**“APPROVED”**

**Rector of the Uzbek State World Languages University, Chairman of the Council**

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*/Signature/* **Professor I. Tukhtasinov**

**August 29, 2024,**

**University Council Meeting No. 1,**

**Annex 3 to Question** 4

***Official Round Seal: [Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan /*** ***Uzbek State World Languages University / State Emblem of the Republic of Uzbekistan]***

**REGULATION**

**on the Department of Education Quality Control of the Uzbek State World Languages University**

The Department of Education Quality Control of the Uzbek State World Languages University was established in accordance with paragraph 1 of the Order of the Ministry of Higher Education, Science and Innovation № 72 from March 27, 2023 “On improving the activities of departments of education quality control in state higher education institutions” and is part of the Uzbek State University of World Languages.

**I.** **GENERAL PROVISIONS**

1.1 This Regulation determines the status, main purpose, tasks, functions, rights and duties of the Department of Education Quality Control of the Uzbek State World Languages University, as well as the order of organization of its activities.

1.2 The Department of Education Quality Control (hereinafter - Department) of the Uzbek State World Languages University (hereinafter - University) is a part of the structure of the Uzbek State World Languages University (hereinafter – University).

1.3 This Regulation is a normative-legal document for realization of the goals and tasks assigned to the employees of the Department.

1.4 The main purpose of the department's activity is to study and analyze the compliance of the university students' knowledge with the state educational standards, control the quality of staff training, organize internal evaluation of the university and based on its results identify factors that negatively affect the quality of education and take measures to eliminate and prevent them.

1.5 The head of the department is appointed and dismissed by the order of the rector of the university in coordination with the Ministry of Higher Education, Science and Innovation (hereinafter - the Ministry). Chief specialists of the Department are appointed and dismissed by the order of the Rector of the University.

1.6 The Department carries out its activity in accordance with the Constitution of the Republic of Uzbekistan, the Law of the Republic of Uzbekistan “On Education”, resolutions of the Oliy Majlis of the Republic of Uzbekistan, decrees, resolutions and orders of the President of the Republic of Uzbekistan, resolutions and orders of the Cabinet of Ministers of the Republic of Uzbekistan, orders and legal instructions of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan and the Rector of the University, as well as the Regulations on the Department.

1.7 The Department of Education Quality Control is directly subordinated to the Department of Educational Institutions Organization, Licensing and Quality Assurance of the Ministry of Education.

1.8 The department of education quality control at the university reports directly to the head of the higher education institution, interference of the vice-rector, dean, heads of structural subdivisions in the activities of this department is not allowed.

**II. MAIN TASKS AND FUNCTIONS OF THE DEPARTMENT**

2.1 The main tasks of the department are:

to carry out control and monitoring of the quality of training of HEI personnel;

to study and analyze the compliance of HEI students' knowledge with the state educational standards (SES) and the level of students' mastering of academic subjects;

to form a teaching staff capable of ensuring the quality of education, including the creation of (objective) transparent organizational mechanisms that allow the selection and recruitment of potential teaching staff, as well as their professional development;

Regularly analyze the quality of teaching of the teaching staff;

Organize an internal evaluation of the university's activities and take measures to eliminate existing shortcomings based on the results of the internal evaluation;

Verify the correctness of the educational process organization taking into account the requirements established in regulatory and legal documents, the efficiency of the HEMIS system use (including the timeliness and completeness of entering information into the information system, the organization of the credit-module system at the required level);

analyze the compliance of qualification requirements, curricula and programs with professional standards and training of competitive personnel in accordance with the requirements of the labor market;

form detailed conclusions about the place of graduate students in the labor market, the need for them and the level of viability of the industry;

to study whether training sessions are organized on the basis of modern pedagogical technologies and information technologies, whether the quality of the training process is controlled at the required level;

to study the possibility of attracting qualified specialists from production (practice) to conduct classes;

to determine the effectiveness of measures taken to ensure transparency and objectivity of control and evaluation of students' knowledge;

to study the issues of professional development of the teaching staff, introduction of scientific innovations in the programs;

analyze the fair distribution of teaching load among the teaching staff;

to study the conditions created for students and teachers in the information and resource center, the provision of educational literature on subjects, the conditions created for students, and to submit proposals to the management;

to study and analyze the organization of independent learning at the required level (development of methodical instructions or methodical recommendations, orientation of requirements for the organization of independent learning, ensuring the formation of students' study load);

ensuring the implementation of anti-plagiarism programs at the university (including the introduction of the academic integrity principles and systematic organization of anti-plagiarism work);

participate in the study of the activities of other higher education institutions in accordance with the instructions of the Ministry;

monitor the state of indicators determining the quality of education and make proposals to the relevant structural units on the problems and shortcomings identified;

analyze the compliance of the information about the university teachers with the relevant subjects they teach or study, whether they have undergone appropriate retraining or have an academic title or degree in the relevant specialty, and report the results to the rector of the university;

control over the implementation of the plans of the educational process, research and scientific and methodological work of the university;

analyze the state of the material and technical base of the educational process, make proposals for its development and improvement;

to control the organization of student practice at the university, taking into account the directions of training and specialties, as well as its effectiveness;

to participate in the collection of data related to the determination and evaluation of the university rating, certification and study of the quality of education;

to conduct regular social surveys among students, parents, teachers and staff consumers in order to study the social environment, staff training and quality of education at the university;

to develop together with the management of the higher education institution activities aimed at improving the rating of the university to the international level, and actively participate in ensuring their implementation;

to conduct educational seminars and trainings aimed at improving the quality of education together with specialized structural units of the university;

to form a base of public experts at the university and regularly hold seminars with them within the framework of the set tasks;

monitoring of complex interaction issues between the educational process and production, innovative ideas, developments and practical application of technologies;

providing information on the results of research and monitoring conducted by the department to improve the quality of education at the University Council, round tables and conferences;

to make appropriate proposals to the University management on the results of the study of the quality of education.

2.2 The department in accordance with the tasks assigned to it performs the following functions:

implements measures and activities to organize system control in order to ensure the quality of education at the University in accordance with the State Standard and qualification requirements, to improve the effectiveness of the educational process;

The main directions of its activity are aimed at determining the quality of education on the basis of established criteria, development of the mechanism of its realization, determination of the directions of its realization and coordination of this process;

studies the provision of directions and specialties of education with normative-legal documents;

analyzes the level of provision of students with textbooks and teaching aids (including electronic textbooks and aids) and their compliance with modern requirements in the areas of education and specialties, as well as languages;

analyzes the compliance of the information about the HEI teachers with the subject they teach or finds out whether they have undergone relevant retraining or have an academic title or degree in the relevant specialty, and reports its findings to the HEI Rector;

studies the state of use of advanced pedagogical and information-communication technologies in the educational process and makes appropriate proposals for their improvement;

examines the conduct of scientific research taking into account consumer demands, participation of university faculty and students in scientific research (in the field of fundamental, applied, innovative, etc. research), implementation of scientific developments in production taking into account sources of funding;

analyzes the level of provision with modern material and technical support, educational and laboratory equipment, computers and the efficiency of their use in the structures of the university;

analyzes the integration of education with production and science, the level (efficiency or inefficiency) of using the university's production potential in personnel training and creation of joint scientific and technical solutions;

Analyzes the direct professional development of teaching staff (regular or irregular) to implement educational processes in accordance with the development of advanced technologies in their field, as well as the study of the market of consumers of educational areas (based on marketing services);

analyzes the involvement of research institutes, production enterprises and organizations, as well as qualified specialists from foreign countries in the educational process;

analyzes the relevance, quality and degree of implementation in production of topics of graduate qualification works and master's theses performed by students;

analyzes the university's activity on training of higher qualification personnel through basic doctoral studies, doctoral studies and independent research institute;

analyzes the cooperation of the university with educational institutions;

studies the plan, content and realization of spiritual-educational work in the university (on the basis of protocols), involvement of the teaching staff in educational work, social and spiritual environment in the educational institution, moral qualities of the teaching staff (on the basis of a questionnaire);

determines the equipment of the information resource center of the university with necessary literature and the number of faculty and students using it;

analyzes whether graduates will move on to the next level of education or find a job;

analyzes the participation of parents, employers, and other interested parties in the activities of the Board of Trustees and the educational process;

makes proposals for determining the rating of the teaching staff;

periodically monitors the effectiveness of students' independent work;

monitors the effectiveness of foreign language learning by the university management, faculty, staff and students;

examines the objectivity and transparency of rating assessments and prepares proposals based on a sample analysis of the results of the control of student knowledge assessment;

analyzes the results of final state attestations and their compliance with the current normative legal acts;

conducts internal monitoring in order to determine the state of professional qualification of the teaching staff of the university structural units (faculty, department, division, center), as well as the level of quality of postgraduate education, advanced training and retraining, prepares analytical data and submits them in the prescribed manner to the rector of the university;

The university regularly conducts social surveys among students, parents, teachers and consumers of personnel in order to improve the quality of training and the level of knowledge of students;

Develops measures with the relevant structural units to ensure the university's worthy place in the world ranking on the basis of comparison of its activities with international indicators of the quality of education;

analyzes the issues of establishing international cooperation at the University, exchange of students, basic doctoral students, postgraduates, research workers on the basis of agreements with foreign countries, organization of international scientific events in the field of science (seminars, conferences, symposiums, etc.), research work carried out on the basis of foreign grants, attracting foreign investment, makes proposals for the development of this direction and provides practical assistance;

In order to improve the professional qualification of the department staff, the university at its own expense studies the experience of prestigious educational and scientific centers of developed foreign countries and applies it in the educational process;

Participates in the collection of data related to the determination and evaluation of university rankings conducted by the Ministry, as well as in the performance of other tasks and duties;

In order to raise the rating of the university to the international level, organizes the work together with the management of the university to send experienced faculty and young specialists on business trips to study foreign experience and implement the results obtained in the educational process;

constantly studies innovations in the sphere of quality control of education in the republic and foreign countries and develops recommendations on their implementation in the educational process;

Makes proposals to the university management based on the results of the conducted research to improve the quality of education at the university.

**III. RIGHTS AND OBLIGATIONS OF THE DEPARTMENT**

**3.1 The department has the following rights:**

To receive the necessary information and materials from the university structures to fulfill the tasks and functions assigned to the department;

To study in the established order the quality of education of students, trainees and pupils in the university and its structural subdivisions, compliance of working curricula and working programs of academic subjects for the relevant types of education with state educational standards, state requirements, qualification requirements and standard programs of curricula and academic subjects;

To participate in the development of an action plan to eliminate the shortcomings identified during the attestation at the University, and monitor its timely implementation;

In case of revealing the facts of improper execution of orders, resolutions and other decisions taken at the university on the issues of education quality, to make proposals to the management on taking measures to the guilty persons;

Organization of regular social surveys among students, parents, teachers and staff consumers in order to study the social environment, staff training and quality of education at the university;

participation in international conferences, forums, symposiums, seminars and trainings on the quality of education and training;

to elect and be elected to the Council of the University in the prescribed manner;

exercise other rights established by the legislation of the Republic of Uzbekistan.

**3.2 The Department shall have the following responsibilities:**

conscientiously performs his/her official duties and does not defame his/her honor;

To organize in the established order control over the reliability of information submitted to the Ministry, quality of preparation of working curricula and working programs of disciplines of the university, impartiality of final attestation and rating assessments of graduates.

3.3 In accordance with the Decree of the Cabinet of Ministers of the Republic of Uzbekistan from January 12, 1999 № 12 “On measures to strengthen executive discipline” in the university comply with the provisions on executive discipline, academic and labor discipline, occupational health, safety and industrial sanitation, the Charter, the Rules of Internal Labor Order and the Code of Ethics.

**IV. DEPARTMENT OPERATION ORGANIZATION**

4.1 The Department is organized within the limits of the established staff number of the University in accordance with the order of the Rector of the University.

The Department does not have the status of a legal entity.

4.2 Candidates for the position of the Head of the Department are appointed to the position and dismissed from the position by the order of the Rector of the University in coordination with the Ministry. Candidates for the positions of teachers of the department are appointed and dismissed by the order of the rector of the university.

4.3 Monthly salary of the department employees is determined in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan from August 1, 2008 “On approval of the improved system of remuneration of labor of employees of higher educational institutions of the Republic of Uzbekistan” (Collection of Legislation of the Republic of Uzbekistan, 2008, No. 8, Art. 40; Collection of Legislation of the Republic of Uzbekistan, 2017, No. 33, Art. 852) and is paid at the expense of the university. Employees of the department are subject to the conditions of material incentives established for the positions of employees of the university.

4.4 Management of the department is carried out by the head of the department.

During the absence of the head of the department (vacation, illness, business trip) his/her duties are assigned to one of the chief specialists.

4.5 In its activity the department is subordinated to the ministry and the rector of the university.

4.6 The Department hires, in accordance with the established procedure, qualified specialists with practical and methodological experience in the field of quality control of education, as well as persons with scientific and pedagogical experience in accordance with the qualification requirements.

**V. QUALIFICATION REQUIREMENTS AND FUNCTIONAL RESPONSIBILITIES OF THE DEPARTMENT'S EMPLOYEES**

**5.1 The following qualification requirements shall be established for the position of the Head of the Department:**

Have higher education, a degree or certain work experience in the field of education (in terms of theoretical, organizational and managerial skills);

To know and be able to apply laws and regulations, basic regulatory and legal documents in the field of education;

Knowledge of pedagogical and educational process in educational institutions, understanding of the components of education quality assessment;

Knowledge of the peculiarities of the activities of the structural units of the university;

Have skills in applying modern pedagogical methods and knowledge of the use of information and communication technologies in the educational process;

fully understand the content and essence of work in the educational, research and spiritual-educational spheres, know the procedure of preparation of new generation educational literature and its coordination with the ministry;

knowledge of the procedure for professional development and retraining of the university's managerial and scientific-pedagogical staff;

Excellent knowledge of Uzbek, Russian and one foreign language (when forming a staff unit it is advisable to take into account the qualification of the employee abroad);

Good knowledge of using modern information and communication technologies in labor activity.

5.2 The main functional responsibilities of the head of the department include:

organizes the activities of the department on the basis of the laws of the Republic of Uzbekistan, decrees, resolutions and orders of the President of the Republic of Uzbekistan, resolutions and orders of the Cabinet of Ministers of the Republic of Uzbekistan, other existing normative and legal acts in the field of education, orders and instructions of the Ministry and the Rector of the University;

development of current and prospective plans of work of the department;

To conduct analysis and examination of provision of education directions and specialties with the state educational standard, qualification requirements, curricula and programs of subjects;

To study the quality of the educational process in the university, the level of its provision with educational literature and teaching materials;

To study and analyze the compliance of university students' knowledge with the requirements of the state educational standard;

Ensuring the implementation of normative legal documents aimed at improving the quality of education;

Quality control of personnel training;

Organization of internal certification of the university, identification of factors negatively affecting the quality of education based on its results and submission of data to the rector of the university and the ministry;

analyze the effectiveness of using modern methods and techniques in the process of professional development of teaching staff in order to improve the quality of education;

monitor the state of indicators that determine the quality of education and make proposals to the relevant structural units on the identified problems and shortcomings;

Conduct internal monitoring, prepare analytical data and make proposals to the university management to eliminate the identified shortcomings and problems in order to determine the level of professional qualification of the teaching staff of the university structural units (faculty, department, division, center), as well as the level of quality of postgraduate education, advanced training and retraining;

analyze the compliance of the information about the university teachers with the relevant subjects they teach or study, whether they have undergone relevant retraining or have an academic title or degree in the relevant specialty, and report on the results to the rector of the university;

analyze the state of the material and technical base of the educational process, make proposals for its development and improvement;

To exercise control over the organization of student practice at the university, taking into account the areas of training and specialties, as well as its effectiveness;

Participate in the collection of information related to the determination and evaluation of university rankings, certification and study of the quality of education on behalf of the Ministry;

Monitor the timely correction of deficiencies and omissions identified at the university in processes related to the study of the quality of education;

Study the effectiveness of the HEMIS system (including timely and complete data entry into the information system, organization of the credit-module system at the required level);

Professional development of the department staff, study the experience of prestigious educational and scientific centers of developed foreign countries through international projects and university and its implementation in the educational process;

To develop together with the management of the higher education institution activities aimed at increasing the rating of the university to the international level, and actively participate in ensuring their implementation;

To conduct educational seminars and trainings aimed at improving the quality of education together with the specialized structures of the university;

monitoring of complex interaction issues of the educational process and production, innovative ideas, developments and practical application of technologies;

Providing information on the results of research and monitoring conducted by the department to improve the quality of education at the University Council, round tables and conferences;

To submit in the prescribed manner to the Ministry and the University management proposals and recommendations on the issues of encouragement or bringing to disciplinary responsibility of employees of structural units based on the results of their performance of official duties;

To fulfill other tasks assigned to the department in the field of education quality control.

5.3 The following qualification requirements shall be established for the position of a specialist of the department:

To have higher education and certain experience (theoretical, organizational) in the field of education;

To know and be able to apply laws and regulations, basic normative-legal documents in the sphere of education;

Knowledge of pedagogical and educational process, understanding of the components of education quality assessment;

have skills in applying modern pedagogical methods and knowledge of the use of information and communication technologies in the educational process;

understand the content and essence of educational, research and spiritual-educational work; know the requirements for the preparation of new generation educational literature;

Excellent knowledge of the Uzbek language and sufficient knowledge of Russian and one foreign language (it is advisable to take into account the qualifications of the employee abroad when forming the staffing table);

Knowledge of the use of modern information and communication technologies in the work process.

**5.4 The main functional responsibilities of a specialist of the department include:**

organizes its activity on the basis of the laws of the Republic of Uzbekistan, decrees, resolutions and orders of the President of the Republic of Uzbekistan, resolutions and orders of the Cabinet of Ministers of the Republic of Uzbekistan and other existing normative-legal acts in the field of education, orders and instructions of the Ministry, rector of the university, instructions of the head of the department;

ensuring the work with normative-legal documents in the department and exercising control;

control over realization of educational, scientific, methodological and research plans of the university;

Participate in the internal evaluation and prepare a report to determine the professional qualification of the teaching staff of the university's structural units, as well as the quality level of postgraduate education, advanced training and retraining;

assess the objectivity, transparency and quality of rating assessments on the basis of analyzing the process of assessing students' knowledge;

Organize regular social surveys among students, parents, teachers and staff consumers to study the social environment, staff training and quality of education at the university and prepare analytical data on their results;

to form a base of public experts and regularly hold seminars with them within the framework of the set tasks;

to take measures to ensure timely elimination of shortcomings and omissions identified at the university in the processes related to certification and evaluation of the quality of education;

development of normative and methodological documents on the issues of the department's activity;

constant study of innovations in the sphere of education quality control in the republic and foreign countries and development of recommendations on their implementation in the educational process;

In accordance with the instructions of the Ministry with the permission of the head of the department to participate in the collection of information related to the determination and evaluation of the rating of the university, certification and study of the quality of education.

**VI. FINAL PROVISIONS**

6.1 Employees of the Department shall be responsible for the accuracy of information assigned to them and submitted to the Ministry within the framework of their functional duties.

6.2 Disputes related to the activities of the Department are considered through mutual discussions or in the order established by legislative acts.

6.3 This Regulation is considered at the meeting of the Council of the Uzbek State World Languages University on August 29, 2024.

6.4 Cancellation of the present Regulations or making amendments and additions to it shall be carried out by the Council of the University in accordance with the established procedure.