

Organization of the Activities of the Scientific Council

Approved by the Decision of the Scientific Council
of Western Caspian University dated June 30, 2023, Protocol No 11

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1 GENERAL PROVISIONS

- 1.1. This document defines the establishment, organization of activities, main directions, rights, and duties of the Scientific Council of Western Caspian University (hereinafter referred to as the University) (hereinafter referred to as the Scientific Council).
- 1.2. The Charter of the University's Scientific Council is prepared in accordance with the University's Charter, the Law of the Republic of Azerbaijan "On Education," the Decree No. 349 dated June 13, 2000, by the President of the Republic of Azerbaijan on "Improvement of the Education System in the Republic of Azerbaijan," and the Regulation on the Scientific Council of Higher Education Institution approved by Order No. 792 of the Minister of Education of the Republic of Azerbaijan dated November 10, 1997.
- 1.3. The procedure for the Scientific Council's activities is determined by this Charter adopted and amended by the Scientific Council, as well as other legal acts.
- 1.4. The Scientific Council's activity is based on transparency, collective discussion and resolution of issues, and accountability before the employees and students of WCU.
- 1.5. Decisions adopted by the Scientific Council of Western Caspian University within its authority are mandatory for all employees of the university's faculties, institutes, and other departments.
- 1.6. The Scientific Council has the right to oversee the implementation process of the decisions adopted.
- 1.7. The Scientific Council conducts its activities as a whole, as well as through the Presidium of the Scientific Council, permanent and/or temporary commissions.

2. COMPOSITION OF THE SCIENTIFIC COUNCILS

- 2.1. The number of members of the Scientific Council is determined at the general assembly upon the proposal of the current Scientific Council. The decision is made by open voting with the majority support of the general assembly representatives. The Scientific Council includes: the Rector, President, Vice-Rectors, as well as faculty deans and institute directors appointed by the current Scientific Council's decision.
- 2.2. The composition of the Scientific Council includes the Rector, President, Vice-Rectors, as well as faculty deans, department heads, and center directors appointed by the current Scientific Council's decision.
- 2.3. Other members of the Scientific Council are elected by secret ballot. The following persons can be elected as members of the Scientific Council:
 - 2.3.1. Full-time Doctors of Science and Professors of WCU,
 - 2.3.2. Leading scientists and specialists.

3. PROCEDURE FOR ELECTING THE SCIENTIFIC COUNCIL

- 3.1. The decision to hold elections for the new composition of the Scientific Council is made by the current Scientific Council through open voting, provided that at least 2/3 of the members of the Scientific Council are present, and the proposal receives the majority of votes at the meeting.
- 3.2. Candidates for membership in the Academic Council are nominated by departments within a strictly defined representation framework, based on the decisions of the general meetings (conferences) of the labor collectives of structural units, as well as the general meetings of the students of Western Caspian University.

- 3.3. Elections of the Academic Council members are held at the conference of the staff and students of Western Caspian University. The decision is made by secret ballot. Candidates who receive more than 50% of the votes from the electorate are considered elected to the University Academic Council, provided that there is a quorum (with the participation of at least two-thirds of the listed conference delegates).
- 3.4. The term of office of the Scientific Council is 5 (five) years.
- 3.5. During its term, the Scientific Council has the right to include new members in its composition:
- 3.5.1. Due to the replacement of a Scientific Council member who has retired;
- 3.5.2. Due to the need to appoint a representative of a newly established structural unit of the university.
If more than 50% of the Scientific Council members present at the meeting vote in favor of the candidate by open voting, the employee is considered accepted as a member of the Scientific Council.
- 3.6. The Scientific Council has the right to exclude members who have missed more than 25% of the Scientific Council meetings without valid reasons within a year.
For the early termination of the powers of a Scientific Council member, the relevant structural unit applies to the Scientific Council. Based on the decision of the Scientific Council, a decision is made to terminate the powers of the Scientific Council member early and to accept a new member to the Scientific Council from the unit.

4. MANAGEMENT OF THE SCIENTIFIC COUNCILS

- 4.1. The Chairperson of the Scientific Council is the university's Executive Vice-Rector. Deputy chairpersons and the academic secretary are appointed by order of the Rector. In the absence of the chairperson, one of the deputies performs their duties. The chairperson, their deputies, and the academic secretary are personally responsible for compliance with the Charter of the Scientific Council.
- 4.2. At the meeting of the Scientific Council, the chairperson:
- 4.2.1. conducts the meeting in accordance with the approved agenda;
- 4.2.2. oversees compliance with the rules for conducting the Scientific Council's meetings (clause 8 of this Charter);
- 4.2.3. gives the floor to speakers.
- 4.2.4. In open voting, the presiding officer casts the final vote.

5. THE ACADEMIC SECRETARY:

- 5.1 prepares documents for the meeting of the Scientific Council;
- 5.2 provides information about the time, place, and agenda of the meeting;
- 5.3 registers the members participating in the meeting;
- 5.4 organizes the audio (video) recording of the meeting and the voting process;
- 5.5 organizes the secret voting;
- 5.6 prepares the minutes of the Scientific Council meeting; extracts from the minutes; and the decisions of the Scientific Council.

6. RIGHTS AND DUTIES OF MEMBERS OF THE SCIENTIFIC COUNCIL

6.1. Members of the Scientific Council have the following rights:

- 6.1.1. to make proposals, remarks, and amendments regarding the discussed issues, and to participate in discussions and voting with the right of decisive vote;
- 6.1.2. to review all materials related to the meeting agenda and other documents of the Scientific Council;
- 6.1.3. to be members of the permanent and temporary commissions of the Scientific Council and to participate in their work.

6.2. Members of the Scientific Council have the following duties:

- 6.2.1. to attend the meetings of the Scientific Council;
- 6.2.2. to register in the attendance list before the meeting starts and after receiving the ballots for secret voting;
- 6.2.2. to participate in the voting (open, secret, electronic).

6.3. Members of the Scientific Council shall report to the units they represent in the Council on the work they have carried out within the Council.

6.4. Honorary members of the Scientific Council have the right:

- 6.4.1. to make proposals, comments, and amendments regarding the discussed issues and to participate in discussions;
- 6.4.2. to review all materials related to the meeting agenda and other documents of the Scientific Council;
- 6.4.3. to be members of the permanent and temporary commissions of the Scientific Council and to participate in their work.
- 6.4.4. Honorary members of the Scientific Council have advisory voting rights on all matters discussed during the meetings.

6.5. The participation of honorary members of the Scientific Council in meetings is recorded in the list of honorary members of the Scientific Council of Western Caspian University.

7. Powers of the Scientific Council

7.1. The Scientific Council of the University:

- 7.1.1. Approves internal disciplinary rules for the university community (students, faculty members, staff, doctoral candidates, and trainees);
- 7.1.2. Approves the statutes, regulations, and other normative documents of structural units, excluding the Statutes of the Grand Council, the Board of Trustees, and the Scientific Council;
- 7.1.3. Approves unified procedures for holding competitions, signing contracts, and agreements for positions at schools (faculties), branches, and departments (chairs);
- 7.1.4. Determines the university's student admission plan and submits it to the Founders' Council;

- 7.1.5. Reviews personnel matters, holds competitions for the positions of professor and senior researcher based on proposals from the scientific councils of the university's structural units (schools/faculties, branches, etc.), and considers the early termination of their appointments;
- 7.1.6. Elects heads of laboratories under departments, schools (faculties), and institutes;
- 7.1.7. Annually hears the rector's report on the university's activities;
- 7.1.8. Reviews issues related to the training and further education of specialists and scientific-pedagogical personnel, and resolves matters concerning all educational and scientific-research activities;
- 7.1.9. Elects the secretary of the Council from among its members, establishes commissions on education and science, socio-economic, and administrative activities, hears their reports, and adopts corresponding decisions;
- 7.1.10. Elects the academic secretary from among the Council members to organize the Council's activities, prepare meetings, and monitor the implementation of decisions;
- 7.1.11. Periodically hears reports on educational, scientific-research, and educational activities of schools (faculties);
- 7.1.12. Considers awarding academic titles such as "Professor", "Associate Professor", "Senior Researcher", etc., to university staff;
- 7.1.13. Nominates university employees for honorary titles and awards, orders, and medals of the Republic;
- 7.1.14. Awards the honorary titles of "Honorary Doctor of the University" or "Honorary Professor of the University" to prominent scholars, statesmen, and public or political figures recognized nationally and internationally;
- 7.1.15. Awards university prizes for scientific and pedagogical achievements;
- 7.1.16. Approves curricula (academic plans);
- 7.1.17. Decides on the publication of textbooks, teaching-methodical materials, monographs, and educational programs;
- 7.1.18. Establishes the rules for conducting exams and criteria for assessment;
- 7.1.19. Determines the procedures for awarding scholarships in accordance with applicable regulations;
- 7.1.20. Approves the composition of the university's teaching-methodical, editorial-publishing, and library councils;
- 7.1.21. Nominates candidates for full and corresponding membership in the Azerbaijan National Academy of Sciences (ANAS);
- 7.1.22. In exceptional cases—when faculty scientific councils are absent or conflicts arise—elects associate professors, senior lecturers, assistants, and researchers by decision of the rector, and considers their early dismissal;
- 7.1.23. Resolves other issues assigned to it by the Founders' Council.

8. ORGANIZATION OF THE SCIENTIFIC COUNCIL'S WORK

8.1. Procedure for the Formation of Work Plans and Preparation for Academic Council Meetings

- 8.2.** The Academic Council operates based on a pre-approved plan for the calendar year. The work plan is approved at a meeting of the Academic Council. The right to initiate agenda items belongs to the rector, vice-rectors, academic councils of structural units, commissions of the Academic Council, and members of the Academic Council.
- 8.3.** In exceptional cases, additional issues may be included in the current meeting of the Academic Council upon the decision of the Chair of the Academic Council or by the proposal of at least half of its members. Amendments to the agenda may also be made based on the results of the meeting of the Academic Council Presidium.
- 8.4.** An extraordinary meeting of the Academic Council may be convened at the initiative of the Chair of the Academic Council, their deputies, or at least half of the members of the Academic Council. The date of the extraordinary meeting is determined by the Chair. The Academic Secretary must inform the members of the Academic Council about the meeting no later than 5 working days in advance, attaching the agenda and relevant materials.
- 8.5.** Academic Council meetings may be held in person (including remotely) or in absentia.
- 8.6.** Absentee meetings are conducted via electronic voting in the "1C: Document Flow" system.
- 8.7.** Issues to be discussed at Academic Council meetings are first reviewed at the meeting of the Academic Council Presidium, where the members assess the preparedness and development of the matter for submission to the Academic Council.
- 8.8.** The member of the Academic Council responsible for preparing an issue must submit the draft resolution, agreed upon with the relevant commission and the Presidium, to the Academic Secretary no later than 3 working days before the meeting.
- 8.9.** All meetings of the Academic Council are open, except for those dealing with restricted materials: students and staff of Western Caspian University have the right to attend and participate in discussions with the permission of the Academic Council. Only members of the Academic Council may attend closed meetings.
- 8.10.** The Academic Council may delegate the authority to make decisions on certain matters to the academic councils of faculties/institutes or to its standing commissions.
- 8.11.** The academic councils of faculties/institutes decide on granting scientific supervision rights to candidates of science for doctoral and postgraduate students.

9. SCIENTIFIC COUNCIL COMMISSIONS

- 9.1. The activities of the commissions are regulated by the Charter on Commissions of the Scientific Council of Western Caspian University.
- 9.2. The chairperson of a permanent commission is elected by open voting at the Scientific Council.
- 9.3. Temporary commissions are established for a specified period determined by the

Scientific Council to solve assigned tasks. The chairperson of a temporary commission is appointed by open vote from among the members of the Scientific Council.

9.4. The chairperson organizes the commission, which may include employees from any unit of Western Caspian University capable of professionally handling the assigned tasks. The commission's work is organized by the chairperson elected at the first meeting of the commission, or if absent, by the deputy chairperson. Commission meetings are held as necessary.

9.5. The commissions of the Scientific Council are assigned the following duties:

9.5.1. Preliminary processing of issues submitted to the Scientific Council meeting;

9.5.2. Participation in the preparation of Scientific Council decisions;

9.5.3. Monitoring the implementation of the Scientific Council's decisions.

10. PROCEDURE FOR PREPARING DRAFT DECISIONS

10.1. Issues submitted for meetings should, as a rule, be reviewed by the permanent or temporary commissions of the Scientific Council.

10.2. The rapporteur on the main agenda item is responsible for preparing the draft decision. The draft decision is submitted to the relevant commission for review. The commission analyzes the report's preparation, drafts proposals and recommendations for the decision, and specifies deadlines for completion.

10.3. The draft decision is submitted to the Presidium of the Scientific Council for discussion no later than 3 days before the Scientific Council meeting. During the discussion, amendments and additions may be made to the draft decision, and members' opinions may be expressed. Taking the discussion into account, the draft decision is finalized by the rapporteur and the commission and submitted to the scientific secretary for distribution to the Scientific Council members no later than 2 days before the meeting.

10.4. Drafts of local normative documents submitted for explanation by the scholar are pre-agreed and installed at Western Caspian University in the prescribed manner.

10.5. Materials for the next Scientific Council meeting are sent to the members no later than 2 days before the meeting (in special cases, they may be repeated and provided before the relevant meeting begins). The distribution of materials for the Scientific Council meeting is carried out via the electronic document management system.

11. PROCEDURE FOR CONDUCTING THE SCIENTIFIC COUNCIL MEETING

- 11.1.** Before the meeting begins, the registration of the Scientific Council members is carried out.
- 11.2.** The Scientific Council is authorized to make decisions if at least two-thirds of its members are present at the meeting.
- 11.3.** The Chair of the Scientific Council and their deputies have the right to speak at any time.
- 11.4.** The recommended time for the main report or joint report on the main issue of the meeting should not exceed 20 minutes in total, and the discussion should not exceed 20 minutes. Reports under the "Miscellaneous" section should be limited to 5 minutes, and discussions and debates on this issue should be limited to 10 minutes.
- 11.5.** If the speaker exceeds the allocated time or speaks off-topic, the chairperson may deprive them of the right to speak after a single warning.
- 11.6.** The discussion is terminated by a decision of the Scientific Council, approved by the majority of members present at the meeting.
- 11.7.** After the discussion is closed, the speaker and co-speaker have the right to make closing remarks.
- 11.8.** Before voting begins, the chairperson announces the number of proposals to be voted on and clarifies their content.
- 11.9.** A decision of the Scientific Council is considered adopted if more than half of the registered members present at the meeting vote in favor. Re-registration may be carried out by a decision of the Scientific Council.

12. HOLDING COMPETITIONS FOR ACADEMIC STAFF POSITIONS AND ELECTION OF DEPARTMENT HEADS

- 12.1.** The competition for the position of professor is conducted in accordance with the "Regulations on the Procedure for Filling Academic Staff Positions Related to the Professorate" and the procedure for organizing and conducting the competition for academic staff positions related to the professoriate of Western Caspian University (WCU).
- 12.2.** Elections of department heads are carried out based on the "Regulations on the Election of Department Heads at Western Caspian University."
- 12.3.** In cases where there is no Scientific Council in a WCU department, or if the WCU Scientific Council cannot make an independent decision and makes a formal request, a competition is held for other academic staff positions.
- 12.4.** When considering candidates for the positions of faculty dean, institute director, department head, and professor, the recommendation of the Scientific Council's Attestation Commission is announced.

13. PROCEDURE FOR THE ADOPTION AND IMPLEMENTATION OF DECISIONS BY THE SCIENTIFIC COUNCIL

- 13.1.** Procedure for reviewing the decisions of the Scientific Council.
- 13.2.** A decision of the Scientific Council is considered adopted if more than half of the members of the Council vote in favor (provided there is a quorum).
- 13.3.** The decision of the Scientific Council on the main item of the agenda is drawn up as a separate document within one week from the date of the meeting, taking into account any amendments or additions made to the draft decision during the session.
- 13.4.** A decision of the Scientific Council enters into force after it is signed by the Chair of the Scientific Council.
- 13.5.** The establishment, reorganization, or dissolution of new academic and research units within the authority of the Scientific Council, as well as the approval or annulment of local normative acts, is formalized through corresponding orders of the Rector based on the decisions of the Scientific Council.
- 13.6.** Enforced decisions are sent to the relevant individuals and structural units responsible for their execution, and are also provided to all members of the Scientific Council.
- 13.7.** The instructions outlined in the decisions of the Scientific Council generally specify a concrete deadline (calendar date) for implementation, and assign a responsible person to ensure the proper organization and timely execution of the decision. If no specific deadline is mentioned, the order must be implemented within one month (by the corresponding date of the following month). If the final day for execution falls on a non-working day, it must be fulfilled on the previous working day.

14. IMPLEMENTATION AND MONITORING OF THE SCIENTIFIC COUNCIL'S DECISIONS

- 14.1.** The implementation of legally effective decisions of the Scientific Council is supervised either by the Academic Secretary or, when necessary, by a commission formed within the Scientific Council.
- 14.2.** After a decision of the Scientific Council enters into force, each item of the decision is assigned with specific tasks, which include: the text of the issue, the date of the Scientific Council meeting, the protocol number, the content of the order, the execution deadline, and the responsible executor.
- 14.3.** The responsible executor:
- 14.3.1.** prepares measures for implementation;
 - 14.3.2.** gives specific instructions to the staff;
 - 14.3.3.** upon the completion of the established deadlines, finalizes the execution with a brief report on the actions taken;
 - 14.3.4.** submits information on the implementation of the decision to the Academic Secretary (or the commission);
 - 14.3.5.** bears personal responsibility for the execution of the decision.
- 14.3.** Orders must be executed within the set deadlines.
- 14.4.** The results of the decision's implementation are reviewed at the Scientific Council meeting, and a resolution is passed on its status (fulfilled, partially fulfilled, not fulfilled).
- 14.5.** If an order is partially fulfilled or not fulfilled, the Scientific Council sets a new deadline.
- 14.6.** In the case of exceptional circumstances, the responsible executor has the right to propose an extension of the execution deadline by submitting a written justification to the Chair of the Scientific Council no later than 10 days before the set deadline. The Chair of the Scientific Council is authorized to assign a new deadline for the execution of the decision.

14.7. The Academic Secretary (or the Chair of the Commission) presents a report on the implementation of the decisions at the Scientific Council meeting twice a year.

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