Approved by the Order No 656 dated April 26, 2011 of the Minister of Education of the Republic of Azerbaijan

**Criteria determining the compliance of the activity of an education institution**

**with the requirements of the state education standards**

Accreditation is a procedure of identifying and confirming the compliance of the activity an education institution (hereinafter, the institution) with the state education standards and its status.

The accreditation commission analyses the following areas of the activity of institution in order to assess its compliance with the state education standards:

1. Legal framework of the activity of institution.

2. The management of institution.

3. The content and structure of training under the education programs of institution.

4. The organization of education process.

5. The quality of training of the education programs of institution.

6. The staff of institution.

7. The scientific-research activity of institution (high education institutions).

8. The international cooperation of institution (high education institutions).

9. The logistical base of institution.

10. The social conditions.

11. The financial resources of institution.

**Area indicators**

1. Legal framework of the activity of institution:

- the analysis of the compliance of the activity of institution with the requirements of legislation in order to determine the organizational and legal framework of the activity of institution.

2. State of the management of institution:

- the compliance of management with the requirements of the statute of institution;

- the compliance of education materials developed in institution with the existing legislation and the requirements of the “Rules of accreditation of education institutions”;

- the organization of the mutual activity of the structural units of institution (faculties, chairs and other structural units);

- the state of the implementation of 4 functions of the management of institution (evaluation, regulation, information provision, supervision).

3. Content and structure of training under the education programs of institution:

- the development and approval of curriculums in accordance with the basic education programs;

- the compliance of curriculum subjects and their content with the requirements of the state education standards;

- the compliance of the amount of hours allocated for subjects with the curriculum;

- the sufficiency and modernity of teaching and information sources for the subjects envisioned in curriculums;

- the compliance of the education-methodical aids and their copies in the library, recommended in subject programs, with the existing norms;

- the software for the subjects envisioned in curriculum;

- the access of institution to the international information network;

- the educational-methodical materials developed by institution in the past 5 years, including textbooks and teaching materials published under the logo of the Ministry of Education of the Republic of Azerbaijan;

- the analysis of the documents of course works and internships (industry and pedagogical) of students and the graduation works and the results of the final state examination of graduates;

- the compliance of the number of Master or Bachelor degree students assigned per supervisor, to oversee the Master dissertation or graduation work, with the existing norms;

- the changes undertaken in the specialist training structure in the past five years and their compliance with the profile of institution and the requirements of labour market;

- the analysis of the results of graduates (studying on free of charge and tuition fee basis) of institution in the past five years.

4. Organization of education process in institution:

- the compliance of the organization of education process with the curriculum;

- the application of new teaching technologies and methods which stimulate the activity of students;

- the engagement of students in scientific-research;

- the compliance of education-laboratory base with the existing requirements;

- the application of new information technologies in education process.

5. Quality of the training of the education programs of institution:

- the results of the examinations of students;

- the results of the monitoring conducted by institution (the knowledge of students in graduation groups is determined and assessed on the basis of the questions prepared in institution);

- the results of the graduation works and state examinations of students (the analysis of the topics of graduation works, the compliance of their content with the education programs, the state of organizing and holding the final state examinations);

- the results of the analysis of the reports submitted by the chairpersons of the final state attestation commission;

- the complaints (from students, bodies, organizations and others) about the training provided in education programs.

6. Staff of institution:

- the current state and dynamics of the staff potential;

- the organization of qualification courses for teachers;

- the analysis of the age groups of teachers.

7. Scientific-research activity of the institution (high education institutions):

- the state and development dynamics of scientific-research works and their compliance with the profile of specialist training (including data on the number of doctoral candidates and dissertationists per speciality);

- the application of the results of scientific-research works in education process;

- the analysis of the financial sources of scientific-research works;

- the state of the organization of the scientific-research works under education programs;

- the efficiency of the conducted scientific-research works (the publication of scientific and teaching literature, training of scientific-pedagogical specialists, the work of doctoral studies and specialized councils);

- the compliance of the number of doctoral candidates and dissertationists assigned per scientific supervisor with the existing norms;

- the engagement of teachers and students in scientific-research works;

- the organization of scientific-methodical and practical conferences;

- the participation of institution in international and republic-level contests and exhibitions.

8. International cooperation of institution (high education institutions):

- the establishment of international contacts;

- awarding graduates with diploma annexes in accordance with the requirements of Bologna process to ensure that the diplomas awarded by institution are recognized in foreign countries;

- the engagement in international programs;

- the foreign students studying in institution;

- the students of institution studying in foreign countries;

- the engagement of scientific-pedagogical staff in qualification courses in foreign countries;

- the teaching and scientific-research activities of teachers in foreign countries;

- the scientific-research works of teachers published in foreign countries (including in high-ranking journals).

9. Logistical base of institution:

- the state of the logistical base of institution per individual education programs and as a whole;

- teaching and laboratory facilities and its equipment supply.

10. social conditions of institution:

- the availability of dormitory;

- the health care services;

- the catering services;

- the organization of leisure time.

11. Funding sources of institution

- the funding from budget;

- the income from a variety of activities (scientific, pedagogical and other activities executed on a contract basis).

Positive assessment of the knowledge of more than half of students by the Accreditation commission is one of the main conditions for institution, its structural units and individual programs to get accredited.

Students’ level of learning is assessed as follows:

* “excellent” – when 91-100% of students receive positive evaluation;
* “good” – when 71-90% receive positive evaluation;
* “satisfactory” – when 51-70% receive positive evaluation;
* “unsatisfactory” - when less than 50% (including 50%) receive positive evaluation.

Compliance of the indicators of institution for the above-mentioned areas of activity with over 60% of the requirements of the state education standards is one of the main conditions for institution and its individual programs to get accredited.

The Accreditation commission determines the compliance of the area indicators of institution and its individual education programs with the requirements of state education standards and is assessed in the final report as follows:

the activity of institution (and its individual education programs) is considered **“Essentially in compliance with the requirements of the state education standards”** when the indicators of institution as a whole and its individual programs comply with 61-80% of the requirements of the standard, **“In compliance with the requirements of the state education standards”** when the indicators comply with 81-100% and **“Not in compliance with the requirements of the state education standards”** when the indicators comply with less than 60% (including 60%).

Compliance of the activity of educational institution with its status is assessed on the basis of following criteria

**Criteria determining compliance of the activity of a higher education institution with its status**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Description of the indicator | University | Academy | Institute | Assessment  score |
| 1 | Number of specialization groups where specialist training is conducted | More than 2 | 2 | 1 | 3 |
| 2 | Number of academic doctorate specializations | More than 5 | No less than 2 | 1 | 3 |
| 3 | Number of doctoral candidates and defenders of thesis per 100 students studying on-campus | No less than 2 | No less than 2 | 1 | 3 |
| 4 | Number of students studying on state paid basis (in %) | No less than 40% | No less than 40% | No less than 40% | 4 |
| 5 | Professional retraining of academic and academic-pedagogical personnel, realization of qualification programs | + | + | + | 3 |
| 6 | Number of the scientific-research areas | More than 2 | 1-2 | 1 | 3 |
| 7 | Number of monographs published over the last year per 100 members of the teaching staff (including creative works at educational institutions specialized in art or sports) | No less than 2 | No less than 2 | 1-2 | 6 |
| 8 | Number of classified training aid publications over the last five years per 10 members of the teaching staff with academic degree and academic rank | 30 | 25 | 20 | 6 |
| 9 | Number of scientific papers published over the last year in foreign countries per 100 members of the teaching staff | No less than 4 | No less than 4 | No less than 2 | 3 |
| 10 | Number of scientific papers published over the last year within the country per 100 members of the teaching staff | No less than 20 | No less than 10 | No less than 10 | 3 |
| 11 | Participation in programs and projects conducted by various international organizations in the area of higher education | + | + | + | 3 |
| 12 | Students studying in foreign countries | + | + | + | 3 |
| 13 | Students from foreign countries | + | + | + | 3 |
| 14 | Employees from among teaching staff who have passed qualification courses (retraining) overseas | + | + | + | 3 |
| 15 | Number of course-books, training aids, and scientific literature per a member (three off-campus students are considered equal to one on-campus student) of the student community over the whole term of education | No less than 140 | No less than 120 | No less than 100 | 6 |
| 16 | Number of full-time professors with academic degrees and academic ranks in various specializations (programs) (in %) (including those having honorary titles at educational institutions specialized in art and sports) | No less than 55% | No less than 55% | No less than 50% | 7 |
| 17 | Number of the doctors of science (In %) | No less than 5% | No less than 5% | No less than 3% | 7 |
| 18 | Number of full-time employees with various specializations (of various programs) within the teaching staff (in %) | No less than 80% | No less than 80% | No less than 80% | 7 |
| 19 | Employment of on-campus graduates in accordance with their specialization (in %) | No less than 50% | No less than 50% | No less than 50% | 3 |
| 20 | Useful space per one student | No less than 5 square meters | No less than 5 square meters | No less than 5 square meters | 6 |
| 21 | Useful space per one student at theoretical training classrooms | No less than 1.5 square meters | No less than 1.5 square meters | No less than 1.5 square meters | 3 |
| 22 | Space per one student at reading rooms | No less than 2 square meters | No less than 2 square meters | No less than 2 square meters | 3 |
| 23 | Availability of a gym hall (with the provision that dimensions are no less than 24X12, 36X12 square meters) | + | + | + | 3 |
| 24 | Number of computers per 100 students | No less than 10 | No less than 8 | No less than 8 | 3 |
| 25 | Number of computers with internet access per 100 students | No less than 5 | No less than 4 | No less than 2 | 3 |

**Note: If the total score of the educational institution according to relevant indicators is less than 60 (including 60), the activity is assessed as 'unsatisfactory', if between 61 and 81 as 'satisfactory' and from 81 to 100 as 'good'.**

**Criteria determining compliance of specialized secondary schools with their status**

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| --- | --- | --- | --- |
| No. | Description of indicators | College | Assessment score |
| 1 | Number of teachers with higher education | No less than 95% | 20 |
| 2 | Number of those with higher categories, academic degrees and ranks (including those having honorary titles at educational institutions specialized in art and sports) | No less than 5% | 10 |
| 3 | Number of full-time teachers of various specializations (programs) | No less than 80% | 10 |
| 4 | Employment of on-campus graduates in accordance with their specialization (in %) | No less than 50% | 10 |
| 5 | Number of classified training aid (textbooks, course-books, teaching aids) publications over the last five years per 10 members of the teaching staff | 25 | 15 |
| 6 | Useful space per one student | No less than 4 square meters | 10 |
| 7 | At theoretic training classrooms | No less than 1.5 square meters | 5 |
| 8 | At reading rooms | No less than 2 square meters | 5 |
| 9 | Availability of a gym hall (with the provision that dimensions are no less than 24X12, 36X12 square meters) | + | 5 |
| 10 | Number of computers per 100 students (three off-campus students are considered equal to one on-campus student) | No less than 8 | 5 |
| 11 | Number of computers with internet access per 100 students (three off-campus students are considered equal to one on-campus student) | No less than 4 | 5 |

**Criteria determining compliance of initial vocational education and training schools with their status**

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Description of the indicator** | **Vocational lyceum** | **Vocational school** | **Vocational training centre** | **Assessment score** |
| 1 | Activity of institutions in line with efficient legal and regulatory framework | + | + | + | 7 |
| 2 | Compliance of the education process with public education standards | + | + | + | 7 |
| 3 | Provision at the library of training aids for disciplines foreseen in curricula | + | + | + | 4 |
| 4 | Volume of the training aids published over the last five years in accordance with given specializations per one member of the pedagogical staff | No less than 1.5 printed sheet | No less than 1.5 printed sheet | No less than 1.5 printed sheet | 4 |
| 5 | Participation of engineering- pedagogical staff in scientific methodological workshops and other events | No less than 25 academic hours over a year | No less than 25 academic hours over a year | No less than 25 academic hours over a year | 4 |
| 6 | Number of full-time employees within the teaching staff | No less than 80% | No less than 80% | No less than 80% | 6 |
| 7 | Members of the engineering-pedagogical staff who work in line with their specialization | No less than 90% | No less than 85% | No less than 80% | 6 |
| 8 | Ratio of teaching staff to the number of pupils | No less than 1/9 | No less than 1/9 | No less than 1/9 | 5 |
| 9 | Participation of the engineering-pedagogical staff in internships | No less than 90% | No less than 85% | No less than 95% | 6 |
| 10 | Organization of production and teaching practice | + | + | + | 5-10 |
| 11 | Equipment of teaching and production workshops and cabinets in accordance with specializations | No less than 80% | No less than 80 | No less than 80% | 5-10 |
| 12 | Availability of a gym hall (with the provision that dimensions are no less than 24X12 square meters) | + | + | + | 4 |
| 13 | Useful area per one pupil | No less than 4 square meters | No less than 4 square meters | No less than 4 square meters | 5 |
| 14 | Employment of graduates over the last five years | No less than 60% | No less than 60% | No less than 70% | 6 |
| 15 | Recruitment of graduates at ordering-employer organizations | 50% of the order | 50% of the order | 50% of the order | 6 |
| 16 | Number of computers per 100 learners | No less than 7 | No less than 7 | No less than 7 | 5 |
| 17 | Number of computers with internet access per 100 learners | No less than 3 | No less than 3 | No less than 3 | 5 |