



Advocacy Establishment for Students through Ombudsman Position- AESOP

561640-EEP-1-2015-1-AZ-EPPKA2-CBHE-JP

4.3. Training for Ombudsman and University Staff Khazar University

March 29, 2018 Training room

Minute

On March 29, 2018, on the initiative of Ombudsman Office, Khazar University staff members were involved in a training within “Advocacy Establishment for Students through Ombudsman Position” (AESOP) Erasmus+ project. Ombudsman Office was established at Khazar University on February 7, 2018, within the project and started to serve the students from that time.

The main aim of the training was to enlighten the staff members on the structure of the university, obligations of Schools and Departments, internal discipline, rights and duties of students, etc. First, training participants were informed about the AESOP project, newly established Ombudsman Office and duties and responsibilities of the Ombudsman at Khazar University. Then, Jabir Khalilov, dean of the School of Humanities and Social Sciences spoke about the University structure; Duties of the management, academic and administrative staff. Elza Samadova, dean of the School of Education made a speech on organization and management of academic affairs, duties of the faculties.

After coffee-break, the second part of the training were started by Alovzat Amirbeyli, director of Public Relations & Media. He made a presentation on Discipline regulations; students’ rights, responsibilities and duties. Then Malak Karimova, director of Khazar Psychological Center spoke about the psychology of students and parents, as well as common personality types. Admission related issues were presented to the participants by Lamiya Namazova, head of Admission Office. Training was closed by Eynur Mehdiyev, vice chair of English Language and Literature department who spoke about the Code of Ethics and Effective communication during the teaching and learning process.

More than 31 staff members participated in the training, and exchanged views and made suggestions. Training announcement, training materials, agenda and list of participants were produces and news was posted in two websites:

<http://www.khazar.org/en/events/event/3053>

<http://www.khazar.org/en/news/article/3075>

<http://aesop.khazar.org/2018/04/06/khazar-university-staff-members-participate-in-a-training-within-aesop-erasmus-project/>





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Agenda

Friday, March	
10:00 -10:15	Registration of Participants
10:15 -10:45	Rima Mammadova, project manager – Who is Ombudsman? Experience of Ombudsman Offices in partner universities
10:45 - 11:15	Jabir Khalilov, dean of the School of Humanities and Social Sciences – University structure; Duties of the management, academic and
11:15- 11:45	Elza Samadova, dean of the School of Education – Organization and management of academic affairs, duties of the faculties
11:45 - 12:00	Coffee-Break
12:00 - 12:30	Alovsat Amirbeyli, director of Public Relations & Media - Discipline regulations; students' rights, responsibilities and duties
12:30 - 13:00	Malak Karimova, director of Khazar Psychological Center – Psychology of students and parents, Common personality types
13:00 - 13:30	Lamiya Namazova, head of Admission Office – Admission related issues
13:30 – 14:00	Eynur Mehdiyev, vice chair of English Language and Literature department – Code of Ethics and Effective communication during the