by the cooperating universities.</p> <p>During the 2017-2018 academic year, three master's students continued their studies for one semester at Mendel University in the Czech Republic under the Erasmus+ program. In the 2018-2019 academic year, five bachelor's students studied for one semester at Mendel University as part of the Erasmus+ program, while one master's student pursued one semester at Akdeniz University in Turkey under the Mevlana exchange program.</p> <p>In the 2019-2020 academic year, three bachelor's students studied for one semester at Frederick University in Cyprus, and two bachelor's students continued their studies at Castello School of Art and Design in Spain under the Erasmus+ program.</p> <p>In the 2021-2022 academic year, two bachelor's students participated in the Erasmus+ program and studied for one semester at Panteion University of Social and Political Sciences in Greece; two bachelor's students studied at Schmalkalden University of Applied Sciences in Germany; two bachelor's students at Castello School of Art and Design in Spain; and one bachelor's student at Istanbul Kültür University in Turkey.</p>

54	Provision of dormitory accommodations to attract international students;	To increase the interest of international students and researchers, as well as prospective students from various regions of Azerbaijan, the provision of dormitory accommodations has been planned, and appropriate measures are being undertaken in this regard.
55	The International Relations Department should actively participate both in the development of the university's international relations and informational activities. Together with the Public Relations Department, it should prepare an activity plan, which, after approval by the administration, will be implemented both domestically and internationally;	The University's International Relations Office actively engages in student exchange programs with numerous foreign universities, conducts joint international trainings, and collaborates with the Public Relations Department to promote the admission of international students. Together, they carry out continuous promotional activities both domestically and internationally across various platforms.
56	Ensuring that all classrooms are equipped with modern technical facilities;	All classrooms are equipped with modern technical facilities, including computers (laptops), smart boards, and projectors.
57	Establishment of teaching laboratories following the relevant specialties and their adaptation to the teaching process;	The University has established laboratories and teaching centers corresponding to relevant specialties. These include the Technopark, Chemistry and Environmental Monitoring Laboratory, Genetics, Molecular Biology and Biotechnology Laboratory, Botany Room, Human and Animal Anatomy and Physiology Room, Geomatics Laboratory, Ecology Room, Physics Laboratory, Art Studio Rooms, Computer Rooms, and Digitization Laboratory.
58	Establishment of centers for the development of student startup projects and provision of financial support for these projects;	At our University, the Advanced Technologies Center (Technopark) was established in 2017 to support hardware startup projects, prototype development, and the promotion of entrepreneurial activities among students. In 2022, the Western Valley Center was founded to support software startup projects. Our center is equipped with 3D printers, lathes, electrodes, argon, and semi-automatic welding machines, various electric hand tools, and other equipment made available to students for project development. Additionally, the software startup section is furnished with computers designed to facilitate coding and 3D modeling tasks efficiently.
59	Support is provided for the development of faculty research projects and the establishment of laboratories based on these projects;	The faculty members of the Department of Natural Sciences are focused on the development of research projects within laboratories, and their activities are conducted according to the department's scientific research plan (Genetics and Molecular Biology Laboratory).

60	Laboratories are integrated as an essential component of the scientific research process and operate in close collaboration with industry and production sectors;	The university's laboratories operate in the fields of education and fundamental scientific research. However, the integration of our research activities with industry and production has been included in the department's "Activity Plan" for the coming years.
61	To enhance the attractiveness of the University for foreign students and researchers, as well as prospective students from various regions of Azerbaijan, adequate dormitory accommodations are ensured;	To increase the interest of foreign students and researchers, as well as potential students from regions of Azerbaijan, provisions for dormitory accommodation have been planned, and appropriate steps are being taken to implement this.
62	The University has established an on-site medical unit to monitor students' health conditions and to provide prompt medical intervention whenever necessary;	Following the accreditation period, a medical unit has been established in the university's new campus building. The unit is regularly supplied with all necessary medical equipment and materials.

63	The university's catering service currently resembles a public catering facility, with no significant discounts provided to students;	Cafeterias operate in all university buildings, and special discounts are provided to students.
64	The organization of entrepreneurial activities within the higher education institution to generate additional income;	To generate additional income, the University has established two limited liability companies: "Golden Rock Travel" LLC, operating in the field of tourism, and "Western Caspian University Sports Club" LLC, active in the field of sports. Both legal entities are currently operational.
65	For the years 2011–2015, income and expenditure budgets were neither prepared nor approved. Expenses were incurred based on total revenue. Moving forward, it is planned to prepare and approve detailed income and expenditure budgets for each upcoming year;	By December 20th of each year, the University's income and expenditure estimate (budget) for the following fiscal year is approved by the University administration. Oversight of the execution of the income and expenditure budget is carried out by the Executive Vice-Rector. Additionally, each year, the University engages an independent auditor to conduct an audit of its financial activities.

66	<p>A staffing schedule has been prepared for the academic and administrative staff of the University in terms of headcount. However, according to the applicable regulations, the staffing schedule must indicate both the number of employees on staff and the total monthly salary fund. This requirement was not fulfilled. It is planned that staffing schedules will be prepared by the Accounting Department and approved by the University administration in compliance with the current regulations, and subsequently implemented accordingly;</p>	<p>The University's staff schedule is prepared annually based on the staff needs of relevant structural units, and the salary fund is determined accordingly. The staff schedule is jointly prepared by the Human Resources and Accounting Departments and submitted to the University administration for approval.</p>
67	<p>In 2015, a grant in the amount of 5,700 AZN was allocated to the University. However, due to the absence of supporting documentation submitted to the Commission, it was not possible to review the grant. In this regard, it is recommended that the accounting and documentation of grant projects be organized following standard financial record-keeping procedures;</p>	<p>The accounting of grant projects is maintained by the University's Accounting Department following established financial procedures.</p>
68	<p>Although inventory checks were required to be conducted annually as of November 1st, no such inventory was carried out at Western Caspian University during the years 2011–2015. It is recommended that this shortcoming be eliminated in the coming years;</p>	<p>The inventory of assets and liabilities was conducted by the University in the years 2018, 2019, 2022, and 2023. However, due to the COVID-19 pandemic, inventory procedures could not be carried out in 2020 and 2021.</p>
69	<p>At the same time, during the years 2011–2015, physically obsolete, damaged, unusable, and expired assets were not written off from the balance sheet. It is recommended that this shortcoming be addressed in the coming years and that the removal of assets whose useful life has ended from the balance sheet be ensured;</p>	<p>The University's obsolete assets are repaired and restored to working condition for reuse. During the mentioned period, there were no assets whose useful life had expired.</p>
70	<p>Additionally, the accounting records at the University's accounting department are not maintained following the national accounting standards. This deficiency should be promptly addressed;</p>	<p>The University maintains its accounting records following national accounting standards, and the 1C software is used for this purpose. In compliance with legislation, all financial transactions at the University are conducted via cashless payments.</p>