



WESTERN CASPIAN UNIVERSITY

REPORT on the Outcomes of the Annual Self-Assessment of Western Caspian University

The report was approved by the decision of the
Western Caspian University Academic Council
at the meeting held on 14 September 2023
(Protocol No. 01).

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1 INTRODUCTION

General Information about the Higher Education Institution

Name of the Institution	Western Caspian University
Information on the Institution's License (<i>except for state higher education institutions</i>)	İN/L – 507/2017 30.05.2017
Date of Establishment	1991
<ul style="list-style-type: none"> • Head of the Institution (Executive Vice-Rector) 	Rashad Bagirov
<ul style="list-style-type: none"> • Number of Faculties/Schools 	5
Number of Departments	16
Number of Undergraduate Degree Programmes	38
Number of Graduate (Master's) Degree Programmes (Specializations)	Specialties: 17 Specializations: 22
Number of Doctoral Degree Programmes (by Fields of Science)	12
Total Student Enrollment	Number of students: Undergraduate: 2,981 Master's: 363 Doctoral: 27 Including Doctor of Science program: 0
Number of Full-Time Academic (or Teaching) Staff	156
Number of Part-Time and Hourly-Paid Teaching Staff	Part-time: - 14 Hourly-paid: - 81
Institution's Email Address and Contact Phone Number	wcu@edu.az +994124927418
Legal Address of the Institution	AZ1001, 31 Istiglaliyyat Street, Baku

Physical Address of the Institution	AZ1001, 31 Istiglaliyyat Street, Baku
Addresses of the Institution's Other Campuses	17a Ahmad Rajabli Street, Narimanov District, Baku Ashiq Molla Juma, Narimanov District, Baku

1.1 Mission, Objectives and Strategic Vision

Western Caspian University, is the first private higher education institution established in Azerbaijan, founded in 1991. Since 1992, the University has been a member of the International Association of Universities under UNESCO; since 1996, a member of the European Foundation for Management Development; since 1999, a member of the Black Sea Universities Network; as well as a member of several other international organizations and associations, including the Association for European Studies in the Caucasus (AESC), the Political Studies Association (PSA), the European Philosophy of Science Association (EPSA), the United Nations Sustainable Development Solutions Network (SDSN), the International University Sports Federation, the International Climbing and Mountaineering Federation (UIAA), the Mountain Partnership under the United Nations, the International Association of University Administrators, and various other councils and professional bodies. In 2017, the institution was officially renamed as *Western Caspian University*.

Our Mission – The University aims to respond to global challenges through modern, innovative educational and research infrastructure in the fields of humanities, social sciences, and engineering. It is committed to preparing highly qualified professionals and contributing to the continuous development of the following key areas:

1. Increasing graduate employability
2. Enhancing foreign language proficiency
3. Fostering entrepreneurial skills

4. Training fully competent professionals capable of achieving high standards in both personal and professional spheres
5. Developing analytical and critical thinking skills
6. Acting as a driving force for and facilitator of scientific research
7. Promoting problem-solving and critical thinking approaches
8. Remaining progressive and up-to-date with global trends
9. Strengthening academic writing proficiency
10. Supporting Azerbaijan's economic, social, and political development by training specialists capable of serving the national interest in a modern context
11. Providing sufficient subject-specific knowledge and empirical analysis skills
12. Establishing university-wide teacher–mentor and student–mentor institutions
13. Enhancing information and communication technology (ICT) competence
14. Developing leadership and teamwork capabilities
15. Improving the effectiveness of “orientation days” and introducing a short-term academic course to facilitate the transition of newly admitted sub-bachelor and bachelor students into the university environment.

Our objective is to create an outstanding educational environment for global collaboration and world-class instruction recognized at the international level, and to train professionals capable of achieving consistent success in their future careers.

To date, **Western Caspian University** has expanded its academic activities through participation in numerous international programs and projects, thereby strengthening its position in the global educational landscape and laying a strong foundation for future development.

Our Core Objectives Are As Follows:

- ✓ To make positive contributions to society by providing high-quality education and internationally recognized scientific research;

- ✓ To create the highest quality teaching and learning environment for students;
 - ✓ To strengthen our position as one of the leading universities in Azerbaijan and to enhance our international reputation;
 - ✓ To increase the number of agreements with international partners and continue expanding our educational activities;
 - ✓ To maintain and improve an excellent educational environment for globally recognized, world-class teaching and learning;
 - ✓ To graduate professionals who are fully equipped to meet high standards in both personal and professional fields;
 - ✓ To serve as a motivating and driving force for scientific research;
 - ✓ To strive to remain progressive by staying aligned with global trends;
 - ✓ To support the economic, social, and political development of Azerbaijan by training specialists capable of serving the national interests in the modern era.
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Our Strategic Vision

To become a university in the region that offers the most modern and high-quality education and research aligned with the demands of the labor market.

1.1 Organizational Structure of the Higher Education Institution

To ensure transparency in the governance of the university, the following administrative and self-governing bodies have been established:

- Board of Directors
- Board of Trustees
- Academic Council
- Academic-Methodological Council

- Executive Vice-Rector

Within the university, the internal organizational structure includes 4 Vice-Rectorates, 8 departments, 15 centers, 5 faculties/schools, and 16 academic departments (chairs).

VICE-RECTORATES

1. Vice-Rector for International Relations and Extracurricular Affairs
 2. Vice-Rector for Academic Affairs
 3. Vice-Rector for Scientific Research
 4. Vice-Rector for Administrative Affairs
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CENTERS

1. Center for Academic Organization and Management
2. Admission Advisory Center
3. Information Technology Center
4. Lifelong Learning Center
5. Scientific Library Center
6. Distance and Online Education Center
7. Examination Center
8. Publishing, Printing and Press Center
9. School and Student Engagement Center
10. Internship and Career Development Center
11. English Language Teaching Center
12. Strategic Development Center
13. Media and Public Relations Center
14. Quality Assurance Center

DEPARTMENTS

1. Department of Science and Innovation
 2. Department of Master's and Doctoral Studies
 3. Department for Instruction in Russian and English
 4. Finance and Accounting Department
 5. Student Affairs and State-Issued Documentation Department
 6. Human Resources Department
 7. Legal Department
 8. Facilities and Supply Department
-

FACULTIES/SCHOOLS

1. School of High Technologies and Innovative Engineering
 2. School of Political and Social Sciences
 3. School of Economics and Business
 4. School of Philology and Translation
 5. School of Design
-

ACADEMIC DEPARTMENTS (CHAIRS)

1. Department of Political Science, Psychology, and Social Work
2. Department of History and Philosophy
3. Department of General Economics
4. Department of Tourism and Sectoral Economy

5. Department of Finance and Accounting
6. Department of Management
7. Department of Information Technologies
8. Department of Programming and Information Security
9. Department of Ecology
10. Department of Natural Sciences
11. Department of Mechanics and Mathematics
12. Department of Azerbaijani Language and Literature
13. Department of English Language and Literature
14. Department of Translation
15. Department of Foreign Languages
16. Department of Design

2. QUALITY ASSURANCE SYSTEM

2.1 Quality Policy

Western Caspian University has developed a Quality Assurance Policy aimed at preparing skilled, creative, and well-rounded individuals who meet the demands of the modern era, as well as competitive professional personnel. This policy is focused on ensuring the quality of education and promoting continuous improvement, thereby supporting the objectives of the University's Strategic Development Plan.

The objective of the policy is to:

- Ensure the provision of highly competitive education both nationally and internationally;
- Expand the University's scientific research capacity;
- Support the professional development of academic and administrative staff through international cooperation;
- Apply advanced, innovative methodologies in teaching and learning processes;

- Encourage the formation of modern competencies in students through student-centered teaching methods and the use of technological tools;
- Strengthen infrastructure and ensure sustainability;
- Meet the needs and expectations of both internal and external stakeholders.

The **Quality Assurance Policy** document applies to all internal stakeholders of the University, including academic, administrative, and teaching support staff, as well as students. It also extends to **external stakeholders**, such as alumni, employers, and other institutional partners.

To ensure transparency and accessibility, the University publishes the document on its **official website** for public access.

1.1 Internal Quality Assurance

In order to regulate internal quality assurance matters at Western Caspian University, the **“Examination and Quality Control Center”** was established in 2017, and its charter was approved by the Scientific Council in Protocol No. 01 dated 11.09.2017. Based on the decision of the Scientific Council dated 31.01.2020 (Protocol No. 06), the “Examination Center” and “Quality Control Center” began operating as two separate entities. Since 2021, the latter has been renamed the **“Quality Assurance Center.”** According to its updated charter, the center operates through two sectors: (1) **Monitoring of the Educational Process**, and (2) **Assessment and Analysis of Quality**.

The Center carries out a number of key functions related to the organization, implementation, and management of teaching and learning, quality control, evaluation, and assurance within the University. These include:

- Developing and proposing strategies to enhance the quality of teaching and participating in their implementation;

- Providing recommendations for improving the Center’s activities and structure, and fulfilling relevant assignments issued by University leadership;
- Establishing temporary committees to investigate special cases concerning examinations and assessments;
- Verifying quantitative and qualitative indicators of the educational process;
- Organizing events within its scope of authority;
- Ensuring collaboration with other structural units of the University and leveraging modern information technologies in all its activities;
- Overseeing the proper organization of teaching across the University and within individual schools;
- Monitoring the organization of fall and spring semesters as well as midterm exams;
- Supervising the publication of exam questions and results on the University’s website;
- Conducting student surveys on the quality of teaching, facilities provided by the University, and the competency of academic staff, among other aspects.

To further enhance its internal quality assurance system, the “**Quality Control Commission**” was established in 2022 by decision of the Scientific Council (Protocol No. 02, dated 12.10.2022). The Commission is tasked with proposing and monitoring initiatives aimed at improving the internal quality assurance framework and the quality of education overall. Based on the Strategic Plan of WCU, an official activity plan for the 2022/2023 academic year was developed for the Commission.

This plan focuses on three key areas:

1. Education
2. Scientific research
3. Social services

Responsibilities within these areas were allocated among Commission members accordingly. The plan was aligned with the strategic goals defined in the University's Strategic Development Plan.

The internal quality assurance system supports collaboration in designing academic programs, organizing and managing faculty-level educational processes, selecting academic and administrative staff, and developing a high-quality teaching environment based on student feedback and needs.

The Commission operates in accordance with its Charter, which outlines its core functions, rights, and operational structure. To ensure transparency and inclusiveness, the Commission includes **13 members**, representing administrative and academic staff, students, alumni, and employers.

2. TEACHING AND LEARNING

2.1 Design and Approval of Academic Programs

At **Western Caspian University**, education is provided in accordance with the “**Classification of Majors (Programs) for the Bachelor's Level of Higher Education (Basic Higher Education)**” approved by Decision No. 45 of the Cabinet of Ministers of the Republic of Azerbaijan dated **February 11, 2019**. Within the relevant faculties/schools, **38 majors (programs)** are currently offered at the **bachelor's level**.

In accordance with the “**Classification of Majors (Specializations) for the Master's Level of Higher Education**” approved by Decision No. 95 of the Cabinet of Ministers of the Republic of Azerbaijan dated **June 14, 2011**, education is provided in **17 majors across 22 specializations** at the **master's level**.

1. The following undergraduate degree programs are offered at the School of High Technologies and Innovative Engineering:

1	050616	Information Technologies
2	050615	Information Security
3	050620	Computer Engineering
4	050604	Device Engineering
5	050628	Mechanical Engineering
6	050504	Ecology
7	050501	Biology
8	050706	Forestry
9	050708	Aquatic Bioresources and Aquaculture
10	050645	Printing Engineering
11	050639	Technology of Forest Materials and Wood Processing Engineering
12	050629	Mechatronics and Robotics Engineering

2. Undergraduate degree programs offered at the School of Political and Social Sciences:

1	050201	International Relations
2	050210	Political Science
3	050212	Regional Studies
4	050214	History
5	050204	Philosophy
6	050211	Psychology
7	050807	Social Work
8	050118	Socio-Psychological Services in Education

3. The following undergraduate degree programs are offered at the School of Economics and Business:

1	050401	International Trade and Logistics
2	050402	Business Management
3	050403	Sustainable Development Management
4	050404	Public and Municipal Administration
5	050405	Economics
6	050406	Finance
7	050407	Marketing
8	050408	Management
9	050409	Accounting
10	050809	Tourist Guiding
11	050810	Organization of Tourism Activities
12	050401	World Economy
13	050405	Organization and Management of Industry
14	050644	Examination and Marketing of Consumer Goods

4. The following undergraduate degree programs are offered at the School of Philology and Translation:

1	050215	Translation (by Languages)
2	050205	Philology (Azerbaijani Language and Literature)

3	050205	Philology (English Language and Literature)
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5. The School of Design offers one undergraduate degree program:

1	050306	Design (by Specializations)
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Undergraduate level instruction is offered in Azerbaijani, Russian, and English languages. A dedicated department operates for students receiving instruction in English and Russian.

6. In the Master's and Doctoral Studies Department, the following specializations are offered under the Master's degree programs:

1	060206	History
		<ul style="list-style-type: none"> History of the Peoples of the Caucasus
2	060208	Political Science
		<ul style="list-style-type: none"> National Security and Political Strategy
3	060209	Psychology
		<ul style="list-style-type: none"> Social Psychology
		<ul style="list-style-type: none"> Clinical (Medical) Psychology
		<ul style="list-style-type: none"> Forensic Psychology
4	060213	International Relations
		<ul style="list-style-type: none"> International Relations and Diplomacy
5	060321	Design
		<ul style="list-style-type: none"> Design and Technical Aesthetics
6	060401	World Economy
		<ul style="list-style-type: none"> International Finance and Currency-Credit Relations
7	060404	Economics
		<ul style="list-style-type: none"> Legal Regulation of the Economy
8	060403	Finance
		<ul style="list-style-type: none"> Financial Control and Audit
9	060407	Management
		<ul style="list-style-type: none"> Innovation and Project Management
		<ul style="list-style-type: none"> Management (Intelligent City System)

10	060409	Business Management
		<ul style="list-style-type: none"> • Business Organization and Management
11	060411	Commerce
		<ul style="list-style-type: none"> • E-Commerce
12	060505	Biology
		<ul style="list-style-type: none"> • Molecular Biology
		<ul style="list-style-type: none"> • Genetics
13	060509	Computer Science
		<ul style="list-style-type: none"> • Economic Information Systems
14	060510	Ecology
		<ul style="list-style-type: none"> • Environmental Protection in the Agricultural Sector
15	060631	Computer Engineering
		<ul style="list-style-type: none"> • Computer Engineering
16	060632	Information Technology and Systems Engineering
		<ul style="list-style-type: none"> • Information Systems in Management
		<ul style="list-style-type: none"> • Applied Software
17	060803	Tourism and Hospitality
		<ul style="list-style-type: none"> • Travel Agency and Tour Operator
		<ul style="list-style-type: none"> • International Tourism and Regional Studies

A dual degree program in collaboration with UBIS University is offered at the Master's level in the specialization of Business Organization and Management. Master's level instruction is conducted in Azerbaijani and English.

Doctoral studies are offered in 12 specializations.

The educational programs of Western Caspian University have been developed in accordance with the State Standards of the Ministry of Science and Education of the Republic of

Azerbaijan, with objectives aligned to the expectations of society, the economy, and the labor market. The content of the educational programs was updated in 2020, taking into account the latest research in the respective fields of study. In 2022, the educational program for the specialization in Information Security was also updated.

The current educational programs have been prepared and approved in compliance with the requirements of the National Qualifications Framework for Lifelong Education of the Republic of Azerbaijan.

The updated programs specify the program objectives, intended learning outcomes, graduation requirements, and qualifications to be awarded upon completion.

The allocation of course hours within the educational programs fully complies with the principles of the European Credit Transfer and Accumulation System (ECTS), ensuring an appropriate balance between weekly contact hours and independent study hours.

For undergraduate programs, the student workload is set at 240 credits, while master's programs require 120 credits. Internships have been incorporated into the programs to support the achievement of learning outcomes.

To assess the satisfaction level with the learning outcomes achieved through the implementation of the programs, surveys have been conducted and analyzed among graduates and employers.

1.1 Student-Centered Learning, Teaching, and Assessment

At Western Caspian University (WCU), the organization of teaching is based on curricula developed in accordance with the requirements of the Cabinet of Ministers of the Republic of Azerbaijan, including Resolution No. 348 dated December 24, 2013, entitled “*Organization of Credit-Based Education at Bachelor’s and Master’s Levels in Higher Education Institutions, Basic (Foundation) Medical Education, and Master’s Level Education at the Azerbaijan*

National Academy of Sciences”, and Resolution No. 117 dated June 24, 2010, entitled “*Content and Organization of Bachelor’s (Basic Medical) Education*”.

The curricula are fully compliant with the credit system requirements, taking into account the educational program requirements of the respective specializations. Academic calendars reflecting the distribution of courses by academic years and semesters are established for each specialization.

The curricula include both compulsory and elective courses, maintaining a balance between professional training and specialized subjects. In the curriculum, approximately 15–20% of the total classroom hours are allocated to humanities courses (30 ECTS credits, including 6 elective credits), while 80–85% are devoted to professional training courses (180 ECTS credits, including 60 elective credits). Additionally, 21 credits are reserved for internships, and 9 credits for the Final State Attestation (FSA).

Student-centered learning, teaching, and assessment are based on the *National Qualifications Framework for Lifelong Education of the Republic of Azerbaijan*, approved by the Cabinet of Ministers on July 18, 2018, under Resolution No. 311, specifically sections 6.3.7 (Curriculum development, evaluation, and approval processes based on learning outcomes) and 6.3.11 (Provision of higher education qualifications in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area – ESG), particularly ESG Standard 1.3.

Student-centered education plays a vital role in enhancing students’ motivation, self-assessment skills, and engagement in the learning process. Therefore, the design and delivery of educational programs, as well as the evaluation of learning outcomes, are carefully considered.

One key indicator of student-centered education and teaching is addressing students’ needs. To fulfill this responsibility, WCU provides students with computer-equipped classrooms, smart boards, projectors, laboratories, a modern library, a medical office, a cafeteria, and a sports hall.

It is noteworthy that on November 30, 2022, an information session regarding the university library collections was held for students.

WCU has also actively organized sports and cultural events, various clubs, and ensured voluntary participation. Several clubs reflecting students' interests and requests have been established; sports and cultural events have been held; debate clubs and systematic knowledge competitions have been organized; corporate trips and excursions have been arranged. Moreover, within the framework of the "Implement Your Idea 2022" grant competition, the university's young faculty and students won with their project "One Sheet – One Leaf," organizing training sessions in secondary schools and various courses across Baku.

To foster social responsibility among students, they have been involved in volunteer programs. One such program was the tree-planting campaign dedicated to the 100th anniversary of national leader Heydar Aliyev's birth, in which both local and international students actively participated.

To enhance students' engagement with local and international public organizations, WCU has established the Student Scientific Society and Student Youth Organization to represent and protect students' interests and ensure their active participation in public, political, cultural, social, and economic life within the framework of State Youth Policy implementation. On December 4, 2022, elections were held for these organizations, resulting in the election of chairpersons and deputy chairpersons for both. Additionally, a student community has been formed within the university. This community oversees the operation of the reading hall, cafeteria (including menu planning, maintaining hygiene standards, and pricing policy participation), and the sports hall (regulating the usage of sports facilities).

A critical condition for implementing student-centered education and teaching is addressing student complaints and timely informing them of new relevant information. For this purpose, the university has established the Student Information Center, which maintains continuous communication with students.

Furthermore, conducting student satisfaction surveys is essential for enhancing education quality. The Student Information Center has facilitated these surveys via an online platform, ensuring anonymity. Statistical reports have been prepared, and the results have been analyzed and presented to the university administration, faculties, and departments. In these surveys, students evaluated courses taken during the semester, instructors, and provided suggestions on innovations they would like to see implemented at the university.

Systematization of Internships and Their Alignment with the Labor Market

At Western Caspian University, internships (industrial, scientific research, and scientific-pedagogical) are incorporated into both undergraduate and graduate programs.

Students' industrial internships are an integral part of the respective educational programs. The organization, volume, objectives, and duration of the internships are determined according to the state educational standards for the relevant fields (specializations) in which the specialists are trained. The purpose of the industrial internship is to reinforce the theoretical knowledge acquired during the educational process with practical skills, to deeply familiarize students with the working environment of the enterprise where the internship is conducted, to ensure the application of these skills in their future professional activities, to cultivate diligence, organizational abilities, and teamwork habits, and, depending on the profile and characteristics of the specialization, to introduce students to new technologies, advanced working methods, and other relevant matters.

Industrial internships are conducted based on bilateral agreements concluded between educational institutions and industrial enterprises. The organization of all types of internships (industrial, pre-diploma, etc.) at Western Caspian University complies with the requirements of the "*Regulations on Industrial Internships*", and corresponding programs, syllabi, assessment methods, and reporting forms for the academic years 2017-2023 are in place. To organize industrial internships for students, agreements have been signed with leading companies and enterprises. Programs have been developed and cooperation agreements signed with enterprises for all types of internships stipulated in the curricula.

The list of partner enterprises and organizations collaborating with the university includes: PARABOKT ASC, Agrarkredit QSC, Ideal Kredit BOKT, Azpul MMC, Brand Credit BOKT, Institute of Genetic Resources of ANAS, Embawood Furniture Company, Zaferoğlu Construction, DESTEC Group, ANAS Republican Seismological Service Center, Cubics Technology, Ministry of Ecology and Natural Resources, CBC Publishing and Printing, Baku Textile Factory, Ateshgah Insurance Company, Clean City ASC, Azersun Holding, Baku INN Holiday Hotel, Pasha Pay, CIBS Psychological and Training Center, Sumgait Technologies Park, Narinc Psychological and Training Center, Azerbaijan Food and Beverage Industry Association, Blue Moon MMC, COMBI STORE, Na Group MMC, Herba Flora, Owl Tourism, Twins Travel.

Scientific research internships aim to teach graduate students the fundamental methods of conducting scientific research, to gather experimental materials for their dissertations, and to develop professional competencies in their chosen field of study within the master's program.

Scientific-pedagogical internships are a vital component of the master's program, designed to enrich future graduates' scientific and pedagogical activities with essential scientific-practical knowledge, competencies, and skills. A defining characteristic of these internships is their dual focus on both scientific research and teaching activities. Consequently, the final report on the internship reflects activities in both areas.

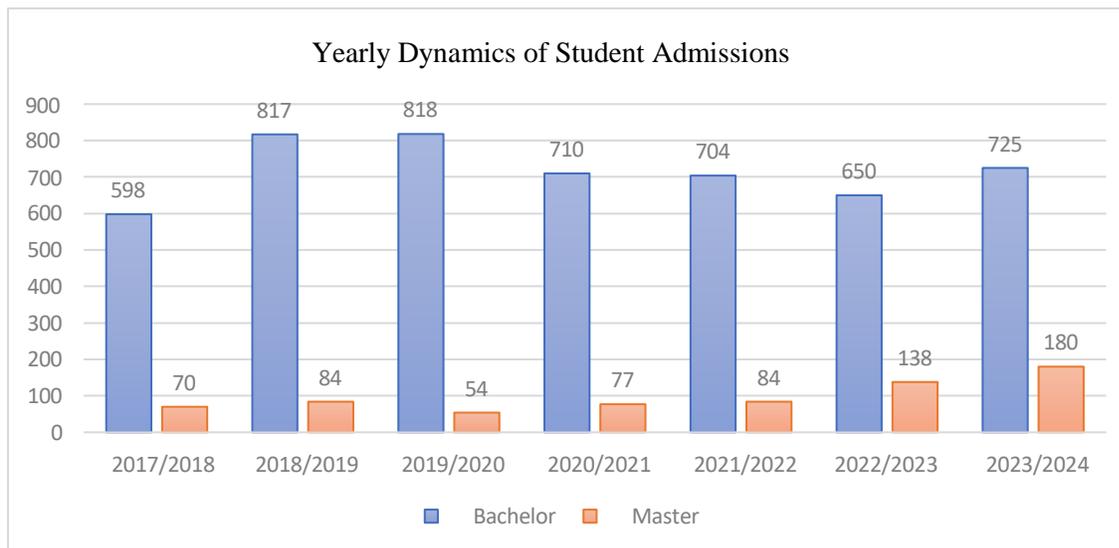
1.1 Student Admission, Recognition, and Certification

At Western Caspian University, student admissions are conducted by the State Examination Center (SEC) according to the university's student admission plan, which is developed as a forecast project and approved by the Cabinet of Ministers. When preparing the forecast project of the student admission plan for each upcoming academic year, factors such as global trends in new specializations, outcomes of discussions held with employers, labor market demand for various specialties, actual admissions from previous years, and scientific-statistical materials on

the previous year's admissions and graduation exam results of general education institutions published in issue 12 of the "*Abituriyent*" journal by the State Examination Center are taken into account.

Admission of international students to Western Caspian University at higher education levels is carried out on a paid basis through a unified electronic platform. To ensure the timely arrival of international students to the educational institution, universities have set a deadline of September 30 for the admission of foreign nationals to education levels other than preparatory courses.

The dynamics of student admissions to Western Caspian University for the academic years 2017/2018 to 2022/2023 can be observed in the diagram below.



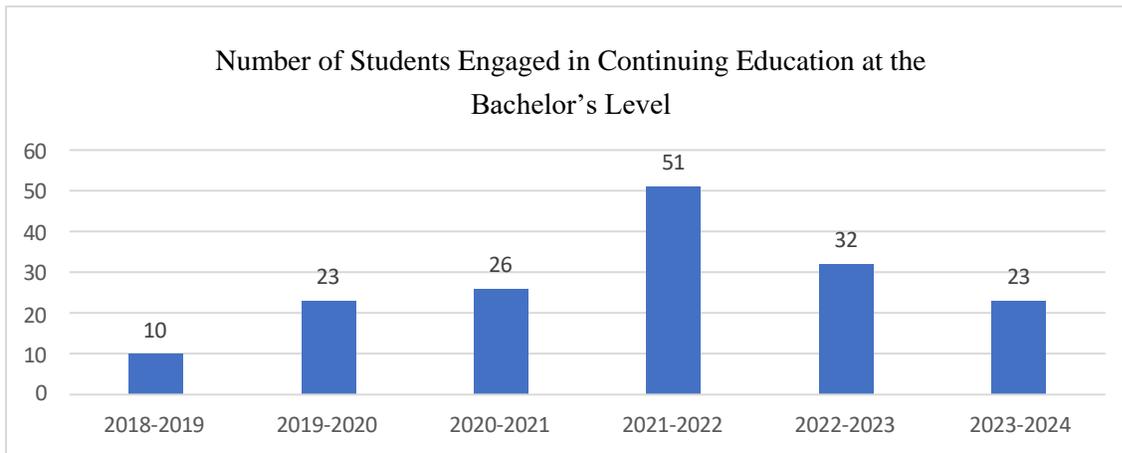
Western Caspian University recognizes admission results, higher education qualifications, and prior education.

The university’s recognition procedures are based on the following principles:

- a. The university ensures that the recognition of higher education specialties, study durations, and prior education complies with the Lisbon Recognition Convention.
- b. In accordance with the principles of the Bologna Process, it implements academic mobility programs and procedures aimed at recognizing academic achievements obtained at other educational institutions.

The recognition of students’ prior qualifications is carried out through state-standard diplomas issued to students who have fulfilled the requirements of educational programs approved by the Ministry of Education and Science of the Republic of Azerbaijan. For those wishing to pursue a second higher education degree, their educational documents are reviewed by an interview commission established by the rector’s order. After the interviews, their documents are sent to the Ministry of Education and Science of the Republic of Azerbaijan for verification of the state-standard diploma status.

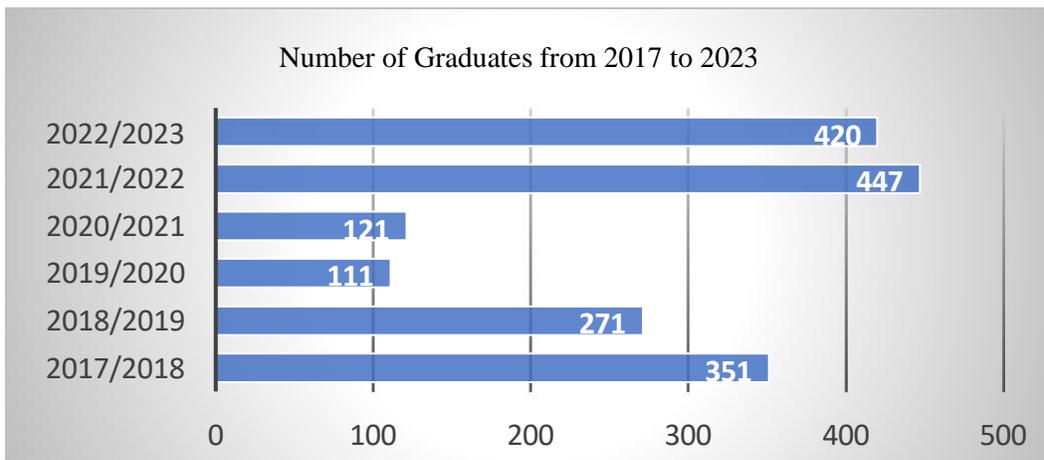
The dynamics of admissions for second higher education over the past six years are presented in the graph below.



During the reporting period, a total of 2,981 students were enrolled in bachelor's programs, 363 in master's programs, and 27 in doctoral programs at Western Caspian University.

In the current academic year, 420 students successfully passed the Final State Attestation and graduated at the bachelor's level. At the master's level, 92 students successfully defended their master's theses and were awarded the master's degree.

The dynamics of graduates over the past six years are illustrated in the diagram below.



1.1 Professional Development and Evaluation of Academic Staff

One of the university's key resources is its highly qualified academic staff. In the 2022/2023 academic year, Western Caspian University's academic staff comprised 251 members, including 156 full-time, 14 part-time (substitute), and 81 hourly-paid instructors.

Western Caspian University takes responsibility for engaging competent instructors in the teaching process and has made significant strides in this area. To enhance the quality of education, the university ensures the implementation of fair and transparent procedures for the recruitment and professional development of highly qualified academic personnel. At the same time, the university strives to strengthen the connection between education and research to create a competitive environment comparable to European higher education institutions.

To this end, the university promotes the scientific activities of its academic staff. It supports faculty members' publications in high-impact scientific journals, participation in international conferences and seminars, and scientific research. Additionally, it encourages innovation in teaching methods and the use of new technologies.

To monitor and enhance the competence of academic staff, the university regularly conducts evaluations and surveys among students. Based on these procedures, various training programs are organized continuously to support the professional development of teaching staff and improve their pedagogical skills.

1.1 Teaching and Learning Resources and Support Services

Western Caspian University has educational buildings and classrooms that comply with national standards to organize a modern learning process. The university operates 5 buildings at various locations and maintains 9 bases for teaching, training, and industrial practice. In total,

the university has 145 classrooms, including 37 lecture halls and 108 seminar rooms. The total usable area of lecture halls is 2,682.5 m², while seminar rooms cover 4,306.3 m².

There are 25 modern and other laboratories equipped with facilities to conduct scientific research, with a total area of 1,151.5 m². Administrative staff have access to 45 necessary rooms totaling 2,320.5 m², while academic staff have 22 dedicated rooms covering 1,301.2 m².

The university's training base is equipped at a modern level, corresponding to the specific characteristics of the fields of study offered. This includes laboratories, subject-specific classrooms, language labs (linguaphone rooms), and other specialized facilities.

In addition, the University has several industrial and practical training bases:

1. Training base of the *Western Caspian University Scientific Research Center for Caspian Sea Problems* — located in the Shirvan National Park area, Salyan district.
2. *Western Caspian University Institute of Sustainable Human Development's Agricultural Products Production and Processing Center* — Gilazi settlement, Khizi district.
3. *Western Caspian University Ecological Research Center's Ecotourism and Sustainable Development Center* — Giləzi settlement, Khizi district.
4. Experimental Horticulture Landscape Polygon of the *Western Caspian University Institute of Human Development* — Quba city, Quba district.
5. Mountain Base of the *Western Caspian University and International Federation of Mountaineering and Climbing* — Mountain Cultures and Landscapes Research Institute, Buduq village, Quba district.
6. *Western Caspian University Sports Base* — Pirakashkul settlement, Absheron district.
7. Production Practice Base of *Western Caspian University Technopark* — Pirakashkul settlement, Absheron district.
8. *Western Caspian University Mountaineering Base* — Khinalig village, Quba district.

The university's teaching infrastructure is partially adapted to persons with disabilities. To ensure accessibility for individuals with relevant needs, the buildings are equipped with elevators and ramps, and pathways for visually impaired persons are provided.

Library

The Scientific Library of Western Caspian University was established in 1991 and currently serves as the University's information and intellectual center. The library collection comprises a total of 939,078 items, including printed, electronic, and online formats. Specifically, the collection includes 33,318 printed books, 15,000 electronic books, 890,778 online books, and 11,000 journals. Over the past six years, the library has received up to 2,000 various periodicals, curricula, and other materials annually.

The library collection is continuously expanded through donations, exchanges, purchases, and annual subscriptions. It primarily focuses on acquiring textbooks and scientific resources aligned with the University's academic and research profiles, thereby enhancing its service capabilities.

Library users have 24/7 access to international scientometric databases and online information resources, including access to over 1,000 subject areas and scientific fields via a continuously growing book platform with the latest publications available through annual subscriptions. Additionally, the library provides access to scientific journal articles, conference proceedings, dissertations, popular science magazines, periodicals, and other informational resources.

Currently, the library has 156 registered academic staff users and 4,341 students registered as readers, including graduates of the current academic year. Statistical data on library services provided to readers are presented in the table below.

By Years	Library Usage (including Print and Electronic Resources)
2018	5745
2019	10800

2020	1143
2021	7535
2022	3327
2023	3696

The growth dynamics of textbooks and teaching materials (both electronic and printed) published in the last five years and included in the library collection can be observed in the table below.

In total, there are 491,029 textbooks and teaching materials available in various languages in printed, electronic, and online formats. This constitutes approximately 52% (491,029 out of 939,078) of the total number of items in the collection. Thus, nearly half of the entire library collection consists of textbooks and teaching materials.

By Years	Number of Literature Acquisitions to the Library (in Print Format)	Incoming Electronic Books (in and Online Formats)	Textbooks and Teaching Materials (in Print and Electronic Formats)
2018	4262	2008	2180
2019	2630	2355	1358
2020	812	3100	767
2021	639	2602	471
2022	1420	3435	904
2023	771	890778	491029
Cəmi	10534	904278	496709

Since 2023, the library has provided students and faculty with 24/7 access to 890,000 books via advanced international publishers' online textbook and book platforms. Of these, 490,000 textbooks have been published within the last six years.

Currently, the library holds 10,268 printed books in Azerbaijani, 12,317 in Russian, and 9,015 in English, as well as 8,550 electronic books in Russian and English, and 730,778 books in online format in English.

By years	Number of Books in Print Format	Number of Books in Electronic and Online Formats	Number of Fiction Literature (Print and Electronic)	Number of Monographs	Number of Literature in Other Instruction Languages (Russian, English)
2018	27046	3508	3160	2750	20195
2019	29676	5863	3310	2988	20551
2020	30488	8963	3694	3176	20758
2021	31127	11565	3824	3262	20950
2022	32547	15000	4139	3459	21165
2023	33318	890778	9375	3580	21332

Status of Canteens

Western Caspian University has 7 canteens with a total area of 1386.5 m². To improve catering services for both faculty members and students, necessary renovation works have been carried out in these canteens as needed. In recent years, the canteens located within the academic buildings have undergone major renovations, have been brought up to modern standards, and equipped with up-to-date catering equipment.

Status of Dormitories

Discussions with relevant organizations regarding the construction of dormitories have been initiated.

Status of Medical Services

Since the early 1990s, six medical units with a total area of 112 m² have been operating in the university's academic buildings to provide medical services to students and faculty. These units are equipped to deliver primary healthcare services.

Status of IT Services

The university possesses the necessary level of IT services available through the electronic learning platform. However, there is a need to further upgrade the technological infrastructure to ensure an innovative and effective teaching and laboratory environment.

2. RESEARCH ACTIVITIES

In recent years, Western Caspian University has taken significant steps to qualify as a research university. The university possesses the necessary infrastructure, including an electronic library and a modern material-technical base, to conduct various scientific research activities. At the

same time, the university encourages its staff to publish in internationally recognized scientometric databases such as Web of Science and SCOPUS.

Western Caspian University plans and implements its research policy in accordance with the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*, *ISO 21001 – Educational Organization Management Systems*, *Criteria for Institutional and Program Accreditation of Higher Education Institutions*, requirements and criteria of international ranking agencies related to scientific research, the practices of international and local higher education institutions, and the outcomes of discussions with stakeholders. Research priorities are defined by giving precedence to the scientific and social welfare of society.

1.1 Research Activity Strategy and Objectives

The Western Caspian University Scientific Research Strategy covering the years 2021-2025 consists of the following directions:

1. Establishment of a material and technical base for scientific research activities in accordance with the university's profile;
2. Identification of WCU's scientific research directions and topics;
3. Formation of scientific research groups to implement research topics;
4. Organization of internal discussions on the results of scientific research activities within WCU;
5. Dissemination of the results of scientific research activities;
6. Expansion of international collaborations of WCU's scientific research groups.

Main goals for Direction 1:

1.1. Development of the material and technical base of laboratories corresponding to specializations in WCU departments;

- 1.2. Ensuring the creation of a motivating environment to sustain long-term and stable academic staff activity;
 - 1.3. Expansion of the university's Technopark and strengthening of its material and technical base;
 - 1.4. Establishment of international research centers;
 - 1.4.1. Strengthening the material and technical base of the Caspian Research Center;
 - 1.5. Ensuring the preparation and submission of international and local grant projects.
-

Main goals for Direction 2:

- 2.1. Achieving the implementation of WCU research topics ordered by businesses, public administration bodies, or scientific research institutes;
 - 2.3. Defining research directions by departments;
 - 2.4. Ensuring that departmental research topics are related to real economic and social life as well as existing problems in any sector of the country;
 - 2.5. Developing concrete projects related to preparation for TECHNOFEST competitions in the university's Technopark;
 - 2.6. Preparing research topics at the Caspian Research Center.
-

Main goals for Direction 3:

- 3.1. Attracting reputable researchers with high scientometric indicators in respected databases to the university;
- 3.2. Formation of research groups for each topic involving academic staff, postgraduates (doctoral students), and bachelors (members of TEC);
- 3.3. Defining the annual stages and subtopics of research topics for each research group;
- 3.4. Preparing teams in the university's Technopark for TECHNOFEST competitions;

3.5. Preparing research groups for implementation of projects envisaged at the Caspian Research Center.

Main goals for Direction 4:

- 4.1. Organizing discussions with stakeholders on the results of ongoing or completed research by departments;
 - 4.2. Enhancing the knowledge and skills of academic staff, doctoral (or postgraduate) students, as well as masters and bachelors in scientific research;
 - 4.3. Supporting the principle of dual supervision of dissertation work by masters, doctoral and postgraduate students.
-

Main goals for Direction 5:

- 5.1. Encouraging the presentation of research results by departments at conferences held nationwide;
- 5.2. Expanding the activities of four scientific journals across various fields for the publication of WCU research results and the works of other researchers;
- 5.3. Organizing an annual international conference to discuss WCU's research outcomes with other researchers, including those from foreign countries;
- 5.4. Increasing the number of articles published in SCOPUS and CLARIVATE indexed journals to disseminate WCU's scientific research results to the international scientific community.

1.1 Research Resources and Infrastructure

The University possesses a considerable number of scientific research laboratories, which are efficiently utilized to their full potential.

- **Chemistry and Environmental Monitoring Laboratory**

This laboratory focuses on the HEI and monitoring of contaminated water and soils. Although primarily intended for educational purposes, it is sufficiently equipped to support certain scientific research activities. Thus, both undergraduate and graduate students can conduct research here.

- **Genetics, Molecular Biology, and Biotechnology Laboratory**

Research activities in this laboratory include preparation of nutrient media, extraction of DNA and RNA from various organisms, genetic analyses using molecular markers, and conducting studies in the field of genetic engineering.

- **Botany Laboratory**

The laboratory is used for the preparation of plant herbarium specimens and conducting laboratory exercises. Plants are cataloged and a digital database of the herbarium collection is maintained in three languages. While primarily designed for teaching purposes, the laboratory also supports certain scientific research projects, allowing both undergraduate and graduate students to engage in research.

- **Ecology Laboratory**

Research focuses on the flora and fauna of the Caspian Sea and its basin; biological cycling of substances in the internal waters of the Caspian basin; ecology of aquatic organisms and their populations and communities; scientific foundations for the rational use of aquatic bioresources; development of aquaculture in the Caspian Sea and its basin; forecasting changes in the state of the Caspian Sea and related water bodies due to natural factors and human economic activity; genetic, physiological, and biochemical aspects of adaptation and evolution processes in aquatic organisms. Although mainly intended for

teaching, the laboratory sufficiently supports certain scientific research activities involving both undergraduate and graduate students.

- **Human and Animal Anatomy and Physiology Laboratory**

Lessons are conducted using human and animal models and posters. Primarily designed for educational purposes, it also supports certain scientific research activities allowing participation of both undergraduate and graduate students.

- **Geomatics Laboratory**

Classes are conducted using samples of geological objects. Though mainly for teaching, the laboratory is equipped to facilitate some scientific research projects involving both undergraduate and graduate students.

- **Hydrobiology Laboratory**

Research here involves the study of marine fauna and flora. The laboratory is primarily intended for educational use but also supports certain research activities involving both graduate and undergraduate students.

- **Physics and Electronics Laboratory**

Depending on the type of laboratory work performed, dependencies between physical quantities are demonstrated directly on sensors, both in tabular and graphical formats. Primarily designed for teaching, this laboratory is also adequately equipped to support certain scientific research activities involving undergraduate and graduate students.

Additionally, the University hosts several scientific research centers:

- Gender Studies Center
- Institute of Mountain Cultures and Landscape Research
- Caspian Sea Problems Scientific Research Center
- Ecological Research Center
- Center for Research and Innovation

Western Caspian University allocates budget funds for the improvement of the material-technical base and technological resources of its research infrastructure, including practice bases and laboratories. Corporate emails have been provided to ensure access to international scientific databases (SCOPUS, Web of Science), and researcher profiles have been created accordingly. Registered staff members can access these services from any location.

Other resources include: Western Caspian University Library offers students and faculty members a 3-month access to Oxford University Press's online dictionaries, encyclopedias, reference databases, and summary databases: Oxford Reference, Oxford Research Encyclopedias, Oxford English Dictionary, Very Short Introductions, What everyone needs to know. <https://library.wcu.edu.az/az/news/databases-of-oxford-university-press-are-accessible-to-wcu-s>

Western Caspian University has subscribed annually to the Perlego online textbook platform. Through this platform, students and faculty members can access a variety of textbooks and teaching materials 24/7 from any location. By downloading the Perlego app on iOS and Android-supported mobile devices, it is also possible to read books offline without an internet connection.

<https://library.wcu.edu.az/az/news/perlego-online-derslik-platformasi>

Western Caspian University (WCU) has established the following structural units to ensure effective management of scientific research activities, each operating under approved regulations and activity plans:

1. Department of Science and Innovations
2. Department of Master's and Doctoral Studies
3. Technopark
4. Laboratories
5. Caspian Scientific Research Center
6. Research and Innovation Center

In accordance with the Strategic Plan and Scientific Research Strategy, activity plans are developed for each academic year.

2. MANAGEMENT SYSTEM

2.1 Management System

The management of Western Caspian University is conducted in accordance with the Constitution of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan “On Education,” decrees and orders of the President of the Republic of Azerbaijan, normative-legal acts of the Ministry of Science and Education of the Republic of Azerbaijan, the University's Charter, and decisions of the university's governing bodies.

To ensure democratic governance and transparency, the following management and self-governing bodies have been established:

- Board of Directors
- Board of Trustees
- Academic Council

- Scientific and Methodological Council
- Executive Vice-Rector

The Board of Directors was established to ensure transparency in university governance, to protect the social rights of the university staff, and to coordinate activities aimed at strengthening the university's impact on the socio-economic and cultural development of the Republic. The Board of Directors consists of three members.

The Board of Trustees is the university's supreme advisory body responsible for providing recommendations regarding the university's strategic activities and directions. The establishment, composition, powers, and operational guidelines of the Board of Trustees are defined by the Charter approved by the Founders' Council. The Board includes representatives of legal and natural persons providing financial or other support, state and non-governmental organizations, public associations, and other stakeholders.

The Academic Council is the highest governing body of the university's educational process. Its establishment, composition, powers, scope of activity, and operational procedures are regulated by the University Charter and the Charter approved by the Founders' Council. The Academic Council consists of 30 members, including 5 Doctors of Science and Professors, 1 Doctor of Science, 10 PhD holders (Candidates of Science) and Associate Professors, 1 student leader of the youth organization, and 1 Chairperson of the Student Scientific Society.

The Academic Council and the Executive Vice-Rectorate manage the university's activities in coordination with the Teaching and Methodological Department, faculties, departments, and other structural units.

Within the university, the distribution of powers and responsibilities is regulated in accordance with the Charter approved by the State Registration Department for Legal Entities under the Ministry of Taxes of the Republic of Azerbaijan (registration date: May 23, 2017; registration number: 1700370951).

The Executive Vice-Rector, as the university's legal representative, directs its ongoing activities. The Executive Vice-Rector performs management activities in coordination with the Board of Directors and the Board of Trustees and takes into account the recommendations of the Academic Council. The Executive Vice-Rector acts on behalf of the university without power of attorney, represents the university in all bodies, institutions, and enterprises, approves the administrative-functional structure and staffing schedule of the university, issues directives within his/her authority concerning the university's property, concludes contracts, issues powers of attorney, opens accounts for the university in banks, issues mandatory orders and instructions to all employees, students, and other affiliates, and concludes employment contracts and determines salaries.

In accordance with the University Charter, coordination of educational and methodological work is carried out by the Vice-Rector for Academic Affairs; coordination of scientific activities is the responsibility of the Vice-Rector for Science and Innovation; coordination of general affairs is assigned to the Vice-Rector for General Affairs; and coordination of international relations is handled by the International Relations Department. The responsibilities of the Vice-Rector for General Affairs also include procurement of goods and materials, as well as current and major repairs of buildings and equipment, along with other administrative and economic tasks.

Vice-Rectors are appointed by the Board of Directors based on the recommendation of the Executive Vice-Rector.

Management bodies periodically submit their internal annual reports on their activities to the Academic Council. These reports are presented, discussed, and decisions are made during the Council sessions.

The university comprises six faculties/schools offering undergraduate programs. Within these faculties, there are a total of fifteen specialized departments and one foreign languages department. (The names of the faculties and departments are listed on pages 5–6 of the report.)

The university's structural units directly participate in organizing and implementing the educational process and scientific research activities, and they execute the decisions of the Academic Council as well as the orders and directives of the Executive Vice-Rector.

1.1 Human Resource Management

At Western Caspian University, the recruitment process for non-academic staff is conducted in accordance with the Law of the Republic of Azerbaijan “On Employment” (dated 29.06.2018, No. 1196-VQ) and is carried out via the “Employment Subsystem” of the Centralized Electronic Information System of the Ministry of Labor and Social Protection of the Population, based on the vacancies announced by the university.

Recruitment of academic staff is conducted in accordance with the “Regulations on the Appointment to the Positions of Head of Department, Dean, and Deputy Dean at Higher Education Institutions,” as approved by the Ministry of Science and Education of the Republic of Azerbaijan’s order No. F-100 dated 05.02.2018, and the “Regulations on the Appointment of Professors, Teachers, and Heads of Departments at Higher Education Institutions” approved by the Ministry’s order No. 401 dated 07.08.1996 with its Annex 1.

Applications for employment are directed to the relevant departments and academic units. Open lectures are organized with the participation of at least three specialists in the relevant field, and the results of these lectures are evaluated. Subsequently, the leadership makes a decision regarding the employment. All recruitment procedures are conducted in full compliance with the legislation.

To enhance the quality of education and scientific research, as well as to motivate staff, a differentiated salary system has been established by decision of the University Academic Council.

Regular courses and professional development training sessions are organized, with employees actively participating in these events. Such trainings have also been conducted within the framework of the university's initiatives toward the establishment of an electronic university.

Employment relationships are established and terminated in accordance with the requirements of the Labor Code of the Republic of Azerbaijan.

1.2 Financial Resource Management

The university's assets consist of the charter capital fund, other assets provided by the founder, funds allocated from the state budget, revenues generated from its activities, including paid education fees, donations, grants, attracted investments, and other legally permitted funds, as reflected in Clause 7 of the WCU Charter.

Financial resources at WCU are planned for the short and medium term. Each year, based on the previous year's actual indicators, forecast base indicators are prepared for the new budget year and the following three years, aligned with the activity plan. This document is submitted to the Board of Trustees and relevant state authorities for review.

Financial planning, utilization, and monitoring activities are carried out in accordance with the institution's Internal Control Procedures.

To attract and increase additional financial resources, the university has identified commercialization of scientific research results, private donations, charitable contributions, and other directions as priorities.

According to the University Charter, revenues generated from its activities are allocated for the development of education, enhancement of the institution's material and technical base, social protection of learners and educators, as well as the Education Development Fund as specified by the Ministry of Education. Budget estimates for obtaining and using financial resources are

prepared by the relevant departments in accordance with the Charter and approved by university management.

The management exercises regular control over the targeted use of financial resources.

WCU organizes procurement procedures for goods, works, and services in accordance with legislative requirements and freely enters into contracts based on its Charter.

Accounting is conducted in compliance with the Law of the Republic of Azerbaijan “On Accounting,” and financial reports are properly prepared and submitted. Statistical reports are prepared and submitted electronically in accordance with the Law “On Official Statistics” of the Republic of Azerbaijan, as well as relevant tax declarations such as the Unified Statement on Salaries and Non-Salaries, Withholding Tax Return, VAT Return, Profit Tax Return, Property Tax Return, and Land Tax Return, in compliance with the Tax Code of the Republic of Azerbaijan.

In accordance with its Charter, WCU maintains accounting in line with the Law “On Accounting” applicable to legal entities, prepares, submits, and publishes financial reports. The corresponding annual financial reports are published on the university website:

<https://wcu.edu.az/>.

WCU has an internal audit unit overseen by the Board of Trustees. The Board receives reports on the unit’s activities and decides on the appointment and dismissal of its members. Internal audits are conducted periodically according to established requirements.

In compliance with legislative requirements, the Chamber of Auditors of the Republic of Azerbaijan conducts an external audit annually.

The financial expenditures of the university on education, research, and social services can be monitored in the table below.

EDUCATION	2018	2019	2020	2021	2022
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• Funds Allocated for the Improvement of the Transition to Online Education	110604	7760	48859	54126	184654
• Funds Allocated for the Establishment and Operation of the Lifelong Learning Center					17770
• Funds Allocated for the Implementation of the ISO 9001 Standard					19770
• Funds Allocated for Targeted Training of Academic Staff	5503	28438	13747	17520	86455
• Funds Allocated for Academic Staff Involved in International Exchange Programs	0	19352	10271	9408	24046
• Funds Allocated for the Updating of Teaching Materials and Provision of the Library with Literature Meeting Modern Requirements	7294	3948.88	3069	4512	8423
• Funds Allocated for Joining and Participating in Various Rankings		5000	45000	51020	61485

• Funds Allocated for the Digitalization of Education	5346	0	6257	8194	6663
TOTAL:	128747	64498.88	127203	144780	409266
RESEARCH					
• Funds Allocated for the Establishment of Laboratories	222702.74	35316	0	35678	0
• Funds Allocated for the Expansion of International Relations	0	18928	24961	108918	2139076
• Funds Planned for the Participation of Faculty Members and Researchers in International Conferences, Seminars, and Various Professional Development Courses, including Travel Expenses	5503	28438	13747	17520	86455
TOTAL	228205.74	82682	38708	162116	300362
SOCIAL SERVICES					
• Funds Allocated for the Sports Sector	0	0	0	0	2666
• Funds Allocated for the Organization of Clubs	0	0	0	0	1600
• Funds Allocated for Corporate Trips and Excursions	0	0	0	0	2100

• Funds Allocated for the Development of Infrastructure to Ensure Accessibility for Persons with Physical Disabilities in Educational Buildings	82285	2900	2400	2400	2700
• Funds Allocated for the Installation of Alternative Energy Sources (Solar Panels)	0	0	0	0	14299.24
• Funds Allocated for Cultural Events	4130	5800	0	6000	6000
TOTAL	86382	8700	2400	8400	22999.24

The allocated financial resources for the improvement of the transition to online education include the following items.

	2018	2019	2020	2021	2022
Funds Allocated for the Improvement of the Transition to Online Education	110604	7760	48859	54126	184654
• Projectors	41819	750	0	1650	17567
• Computers and Laptops	48401	2024	25509	42208	138846
• Smart Boards	0	0	22692	1303	0
• Printers	3083	3734	408	4235	8759
• Servers	17301	0	0	0	0
• Disks (Modem, Hard Disk)	0	1252	250	4730	19482

1.1 Information Management

In accordance with the relevant provisions of the Decree of the President of the Republic of Azerbaijan on “Development of Electronic Government and Measures for Transition to Digital Government” and based on amendments and additions made by the Decree No. 569 dated July 14, 2015, of the President of the Republic of Azerbaijan approving the “Instructions on Record-Keeping in State Authorities, Administrative Bodies, Organizations, and Enterprises,” Western Caspian University (WCU) has initiated the implementation of “Electronic Journal” systems.

The university’s information management system includes the Electronic Journal, Electronic Examination System, and Student Portal software, all of which are regularly updated at the database level annually. Software backups are taken, and updates are applied on the server. Software developers provide relevant updates to the system, while designated responsible personnel within each faculty input new information.

Access rights are divided between a main administrator and faculty-specific administrators. The main administrator has full control over the database and software management as well as full access to all information. Faculty tutors are granted administrator rights limited to their faculties. These rights include the creation of courses, groups, journals, monitoring syllabi, and related administrative functions.

Since admission, all student academic activities have been digitized. During admission, electronic versions of documents are uploaded into the system, and student enrollment is carried out via the website. Once the application is approved, a personal account is automatically created for the student. The username and password for the account are provided during the admission process.

Prior to the pandemic, all lessons were digitized. After the pandemic, non-specialty courses continued to be conducted online, while some specialty courses were organized in a hybrid format. To facilitate students’ access to the electronic system, links to classes are provided via

the student portals. Additionally, in compliance with requirements set by government institutions, access to academic buildings is controlled through an entry-exit system integrated with the payroll system. Moreover, the turnstile system has been integrated with the students' electronic journals.

To support the digitalization of the educational process, the university maintains an electronic journal, electronic examination system, and a student portal. For security reasons, the electronic journal and examination system are hosted on the university's local servers. The systems operate on the university's intranet, and since all university computers use the domain system, dual-layer security of the electronic systems is ensured.

Electronic Journal System:

An electronic journal system has been established for recording grades and attendance. The processes involved are automated within the software, including the entry of syllabi, recording grades and attendance, and printing grade sheets. Responsible staff within each faculty create teacher profiles for system access. New journals, groups, and courses are added each semester. Each instructor uploads their syllabus and electronic teaching materials, records attendance and grades during classes, and can upload an unlimited number of teaching files. At semester end, electronic journals are closed and grade sheets are printed via the system. The system is accessible only within the university's intranet via the following link: <http://my.edu.wcu/>.

Electronic Examination System:

This system is used for conducting test examinations. Each student logs in to the system using their personal email and password in the exam room, selects the assigned exam for the day, and answers questions within the allotted time. Upon completion, the exam score is displayed. To prevent cheating, the system disables switching to other windows, issuing warnings three times before automatically terminating the exam if the rule is violated. The system is accessible only within the university's intranet via: student.edu.wcu.

Student Portal:

A dedicated student portal is available on the university's website, allowing students to access their grades and course information at any time, as well as download electronic teaching materials uploaded by instructors. Each student is assigned a unique profile with an email and password to access the portal at <https://wcu.edu.az/>. Additionally, students can view their exam results and, if dissatisfied, immediately submit appeals to the relevant commission. The system provides automatic calculation and monitoring of GPA according to established regulations. Through the "One-Window" system, students can also request required documents at any time. Furthermore, recorded videos of online lessons are available for review to support lesson repetition.

In addition to the above, continuous work is carried out to enhance the university's information management systems and integrate them with the information management systems of relevant central executive authorities. Necessary data are regularly submitted to the Ministry of Education's Centralized Information System, including the Higher and Secondary Specialized Education Subsystem (HSSES), the State Student Graduate Electronic Information System (SGEIS), and the Diploma Verification System (DVS).

The security of the information management systems is ensured by WCU's Information Technology Center. The systems are hosted on the university's servers and on AzCloud. High-level security is maintained via Firewalls using Fortigate and Cisco equipment. Network security devices provide additional protections such as Web Filtering, IPS, Application Filtering, and Spam Filtering.

Assessment Grades		Assessment Components	Not Available	Unsatisfactory		Satisfactory	
				Unsufficient	Sufficient	Good	Excellent
1	2			3	4		
1-1	Intra-University Mission, Objectives, and Strategic Vision						
1.1.1	The mission of the Higher Education Institution (HEI) defines the purpose of its existence and aligns with societal needs and national priorities.				✓		
1.1.2	The HEI's objectives are clearly formulated, realistic, and directly related to its mission.				✓		
1.1.3	The mission and objectives of the HEI are officially approved and promoted by the governing body.						✓
1.1.4	The mission guides all institutional operations (e.g., planning, decision-making, resource allocation, and academic program development).				✓		
1.1.5	The institution has a clear, ambitious, and publicly communicated mission and strategic vision.				✓		
1.1.6	The HEI has developed a well-defined, comprehensive strategic plan that aligns with its strategic vision and is consistent with national development plans and programs.				✓		
1.1.7	All structural units within the HEI operate based on action plans derived from the strategic plan.			✓			
1.1.8	The HEI monitors the implementation of the strategic plan through specific mechanisms, prepares periodic reports on its progress, and conducts analytical evaluations.				✓		
Final Score		24					

Assessment Grades		Not Available	Unsatisfactory		Satisfactory	
			Uninsufficient	Sufficient	Good	Excellent
Assessment Components			1	2	3	4
1.2	Organizational Structure					
1.2.1	The organizational structure of the Higher Education Institution (HEI) corresponds to its mission, objectives, and scope of activities.			✓		
1.2.2	The structure of the HEI defines the scope of authority for all academic and administrative units.			✓		
1.2.3	The HEI has fully published job descriptions that ensure alignment between responsibilities and authority, and the institution monitors compliance with these descriptions.			✓		
Total Score		9				

Assessment Grades		Unsatisfactory		Satisfactory	
		Unsatisficient	Sufficient	Good	Excellent
Assessment Components		Not Available			
		1	2	3	4
2.2	Daxili keyfiyyət təminatı				
2.2.1	HEI bütün fəaliyyət növlərini və bölmələri əhatə edən və				✓
2.1.2	ATM öz siyasətinin həyata fənbərliklə birbaşa əlaqəli səmərəli icrasını təmin etmək üçün keyfiyyət və idarəetmə sistemi lazımı sistemləri, qaydaları və fəaliyyət göstərir.			✓	
2.2.2	ATM keyfiyyətin təmin edilməsi			✓	
2.1.3	ATM-in Keyfiyyət Siyasətini tələblərinin yerinə yetirilməsi üçün yenidən nəzərdən keçirilməsi və lazımı fiziki, maliyyə və kadrların inkişafının təmin edilməsi dəstəyini təmin edir.				✓
2.2.3	Bütün maraqlı tərəflər (məsələn,				✓
2.1.4	Təqsirləndirilənlər və vəzifələrin əvəzlənməsi professor-məslim heyəti, onların keyfiyyətini artırmaq üçün dərhal bir sistem quraraq (məsələn, tələbələr keyfiyyətinin təmin edilməsi proseslərində)			✓	
Yekun	İştirak edirlər.	14			
2.2.4	HEI-də onun fəaliyyətini əskərləndirən müxtəlif məlumatların toplanması, sənədləşdirilməsi, təhlili, idarə edilməsi və təqdim edilməsi üçün mərkəzləşdirilmiş sistem mövcuddur				✓
2.2.5	HEI utilizes various mechanisms and tools to monitor its activities and measure the level of progress at all levels.				✓

2.2.6	HEI conducts a comparative analysis of its own activities as well as the performance of the academic staff using key performance indicators.				✓	
		Mövcud deyil	Q	Kafi	Y	Əla
2.2.7	HEI mənəviyyəsinin ölçülməsi və sərəməliliyin ölçülməsi		1	2	3	4
2.1	Keyfiyyət siyasətinin HEI-də tətbiq edilməsi		Qeyri		Yaxşı	
2.1.1	HEI-də tətbiq edilən siyasətlərin milli HEI tələblərinə uyğunlaşdırılması və dərc edilməsi				✓	✓
2.2.8	HEI conducts the necessary research to improve its operations and achieve the set objectives.				✓	
2.2.9	The quality assurance system is continuously evaluated and improved.				✓	
Total Score		26				

Assessment Grades		Not Available	Unsatisfactory		Satisfactory	
			Unsufficient	Sufficient	Good	Excellent
Assessment Components			1	2	3	4
3.1	Design and Approval of Educational Programs					
3.1.1	The Higher Education Institution (HEI) applies clear and publicly communicated policies and procedures for the development, approval, and revision of educational programs.				✓	
3.1.2	The HEI ensures that all educational programs at every level comply with the standards and requirements of the Ministry of Science and Education.					✓
3.1.3	The HEI implements a clear and approved teaching, learning, and assessment strategy that ensures the achievement of educational objectives and learning outcomes for each program.					✓
3.1.4	The HEI applies effective mechanisms to verify the compliance of programs with academic and professional standards, as well as to ensure the attainment of intended learning outcomes.				✓	
3.1.5	The HEI enforces clear and published policies and regulations governing examination assessments.					✓
3.1.6	Extracurricular activities at the HEI are integrated into academic programs and support students' personal and professional development.					✓
Total Score		22				

Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Unsufficient	Sufficient	Good	Excellent
Assesment Components			1	2	3	4
3.3	Tələbə Qəbulu, Tanınma və Sertifikatlaşdırma hazırlığı və fənləri ilə			✓		
3.3.1	ATM tələbələrin qəbulunu, balanslaşdırılıb				✓	
3.2.3	Təhsil proqramlarının məzmunu tanınmasını tənzimləyən standart tələbəyönümlü təhsilin və siyasətlərin həyata keçirilməsinə riayət edən olaraq				✓	
3.3.2	ATM proqramlara qəbul üçün hazırlanıb.				✓	
3.2.4	Tədrisin təşkilatı və dünyada tədris trendi, işəgötürənlərlə qiymətləndirilməsi proseslərində keçirilmiş müzakirələrin nəticəsi, tələbəyönümlü yanaşma əmək bazarının tələbatı, əvvəlki illərin tələbi qəbulu və ümumi				✓	
	təhsil müəssisələrinin buraxılış					
Yekun	İmtahanlarının nəticələrini nəzərə almaqla müəyyənləşdirir.	15				
3.3.3	HEI təqdim etdiyi proqram və kursların növləri, onların tədris rejimi, maliyyə xərcləri, xidmətlər və s. ilə bağlı bütün məlumatları qəbul üçün müraciətdən əvvəl hər kəs üçün əlçatan edir.				✓	
3.3.4	HEI implements an effective electronic system to manage admission and registration processes, access to information and statistical data queries, monitor students' academic progress throughout their education, and provide students with convenient and efficient electronic services.			✓		

3.3.5	HEI tələbə məlumatlarının idarəedilməsi üçün (məlumatların məzmunu, qorunma				✓	
	mexanizmlərini, mühafizəsini, məxfiliyini və əlçatanlığının təmin edilməsinin Assesment siyasət Compendarts tətbiq edir.	deyil				
3.2.6	Tələbəyönümlü təhsil, tədris və qiymətləndirmə				✓	
3.2.1	Tədris yətin planları proseduraları, proqramların struktur təhminə müvafiq hazırlanması təqdim edir					✓
3.2.2	Tədris/əpikülərindən, məcburi və seçmə fənlər, akademiklik məqsəti gətirən tələbələrin nisbəti barədə).					
3.3.7	HEI applies specific procedures to update student registration, ensure the delivery of learning outcomes, and disclose them in a timely manner.				✓	
3.3.8	HEI has established an effective mechanism to verify that each student meets the graduation requirements.					✓
3.3.9	HEI ensures that graduates' outcomes align with the objectives of the academic programs, professional standards, and the needs of the labor market.					✓
3.3.10	HEI measures the extent to which graduates achieve the intended learning outcomes using various assessment mechanisms.				✓	
Total Score		25				

Assessment Grades		Assesment Components	Not available	Unsatisfactory		Satisfactory	
				unsufficient	Sufficient	Good	Excellent
1	2			3	4		
3.4	Professional Development and Evaluation of Academic Staff						
3.4.1	The Higher Education Institution (HEI) provides effective programs to guide and train new academic staff members.			✓			
3.4.2	The HEI offers pedagogical staff support in the fields of education and research, as well as financial and professional assistance (e.g., personal mentoring, participation in research groups, assistance in preparing research projects).				✓		
3.4.3	The HEI offers fair and appropriate opportunities for the professional and personal development of academic staff.						✓
3.4.4	The HEI implements effective mechanisms to motivate academic staff to improve their performance.				✓		
3.4.5	The HEI applies mechanisms to ensure the continuous involvement of academic staff in scientific research and professional activities.						✓
3.4.6	The HEI uses effective and published criteria for evaluating the professional performance of academic staff.						✓
Total Score		20					

Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Unsufficient	Sufficient	Good	Excellent
Assesment Components			1	2	3	4
3.5	Teaching and Learning Resources and Support Services					
3.5.1	The Higher Education Institution (HEI) commits to providing all students with necessary services tailored to their needs, including appropriate urgent medical assistance.					✓
3.5.2	The HEI monitors the quality of services provided to students through effective mechanisms, including measuring their satisfaction with the quality and adequacy of these services.					✓
3.5.3	The HEI develops plans for student activities aligned with its mission and objectives, determines mechanisms for their implementation, and allocates appropriate resources.					✓
3.5.4	The HEI adopts necessary mechanisms to organize and encourage student participation in various activities, monitors their level of engagement and satisfaction, and works to improve the quality of these activities.					✓
3.5.5	The HEI supports student projects that reflect creativity and innovation and enables engagement in entrepreneurial activities.			✓		

Total Score		22				
Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Unsufficient	Suffiecient	Good	Excellent
			1	2	3	4
Assesment Components						
4.1	Research Activity Strategy and Objectives					
4.1.1	The Higher Education Institution (HEI) develops a plan for scientific research activities that align with its mission and objectives, as well as national directions and development priorities.				✓	
4.1.2	The HEI has mechanisms to identify research priorities and monitors their implementation.				✓	
4.1.3	The HEI implements policies and procedures for research across all departments.			✓		
4.1.4	The HEI enforces policies to protect intellectual property rights and ensure researchers' compliance with research ethics.			✓		
4.1.5	The HEI periodically evaluates the effectiveness of scientific research centers and departments to regulate their work and ensure efficiency.			✓		
4.1.6	The HEI maintains modern and publicly accessible databases to support its staff in conducting scientific research.					✓

4.1.7	The HEI applies appropriate mechanisms to measure its research output based on specific performance indicators, and the results are used for improvement and development.					✓
Total Score		20				

Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Unsuufficient	Sufficie nt	Good	Excellent
Assesment Components			1	2	3	4
4.2	Research Resources and Infrastructure					
4.2.1	The Higher Education Institution (HEI) applies various mechanisms to develop and motivate the research skills of faculty members and students.			✓		
4.2.2	The HEI allocates sufficient budget for the promotion of scientific research.		✓			
4.2.3	The HEI provides an appropriate environment for research, including information resources, databases, facilities, equipment, and software.			✓		
4.2.4	The HEI ensures supportive procedures for research activities and international publications (e.g., translation and editing departments and support centers).			✓		
4.2.5	The HEI implements mechanisms to support participation and collaboration in research and innovation at local and international levels with government bodies, private industry and professional sectors, universities, research institutes, and centers.					✓
Total Score		15				

Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Unsufficient	Sufficient	Good	Excellent
Assesment Components			1	2	3	4
5.1	Management System					
5.1.1	<ul style="list-style-type: none"> Compliance of the HEI's management system with the University Charter 					✓
5.1.2	<ul style="list-style-type: none"> Availability status of the charters and activity plans of the management bodies within the HEI 					✓
5.1.3	<ul style="list-style-type: none"> Accountability status of the management bodies within the HEI 				✓	
5.1.4	<ul style="list-style-type: none"> Status of interaction and communication between the management bodies within the HEI 				✓	
Total Score		14				

Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Insufficient	Sufficient	Good	Excellent
Assesment Components			1	2	3	4
5.2.	Human Resource Management					
5.2.1	The Higher Education Institution (HEI) plans to recruit appropriately qualified and experienced academic and administrative staff in accordance with its institutional needs. It implements fair and transparent policies for the recruitment, development, and termination of personnel.					✓
5.2.2	The HEI enforces effective mechanisms to verify the authenticity and reliability of candidates' qualifications and professional experience, as well as the reputation of the institutions from which those qualifications were obtained.					✓
5.2.3	The HEI employs a sufficient number of academic, administrative, and technically qualified staff to fulfill various institutional responsibilities.			✓		
5.2.4	In recruiting part-time and adjunct academic staff, the HEI applies relevant standards and procedures, taking into account the balance between full-time and non-full-time faculty members.				✓	
5.2.5	The HEI employs appropriate mechanisms to ensure continuity in the performance of competent academic and administrative staff.				✓	

5.2.6	The HEI provides adequate care and support services to its academic and administrative personnel, evaluates the effectiveness of these services, and takes measures to improve them.			✓		
Total Score		18				

Assesment Grades Assesment Components		Not available	Unsatisfactory		Satisfactory	
			Unsufficient	Sufficient	Good	Excellent
			1	2	3	4
5.3	Financial Resource Management					
5.3.1	Financial planning and budgeting processes are aligned with the institution's goals and strategic priorities.				✓	
5.3.2	The Higher Education Institution (HEI) possesses sufficient financial stability and solvency to support its programs and operations.				✓	
5.3.3	The HEI implements mechanisms to ensure the smooth and timely fulfillment of the financial needs of all academic and administrative units.					✓
5.3.4	The HEI has a system in place for monitoring expenditures, ensuring compliance with the budget, and preparing relevant annual financial reports.					✓
5.3.5	Internal and external financial audits are conducted independently, and the institution commits to acting in accordance with the recommendations provided.				✓	
5.3.6	The HEI applies effective mechanisms to improve the efficiency of expenditures.				✓	
Total Score		20				

Assesment Grades		Not available	Unsatisfactory		Satisfactory	
			Unsufficient	Sufficient	Good	Excellent
Assesment Components			1	2	3	4
5.4	Information Management					
5.4.1	The Higher Education Institution (HEI) provides adequate technical infrastructure and equipment to meet its academic, educational, and administrative needs.					✓
5.4.2	The HEI regularly updates and maintains technical equipment across all its units through appropriate mechanisms.					✓
5.4.3	The HEI implements mechanisms to regulate the efficient use of technical equipment.				✓	
5.4.4	The HEI provides necessary training and technical support to faculty, staff, and students in the use of communication and information technologies.				✓	
5.4.5	The HEI establishes codes of conduct to regulate the ethical use of its technical resources and ensures compliance with these codes.				✓	
5.4.6	The HEI effectively utilizes information technologies in its management and communication systems.					✓
Total Score		21				

HESABATI HAZIRLADI

Keyfiyyətə Nəzarət Komissiyası

Sədr:



Piri Axundov

Üzvlər:

Vonda Qrobbelaar

Afaq Həsənova

Sevda SAdıxbəyova

Adilə Əsədova

Nailə Quliyeva

Sədaqət Səlimova

Reyhan Əhmədova

Natavan Kərəmova

Abasqulu Məmmədov

Ruhiyyə Nağıyeva

Aynurə Baxşəliyeva

Bayram Bayramov

