

“APPROVED”

Executive Vice-Rector of Western Caspian University
R. Bagirov

12 October __ 2022

Approved by the decision of the Academic Council of Western Caspian University
dated 12 October 2022 (Minutes of Meeting No. 02)

REGULATIONS

ON THE FACULTY ACADEMIC COUNCIL

1. Overall management of the faculty is carried out by the Faculty Academic Council. The Faculty Academic Council is elected for a period of three years on the basis of the Rector's order. The Dean serves as the Chairperson of the Faculty Academic Council.
2. Early re-election of the Faculty Academic Council may be carried out at the request of at least two-thirds (2/3) of its members, as well as in exceptional cases upon the Rector's submission.
3. By virtue of their positions, the Deputy Deans (one of whom is the Deputy Chairperson) and the Heads of all departments within the faculty are members of the Faculty Academic Council. Other members of the Academic Council are elected by secret ballot at the general meeting of the faculty's academic staff. The number of elected members and the composition of the Council are determined and approved by the Rector.
4. The Faculty Academic Council:

considers issues related to specialist training at the faculty, the faculty's research activities, and the material and technical support of departments;

elects the Dean and conducts competitions, in accordance with established procedures, for filling academic staff positions;

reviews and discusses draft curricula and programs, as well as reports on the educational-methodological and research activities of departments.

discusses plans for research and educational work, and plans for professional development of the faculty's academic staff;

hears the Dean's annual report;

discusses the outcomes of industrial (internship) practices;

conducts elections of associate professors, senior lecturers, assistants (lecturers), leading specialists, and research staff within the faculty, and submits proposals to the University Academic Council for awarding academic titles;

provides recommendations for university graduates applying for doctoral studies; approves individual work plans and dissertation (thesis) topics of doctoral and master's students; annually reviews their attestation materials;

discusses the state of students' research work and measures for its improvement;

considers other issues related to the faculty's activities.

5. The work plan of the Faculty Academic Council for each semester is discussed and adopted at a Council meeting, approved by the Dean, and the Council's activities are carried out in accordance with this plan.
6. Decisions of the Academic Council on all matters of educational and research activities are adopted by a simple majority vote through open voting. Elections of academic staff and Deans are conducted by secret ballot in accordance with established procedures.
7. For consideration of any issue at the Faculty Academic Council, the participation of at least two-thirds (2/3) of the total number of Council members is required.
8. Decisions of the Faculty Academic Council adopted by open voting enter into force after approval by the Dean of the faculty.
9. If the Academic Council fails to systematically fulfill its decisions and official duties, a vote of no confidence in the Dean may be submitted for discussion at the Faculty Academic Council upon the request of at least two-thirds (2/3) of its members.
10. Meetings of the Academic Council are recorded in minutes. The minutes are signed by the Chairperson and the Academic Secretary.
11. The Chairperson of the Academic Council organizes regular monitoring of the implementation of Council decisions and informs members about the execution of adopted decisions.
12. If a decision of the Faculty Academic Council is deemed incorrect, it may be annulled by the Rector or by the Chairperson of the Board of Directors or the Board of Trustees.