

CHARTER ON THE SCIENTIFIC COUNCIL OF WESTERN CASPIAN UNIVERSITY

1. This Charter defines the procedures for the establishment, organization, and main directions of activity, as well as the rights and responsibilities of the Scientific Council (hereinafter – Scientific Council) of Western Caspian University (hereinafter – the University).
2. The Charter of the University's Scientific Council has been developed in accordance with the University Charter, the Law of the Republic of Azerbaijan "On Education," the Presidential Decree No. 349 dated June 13, 2000, "On the Improvement of the Education System in the Republic of Azerbaijan," and the "Model Charter on the Scientific Council of a Higher Education Institution" approved by Order No. 792 of the Minister of Education of the Republic of Azerbaijan dated November 10, 1997.
3. The Scientific Council is the supreme governing body of the University in the field of education and training. The Rector of the University chairs the Scientific Council.
4. The term of office of the Scientific Council is 5 years. The Council may be reconstituted early at the request of at least two-thirds of its members.
5. The composition of the Scientific Council is approved by the Board of Founders.
6. The procedure for electing members of the Scientific Council and their rights and responsibilities are determined as follows, provided they do not contradict the "Model Charter on the Scientific Council of a Higher Education Institution" approved by the Ministry of Education of the Republic of Azerbaijan:
 - 6.1. By virtue of their positions, the following are included in the Scientific Council: the University Rector (Chairperson), Vice-Rector for Academic Affairs (Deputy Chair), other Vice-Rectors, Scientific Secretary, Deans, Heads of branches and other structural units, Chairpersons of the Student Youth Organization, the Student Scientific Society, and the Teaching-Methodical Council. Other members may comprise 3–10% of the total number of academic and research staff of the University. This percentage is determined by the Board of Founders based on the total number of such staff.
 - 6.2. Candidates for the Scientific Council are elected by secret ballot at general meetings of the academic and research staff of each school (faculty), branch, or relevant structural unit.
7. The Scientific Council of the University shall:
 - 7.1. Approve internal discipline rules for the University community (students, teachers, staff, doctoral students, and listeners);
 - 7.2. Approve charters, regulations, and normative documents of structural units, except for the General Council, Board of Trustees, and Scientific Council charters;
 - 7.3. Approve unified procedures for holding competitions for academic positions, and for contracts and agreements at schools (faculties), branches, and departments;
 - 7.4. Determine the University's student admission plan and submit it to the Board of Founders;
 - 7.5. Review personnel matters, conduct competitions for positions of professors and senior researchers upon the proposals of the Scientific Councils of structural units, and consider early dismissal from such positions;
 - 7.6. Elect heads of laboratories under departments, schools (faculties), and institutes;
 - 7.7. Annually review the Rector's report on the University's activities;

- 7.8. Address matters concerning the training and further education of specialists and scientific-pedagogical staff, and resolve issues related to all educational and scientific-research activities;
- 7.9. Elect the Secretary of the Council from among its members, establish commissions on education and science, socio-economic and economic activities, hear their reports, and make relevant decisions;
- 7.10. Elect a Scientific Secretary from its members to organize Council work, prepare meetings, and monitor implementation of decisions;
- 7.11. Periodically hear reports on teaching, scientific-research, and educational activities of schools (faculties);
- 7.12. Consider conferring academic titles such as “Professor,” “Associate Professor,” “Senior Researcher,” etc., on University staff;
- 7.13. Nominate University staff for honorary titles, state awards, orders, and medals of the Republic;
- 7.14. Confer honorary titles such as “Honorary Doctor” or “Honorary Professor” of the University on distinguished national and international scholars, statesmen, and public figures;
- 7.15. Award University prizes for scientific and pedagogical achievements;
- 7.16. Approve academic curricula;
- 7.17. Decide on the publication of textbooks, teaching-methodical materials, monographs, and syllabi;
- 7.18. Determine examination procedures and evaluation criteria;
- 7.19. Set scholarship award procedures in accordance with applicable regulations;
- 7.20. Approve the compositions of the University’s teaching-methodical, editorial-publishing, and library councils;
- 7.21. Nominate candidates for election as full or corresponding members of the Azerbaijan National Academy of Sciences (ANAS);
- 7.22. In exceptional cases — in the absence of faculty Scientific Councils or in case of conflicts — elect associate professors, senior lecturers, assistants, and researchers, or consider their early dismissal upon the Rector’s decision;
- 7.23. Resolve other issues assigned to it by the Board of Founders.
8. The Scientific Council operates based on a work plan for the academic year and each semester. The plan is discussed and approved at a Council meeting and confirmed by the Rector.
9. Council decisions on all matters of teaching, science, and education are made by a simple majority vote in open voting; decisions on elections and recalls of teaching staff and conferral of academic or honorary titles are made through secret voting, in accordance with established procedures.
10. Scientific Council meetings are held at least once every two months.
11. A quorum of at least two-thirds of Council members is required to adopt a decision. A decision is considered adopted if more than 50% of the attendees vote in favor.
12. Council decisions come into effect once approved by the University Rector.
13. Council meetings are minuted, signed by the Chair and the Secretary of the Council, and kept by the Scientific Secretary.
14. The Chair of the Council ensures regular monitoring of decision implementation and informs Council members about progress.

15. The Scientific Council is accountable to the Board of Founders for the exercise of the powers and responsibilities conferred upon it.
16. In the event of valid reasons — if a decision is found to be objectively incorrect or in violation of the law — the decision of the Scientific Council may be annulled by the Board of Founders.
17. This Charter enters into force from the date of its approval by the Board of Founders.
18. Amendments and additions to this Charter may be made by decision of the Board of Founders.