Teaching and Learning Policy
of
Azerbaijan Technical University

Baku-2024

Table of Content

Introduction

This policy document was prepared based on based on the Constitution of the Republic of Azerbaijan, laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers, international agreements of which the Republic of Azerbaijan is a partner, decisions of the Ministry of Science and Education of the Republic of Azerbaijan, "Statute of the Azerbaijan Technical University (hereinafter - AzTU)" and on the decisions of the Scientific Council of the University. This "Document" defines the Teaching and Learning Policy at AzTU.

AzTU takes teaching and learning as a priority for students, academic and administrative staff, and takes measures to implement continuous improvement to use innovative methods of teaching and learning in accordance with international standards and national legislation.

Purpose

The purpose of this policy is to provide academic guidance to improve the quality of teaching and learning activities at AzTU. The main goal of teaching and learning is to produce graduates with leadership and entrepreneurial skills who meet the knowledge, skills and competencies required locally and globally. The objectives of this policy are as follows:

- Support pedagogical transformation through the integration of student-centered teaching and learning as well as assessment strategies across all majors offered by the University;
- Promote evidence-based (research-supported) teaching and learning practices;
- Support and promote teaching and learning that takes into account student diversity, inclusion, experience and labor market demands;
- Support and encourage academic staff to improve their professional abilities in the teaching and learning process;
- Support and promote the effective use of appropriate physical and digital infrastructure and learning technologies;
- To apply a systematic approach in the teaching and learning process;
- To ensure continuous improvement of teaching and learning through a quality assurance system.

Scope

This policy is a comprehensive framework document covering relevant policies in the field of teaching and learning at AzTU and applies to all members of the university community and all its qualifications.

Basic Concepts

Assessment - evidence of the actual learning outcomes and capabilities achieved by the student. Assessment methods can be both formative and summative and are designed to demonstrate and verify progress across all learning outcomes.

Attributes – knowledge, skills and competencies that the student should acquire as a result of learning and experiences during his studies at AzTU.

Faculty - institutes, centers, schools or other academic structures within the university that have primary responsibility for teaching students.

Learning-centered approach - a learning-centered approach to teaching prioritizes active student participation, personalized learning, critical thinking, and problem solving. It empowers students to take responsibility for their learning, provides regular feedback and links learning to real-world applications, fostering an inclusive and dynamic environment that promotes continuous improvement.

Inclusive education - is a model in which all students with different skills and needs, including students with intellectual, physical, behavioral or other special needs, are educated in one place.

Learning outcomes are areas that describe the knowledge, skills, and competencies that students acquire after completing a learning experience or educational program. They express measurable and observable achievements that demonstrate successful learning.

Student-centered learning is an educational concept that prioritizes the needs and interests of students in the learning process and decision-making. The aim is to make students the creators of their own education and to involve them in decision-making about what, when and how they learn, encouraging them to develop their independent thinking.

Basic Principles of the Teaching and Learning Policy

Teaching and learning at AzTU is based on the following principles:

- Adaptation of teaching and learning to the strategic goals of AzTU;

- Paying attention to continuous development of AzTU graduate attributes;

- Adaptation of education to existing standards, norms, socio-economic requirements, interests of personality, society and the state;

- Development of entrepreneurial thinking in the field of teaching and learning, openness of the university to innovations, evaluation of its activities according to real results, orientation to new challenges and continuous improvement of methods of operation;

- Serving student diversity;

- Continuous improvement of teaching and learning through evidence-based teaching practices supported by reflection and feedback;

- Taking into account the constantly changing opportunities for learning and sustainable development of science, ecology, economy and society from different experiences, new approach, motivation and flexible decision-making;

- Solving existing problems in order to ensure ecological, economic and social sustainability, realizing our responsibility to shape a more sustainable future as the owner of more ideas in the society;

- Acceptance of national and universal values, free development of personality, human rights and freedoms, health and safety, care and respect for the environment and people and tolerance as a priority;

- Organization of education with modern methods that are continuously developing, useful and directed to the final result;

- Development of efficient integration of the university's education system into the advanced world education system.

With this "Document", AzTU declares as a commitment to create an inclusive teaching and learning ecosystem regardless of the citizenship, gender, race, religion, language, place of residence, socio-social origin, and age of the student.

Application of Teaching and Learning

The purpose of this part of the policy is to set out the framework and specific responsibilities for the management and evaluation of teaching and learning at the level of the University and its structures. This includes academic governing bodies, roles and responsibilities and quality assurance processes.

Policy Areas

The Teaching and Learning Policy guides the following areas:

Learning

The University aims to support students in the following areas of learning:

To be active learners who achieve their academic goals and develop life, work and citizenship skills;

Independent learners and acquiring lifelong learning skills, including information literacy;

Improve effective writing and soft skills;

Learning to apply knowledge and skills to solving problems;

To acquire international skills, intercultural perspectives, respect for different values and other skills useful in a diverse global environment;

Use information and communication technologies that provide flexible access to teaching resources, teachers and other students, and actively participate in the evaluation and improvement of the University;

Continuously develop entrepreneurship and employment skills;

Develop ethical values;

A sense of active citizenship and social responsibility and commitment to the economic, social and cultural development of different communities of Azerbaijan.

Teaching

The university focuses on the following directions in the field of teaching:

Evaluation, motivation and stimulation of effective, sensitive and innovative teaching;

Ensuring that teaching and learning support is comprehensive and that students are provided with equal opportunities to succeed without discrimination and for all;

Providing the option for academic staff to operate within the framework of institutional guidelines;

Ensuring consistency in curriculum design and implementation;

Encouraging and supporting holistic research-based teaching that incorporates contemporary research perspectives, processes and outcomes into the curriculum;

Supporting the use of intra-University as well as national and international networks and best practices to improve performance in teaching and learning;

Acknowledging excellence in training in recruitment, career development and reward processes;

Implementing strategies, processes and approaches that encourage and facilitate the integration of appropriate technologies into the teaching and learning process for academic staff.

Evaluation

The university carries out the following activities in the field of assessment:

Demonstrating the important role of assessment as an integral part of the learning process;

Providing students with timely, detailed, and quality feedback on their work in ways that promote learning, facilitate improvement, and development;

Simplifying assessment to support the learning experience and avoid over-assessment;

Assessing students in convenient, fair, transparent and equitable formative and summative methods, using a wide range of assessment methods to enable all students to demonstrate achievement of learning outcomes;

Ensuring compliance of the academic standards established in the university with relevant national, regional and international standards;

Creating assessment opportunities for students to recognize prior learning, experience and achievement.

Professional Development

The university operates in the following directions to achieve achievements in the field of professional development:

Creation of training and development opportunities for staff on continuous improvement of academic performance in the field of teaching and learning;

Establish a quality assurance committee under the leadership of senior academic staff members to help develop programs and explore ways to deliver relevant learning and experience;

Supporting doctoral level education to train highly qualified professional teachers, leaders and managers to achieve continuous professional development;

Implementing an appointment, promotion and review procedure that supports teaching and learning;

Implementation of procedures within the Performance Management System for continuous improvement of academic performance.

Conformity with other Documents

The strategic development department is responsible for monitoring the conformity of this Policy with University policies and strategies. Activities and strategies implemented in accordance with this Policy should not contradict or conflict with the objectives of other policies or strategies of the University.

Enforcement Liability

The vice-rector for academic affairs supervises the implementation of this Policy. The implementation of this Policy is the responsibility of the Department of Education, the Department of Quality Assurance in Education, deans, department heads, department heads and

relevant Institutes and academic staff. Guided by this Policy auxiliary structural units must ensure the timely implementation of appropriate measures to support the academic staff in the implementation of teaching and learning goals. Necessary resources such as auditoriums, administrative rooms, library facilities, IT facilities, laboratories and teaching equipment should be available to achieve the objectives of any Policy. Provision of adequate resources for the implementation of the objectives of this Policy is envisaged at the expense of the University's budgetary capabilities.

Final Provision

AzTU declares that it will regularly review and continuously improve the current " Document" to ensure its effectiveness and compliance with relevant laws and regulations.

Review

This policy will be reviewed at least every 2 years. The previous version of the policy will remain in full force and effect until the adoption of new version.