ORGANIZATION OF MONITORINGS OF THE EDUCATIONAL PROCESS AT AZERBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

I. General provisions

1.1. The Rules for organizing the monitoring of the training process (hereinafter, the Rules) regulate the organizational and legal basis of the monitoring of the training process (hereinafter, Monitoring) at the Azerbaijan Tourism and Management University (hereinafter, the University), the rights and duties of the participants of the Monitoring process.

1.2. Monitoring is carried out in accordance with the Law of the Republic of Azerbaijan "On Education", the Regulations of the University's "Quality Assurance" department and other relevant legal acts. Monitoring is carried out from the 2022/2023 academic year by the organization of the "Quality Assurance" department, by the decision of the Educational and Methodical Council and with the approval of the rector.

II. Purpose and tasks of monitoring

2.1. The main purpose of monitoring is to evaluate the training strategies, methods and tools applied by the teaching staff in the training process and to give recommendations for improving the training, teaching, evaluation and learning processes, as well as to exchange experience between the academic staff.

2.2. Monitoring serves the following tasks:

2.2.1. To evaluate the training process in connection with the objective and efficient organization of the training process.

2.2.2. To determine the training needs for the purpose of increasing the competences of professors and teaching staff.

2.2.3. To present suggestions to management for improvement of teaching, training, assessment and learning processes.

III. Organization of monitoring

3.1. Monitoring is carried out by taking into account the highest and lowest success and quality results in the subject at the end of the exam session or based on the analysis of the results of the students' feedback survey.

3.2. The number of monitoring events is organized according to the highest and lowest success and quality indicators determined for each semester.

3.3. If necessary, repeated monitoring can be arranged.

3.4. Monitoring is organized directly within the educational process.

3.5. Monitoring is planned and organized according to the lesson schedule provided by the respective faculties and the list of academic staff provided by the departments.

3.6. For the purpose of organizing monitoring, a Monitoring schedule is prepared according to the procedure specified in Appendix 1.

IV. Composition and organization of the monitoring commission

4.1. For the purpose of monitoring, the Monitoring commission is created and the assessment is carried out by it.

4.2. The composition of the monitoring commission is organized by the "Quality assurance" department, taking into account the list proposed by the department, and agreed with the vice-rector for educational affairs.

4.3. The monitoring commission consists of at least three members.

4.4. The requirements for members of the academic staff who will participate as members of the commission are as follows:

A) having a five-year teaching experience in the field of higher education;

B) being at least a full-time or part-time member of the academic staff at the University;

C) at least 2 (two) people in the commission monitoring the subject of a teacher with a scientific degree should have a similar or higher scientific degree;

D) engaging in pedagogical activity in the subject to be monitored;

E) if necessary, it is possible to involve experts from other higher education institutions.

4.5. Commission members get the right to participate in monitoring after being instructed on the organization of monitoring.

4.6. Monitoring is organized visually or on the basis of video surveillance during the lesson.

4.7. The commission conducts its work on the basis of predetermined criteria and submits an individual and final report to the Teaching and Methodical Council within 15 working days from the final date of monitoring.

4.8. The term of office of the commission is determined by the relevant order on its creation.

V. Monitoring participants, their rights and duties

5.1. Monitoring participants include: members of the academic staff (persons working as professors and teachers at the University as 1 or 0.5 full-time units for at least one year), Monitoring commission and students.

5.2. Commission members have the following rights in the Monitoring process:

5.2.1. To obtain video recordings for the purpose of monitoring and to use other facilities required by the monitoring activity;

5.2.2. To express opinions and suggestions for the effective organization of the monitoring process;

5.2.3. Familiarize yourself with the syllabus of the subject to be monitored, the subject program and the corresponding study program.

5.3. Commission members must perform the following tasks in the Monitoring process:

5.3.1. Participate in training on monitoring organization;

5.3.2. Familiarize yourself with the syllabus, subject program and relevant educational program for the subject to be monitored;

5.3.3. Conduct an objective and complete assessment of the training process in the form (Appendix 2) provided on the criteria;

5.3.4. At the end of the monitoring, submit the signed evaluation form to the Quality Assurance Department;

5.3.5. To participate in the process of drawing up the final report to be prepared by the monitoring commission;

5.3.6. Keep information related to the evaluation process confidential;

5.3.7. To respect the progress of the teaching process and the subjects of the Monitoring process.

5.4. Members of the professor-teaching staff have the following rights during the Monitoring process:

5.4.1. Organize the training process freely;

5.4.2. To receive information about the rules of conducting monitoring;

5.4.3. Getting acquainted with the opinion of the commission on monitoring results;

5.4.4. To nominate to become a member of the monitoring commission.

5.5. The members of the professor-teaching staff must perform the following tasks in the monitoring process:

5.5.1. Create conditions for video surveillance;

5.5.2. To participate in the implementation of the recommendations proposed by the Commission.

5.6. Monitoring measures should be organized in such a way that there is no obstacle to the natural order of the training process.

VI. Final provisions

6.1. The results of monitoring are discussed at the department meeting and Teaching and Methodical Council of the Faculty.

6.2. The monitoring commission prepares a report on the monitoring results. Based on this, the Teaching-methodical Council prepares the final report and makes suggestions for improvement.

6.3. Based on the final report, the member of the professor-teacher staff who participated in the monitoring process is given advice on the appropriate improvement, and if necessary, repeated monitoring is organized.

Appendix 1. Monitoring schedule

№	Academic Staff Member (ASA)	Department	Date	Group	Name of subject
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Appendix 2. Evaluation table

Academic Staff Member (ASA) _____				Name of subject _____ _____	
Position, scientific degree and scientific name of the member of the academic staff: _____				The topic of the lesson: _____ _____	
Group: _____				Type of lesson: ☐ Lecture ☐ Seminar ☐ Practical exercise	
	Criterion	**Totally appropriate**	**It is suitable**	**Partially compatible**	**Does not fit**

1.	**Learning outcomes of the subject**	The teacher clearly conveys all the learning outcomes expected from the lesson, connects the learning goals and outcomes of the subject and the subject, organizes the lesson completely in accordance with the learning outcomes.	The teacher explains most of the learning outcomes expected from the lesson, basically connects the topic and the learning goals and outcomes of the subject, and organizes the lesson according to most of the learning outcomes.	The teacher partially connects the topic and the learning goals and results of the subject, and partially organizes the lesson in a direction outside the learning results.	The teacher has difficulty in explaining the learning outcomes expected from the lesson, connecting the topic with the learning goal and outcomes of the subject, and organizes most of the lesson in a direction outside the learning outcomes.
		☐	☐	☐	☐
		The opinion of the commission member on the 1st criterion:			
2.	**Communication with students**	During the lesson, the teacher listens carefully to all students, shows that he values them, answers their questions clearly and fully, and makes the whole audience participate in discussions and become active listeners.	During the lesson, the teacher listens to the students, answers most questions, engages the audience to join the discussion and become a listener.	During the lesson, the teacher partially listens to the students, answers some questions, has difficulty conducting a discussion.	During the lesson, the teacher has difficulty listening to students, answering their questions, and in most cases does not involve the audience in discussions.
		☐	☐	☐	☐
		The opinion of the commission member on the 2nd criterion:			
3.	**Strategies to promote student**	The teacher actively encourages students to relate	The teacher invites students to	The teacher partially succeeds in	The teacher finds it difficult to

	engagement and engagement	what they hear in class to their own experiences, encourages students to explore additional sources/information on the topic, encourages students to share their ideas, and encourages students to think critically during class.	connect their experiences with what they heard in the lesson, encourages students to research additional information on the topic, and share their thoughts during the lesson.	making the students connect what they heard in the lesson with their own experiences. It encourages them to do further research and share their ideas.	encourage students to connect what they learn in class with their own experiences, and does not fully encourage them to share their ideas and do further research.
		☐	☐	☐	☐
		The opinion of the commission member on the 3rd criterion:			
4.	**Organization and presentation**	The teacher effectively uses digital solutions, equipment and space, including visual presentation and audio-visual support tools.	The teacher makes general use of equipment, including visual presentation and audio-visual aids.	The teacher makes partial use of digital solutions, equipment and space, including visual presentation.	The teacher has difficulty using digital solutions, equipment and space, including visual presentation and audio-visual support tools.
		☐	☐	☐	☐
		According to the 4th criterion of the commission member			

5.	**Communication of content**	The teacher clearly explains the lesson materials and clearly states what is expected from the audience. Connects what is covered in the current topic with what was learned in previous topics, links the lesson to scientific literature and a number of other relevant information sources.	The teacher explains the lesson materials. In most cases, he connects what was covered in the current topic with what was learned in previous topics, he connects the lesson with the main scientific literature and other relevant information sources.	The teacher partially explains the lesson materials. Partially connects what was covered in the current topic with what was learned in previous topics, partially connects the lesson with scientific literature and other relevant sources of information.	The teacher has difficulty explaining the lesson materials and expressing what is expected from the audience. Rarely, it is difficult to connect what is covered in the current topic with what was learned in previous topics, to connect the lesson with scientific literature and other relevant sources of information.
		☐	☐	☐	☐
		The opinion of the commission member on the 5th criterion:			

Final opinion (suggestions and recommendations):

NSP of the commission member: **Signature of the commission member:** **Date :**