AZERBAIJAN TECHNICAL UNIVERSITY

Lifelong Learning and Community Education Policy

Document type	Policy
Scope (applies to)	Non-degree lifelong learning and community education activities organised by AzTU
Issued	2026
Review Cycle	Every 2 years
Version	v1.0
Approval Authority	University Council
Document owner	Sustainability Office
Status	Approved and Published

CONTENTS

1. CONTEXT AND PURPOSE....4
2. KEY TERMS AND DEFINITIONS....4
3. APPLICABILITY....4
4. GOVERNANCE AND RESPONSIBILITIES....5
5. LIFELONG LEARNING PRINCIPLES AND INSTITUTIONAL STANDARDS....5
5.1. Policy Principles....5
5.2. Institutional Delivery Mechanisms....5
5.3. Access, Fees and Certification....6
5.4. Quality Assurance and Learner Protection....6
6. IMPLEMENTATION....7
7. MONITORING AND PERFORMANCE INDICATORS....7
7.1. Activity Register and Indicators....7
7.2. Evidence and Records....8
8. POLICY EVOLUTION....8
ANNEX A – PROGRAMME PROPOSAL MINIMUM FIELDS....8
ANNEX B – ACTIVITY COMPLETION RECORD....9
ANNEX C – APPROVAL WORKFLOW....9

1. CONTEXT AND PURPOSE

Azerbaijan Technical University (hereinafter “AzTU”) is committed to providing learning opportunities throughout life to students, professionals and the wider community. AzTU delivers lifelong learning through its established Lifelong Learning School, a structural unit created under Scientific Council Decision No. 4 of 27 December 2023 on the basis of the University-Industry Cooperation and Lifelong Learning Centre. The School supports continuing education in engineering and technical fields, second higher education, certification and short-term training.

The School responds to changing labour-market needs associated with digital technologies. Its work supports students, specialists, academic staff and cooperation between the University and industry.

This Lifelong Learning and Community Education Policy (hereinafter “the Policy”) establishes the institutional objectives, principles, delivery mechanisms, operating procedure and monitoring arrangements for lifelong learning and community education at AzTU. Through this Policy, AzTU aims to:

- ensure the preparation of highly qualified professionals in accordance with labour market demands;
- provide continuous development of knowledge and skills in engineering and technical fields through education and certification programmes;
- strengthen university–industry cooperation and support the transfer of practical knowledge and innovation;
- facilitate the transfer of scientific potential to industry and create economic value; and
- expand lifelong learning opportunities for students and professionals.

2. KEY TERMS AND DEFINITIONS

For the purposes of this Policy, the following definitions apply:

- **Lifelong Learning:** learning throughout adulthood and across life stages.
- **Community Education:** learning opportunities intentionally offered to the public or identifiable external communities.
- **Non-Degree Learner:** a participant not necessarily registered in an AzTU degree programme.
- **Continuing Professional Development (CPD):** structured learning that maintains and develops the knowledge and skills of practising professionals.

3. APPLICABILITY

This Policy applies to University-organised non-degree short courses, public lectures, workshops, continuing professional development (CPD), open educational resources, community training, outreach and other structured learning activities. Degree admissions and credit-bearing programmes remain subject to their separate academic regulations.

The Policy applies to the faculties and units that propose or deliver such activities, to the staff and students involved in their delivery, and to external partners co-delivering activities under documented agreements.

4. GOVERNANCE AND RESPONSIBILITIES

The University Council approves this Policy and its revisions. The Lifelong Learning School is the AzTU structural unit responsible for the functions described in this Policy and operates within AzTU's institutional management structure. Its staffing structure includes management of second higher education programmes and certification.

The Lifelong Learning School performs the following functions:

- organisation and implementation of continuing education, second higher education and certification programmes;
- development and delivery of short-term and specialised training courses;
- organisation of joint projects and training programmes with local and international partners;
- support for the professional development of academic staff;
- implementation of activities aimed at developing students' practical skills;
- promotion of the application of the University's research outcomes in industry;
- support for the development of university–industry collaboration; and
- promotion and development of a lifelong learning environment.

The Sustainability Office, as the policy owner, coordinates the review of this Policy and the consolidation of institutional evidence. Proposing faculties and units are responsible for the relevance and delivery of their activities, and the designated lifelong learning coordinator reviews proposals under the operating procedure in Section 6.

5. LIFELONG LEARNING PRINCIPLES AND INSTITUTIONAL STANDARDS

5.1. Policy Principles

Lifelong learning and community education at AzTU are guided by the following principles:

- open and equitable access, with transparent eligibility, fees and registration conditions;
- inclusion and reasonable accommodation for persons with disabilities and under-represented communities;
- relevance to identified community, employer and regional skills needs;
- academic integrity, learner safeguarding, data privacy and safe delivery;
- quality-assured design with measurable learning outcomes and participant feedback; and
- transparent communication of whether an activity is free, fee-based, certified or non-certified.

5.2. Institutional Delivery Mechanisms

AzTU uses its Lifelong Learning School as an institutional delivery mechanism for continuing education, second higher education, certification programmes and short-term specialised training. The School also organises joint projects and training with local and international partners, supports the professional development of academic staff and practical skills development for students, and promotes the transfer of University research to industry and the development of a lifelong learning environment.

Lifelong learning and community education are delivered through the following mechanisms:

Mechanism	Implementation and target audience
Public learning events	Free public lectures, seminars, science demonstrations and sustainability-awareness events open to external participants.
Short courses and CPD	Structured technical, digital, engineering and professional-skills programmes for employees, alumni and community members.
Community partnerships	Co-designed training with schools, municipalities, civil society, employers and public agencies, subject to documented agreements.
Digital and blended access	Webinars, recorded learning resources and accessible online or hybrid sessions where feasible.
Inclusive outreach	Targeted information and accessible registration for rural, low-income, displaced, disabled and other underserved learners.
Student and staff engagement	Supervised service-learning, volunteering, mentoring and expert-led community workshops.

5.3. Access, Fees and Certification

Participation conditions, eligibility and fees are established for each programme or activity and published in its announcement. Each announcement states whether the activity is free or fee-based and whether it leads to a certificate. Certificates are issued only against the published criteria.

5.4. Quality Assurance and Learner Protection

The operating procedure in Section 6 provides the institutional framework for programme quality, participant information, delivery records, feedback and learner protection. Implementation records for individual activities demonstrate the application of these controls in practice.

6. IMPLEMENTATION

Lifelong learning and community education activities are implemented through the following standard operating procedure:

Step	Requirement
1. Needs identification	Collect evidence of community demand through surveys, employer consultations, public requests or institutional priorities.
2. Programme proposal	Submit a proposal with audience, rationale, measurable learning outcomes, format, duration, accessibility, budget, fee status, staffing and risks (Annex A).
3. Academic and administrative approval	The responsible faculty and designated coordinator review academic relevance, resources, safety and accessibility; financial and final authorisation is obtained under University rules (Annex C).
4. Public announcement	Publish dates, eligibility, language, venue or platform, capacity, registration route, costs, accessibility contact and certificate conditions.
5. Registration and participation	Record voluntary enrolment and consent, apply fair selection if oversubscribed, and offer reasonable adjustments where practicable.
6. Delivery and assessment	Use qualified facilitators, maintain attendance and learning materials, and assess outcomes where certificates of achievement are offered.
7. Feedback and closure	Collect learner feedback and complaints; issue certificates only against published criteria; document expenditure and delivery evidence (Annex B).
8. Monitoring and improvement	Submit programme records to the central register; review indicators and corrective actions at least annually.

7. MONITORING AND PERFORMANCE INDICATORS

7.1. Activity Register and Indicators

The Lifelong Learning School maintains an activity register covering continuing education, certification, short-term training and collaborative projects. Evidence is assembled from programme-level records, including dates, participant categories, course format and completion information.

Performance is monitored using the following indicators:

Indicator	Evidence / calculation
Number of public learning activities	Approved activity register and dated event programmes
External participants reached	De-duplicated registration and attendance records
Free vs fee-based opportunities	Published notices and approved fee records
Participation of underserved groups	Voluntary, privacy-protected aggregate reporting where lawful
Completion and learning achievement	Completion lists and assessment records, where applicable
Participant satisfaction	Post-activity survey and improvement log
Partnership-based activities	Agreements, co-hosting evidence and outputs
Public access and online reach	Webpage links, resource usage and access logs

Institutional reporting draws on dated programme announcements, course materials, attendance records and other available documentation. Figures are reported only where corresponding records support them.

7.2. Evidence and Records

For each activity, the responsible unit retains a dated public announcement or URL, registration information, delivery agenda, anonymised attendance evidence, participant categories, feedback summary and completion record. These records demonstrate public access, participation of non-enrolled learners, free provision where applicable and annual outcomes.

The establishment, objectives, functions and staff of the Lifelong Learning School are published on the official AzTU website: https://www.aztu.edu.az/az/idareetme/ofis-ve-merkezler/omurboyu-tehsil.

8. POLICY EVOLUTION

This Policy is reviewed every two years, and its operational arrangements annually, in accordance with AzTU's governance and quality assurance processes. Revisions are approved by the University Council.

ANNEX A – PROGRAMME PROPOSAL MINIMUM FIELDS

Each programme proposal includes, at a minimum, the following fields:

- programme title;
- proposing unit;
- external audience;
- needs evidence;
- learning outcomes;
- content outline;
- delivery mode and dates;

- instructor(s);
- venue or platform;
- language;
- capacity;
- accessibility arrangements;
- safeguarding and risk controls;
- fee status and budget;
- assessment and certificate rules;
- publicity plan;
- evaluation plan;
- approvals.

ANNEX B – ACTIVITY COMPLETION RECORD

On completion, each activity is documented in a record containing:

- activity ID and title;
- date(s);
- responsible unit;
- public announcement URL;
- partner(s);
- external enrolments;
- attendance;
- free or paid status;
- outcomes achieved;
- feedback summary;
- accessibility measures;
- evidence file locations;
- lessons learned;
- responsible officer sign-off.

ANNEX C – APPROVAL WORKFLOW

Proposing faculty or unit → designated lifelong learning coordinator → quality, accessibility and finance review (as applicable) → authorised approver → publication and delivery → evidence submission → annual review.

AZTU

AZERBAIJAN TECHNICAL UNIVERSITY

25 H. Javid Avenue, Baku, Azerbaijan, AZ 1073
(+994 12) 539-13-05

SUSTAINABLE DEVELOPMENT GOALS

