

Western Caspian University

Regulations of the Department of Extracurricular Activities of

1. General Provisions

1. The status, activities, and management of the Department of Extracurricular Activities of Western Caspian University (hereinafter referred to as "the Department") are governed by the educational legislation of the Republic of Azerbaijan, the Model Charter of Higher Education Institutions, the Charter of the University, and these Regulations.
2. In its operations, the Department is guided by the Constitution and laws of the Republic of Azerbaijan, including the "Law of the Republic of Azerbaijan on Education," other legislative acts related to education, relevant decrees, orders, and instructions of the Ministry of Education of the Republic of Azerbaijan, decisions of the University's Scientific Council, orders and directives of the University administration, and applicable labor legislation.
3. The Department operates under the leadership of the Vice-Rector for General Affairs of Western Caspian University.
4. The Department is managed by a Head, appointed by the Rector based on the recommendation of the Vice-Rector for General Affairs.
5. The duties and responsibilities of the Department are executed by the Head and other staff members of the Department.
6. Recruitment of Department staff is conducted through an official order issued by the Rector.
7. The Department collaborates with all faculties, departments, divisions, and other structural units of the University.

2. Objectives, Activities, and Functions of the Department

1. The primary objective of establishing the Department is to expand students' social engagement, develop their interests, skills, intellectual and creative capacities, ensure their physical and spiritual well-being, implement projects in these areas, and conduct various statistical reports and analyses for the University and national institutions.
2. The Department performs the following functions:

1. Organizes and ensures the implementation of extracurricular activities for students;
 2. Facilitates students' participation in various projects;
 3. Organizes and supports student involvement in scientific societies and academic conferences;
 4. Guides student scientific creativity and encourages publication in relevant journals;
 5. Organizes intellectual and academic competitions, artistic and sports teams, choirs, dance groups, technology clubs, travel and nature clubs, and oversees their activities;
 6. Coordinates and strengthens the operation of university clubs;
 7. Conducts various statistical analyses;
 8. Prepares proposal packages based on statistical insights and presents them to university leadership;
 9. Organizes celebrations of national holidays, historical events, and culturally significant days at the University;
 10. Establishes and maintains relationships with cultural and artistic institutions and public organizations;
 11. Establishes and manages a University Student Community;
 12. Establishes and manages a Student Community for college students;
 13. Submits proposals for improving the structure and activities of the Department and fulfills additional tasks assigned by the University administration.
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3. Rights and Responsibilities of the Department

Rights:

1. The Department is entitled to:
 - Request relevant information and documentation from faculties, departments, and other structural units of the University within its jurisdiction;

- Provide expert opinions, conduct research and analytical work, and prepare statistical materials;
- Organize seminars, meetings, and publish advisory materials related to its activities;
- Collaborate with local and international organizations, engage in experience exchange, and participate in relevant projects;
- Study international best practices, especially in line with European education standards, and propose their adaptation within the University;
- Exercise all other rights as stipulated by law and aligned with its scope of activities.

Responsibilities:

2. The Department is responsible for:

- Achieving its objectives and effectively executing its functions as outlined in Article 2;
 - Developing and submitting an action plan for approval by the University administration;
 - Organizing training and seminar participation for its staff;
 - Preparing and publishing materials relevant to its operations;
 - Studying international practices aligned with European educational standards;
 - Performing any additional duties assigned by the University administration.
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4. Organization and Management of the Department

1. The Department includes a “Projects and Statistical Analyses” Sector and other specialized personnel.
2. The Department’s structure includes the following positions:
 - Head of Department
 - Sector Manager
 - Specialist for Clubs and Associations
 - Project Specialist
 - Statistical Analysis Specialist

- Coordinator
 - Specialist for Secondary Education Institutions
3. The Head of the Department oversees the organization and management of its activities.
 4. The Head of the Department is responsible for:
 - Organizing the Department's overall operations;
 - Issuing internal instructions and monitoring their implementation;
 - Allocating tasks among staff and coordinating their activities;
 - Monitoring adherence to labor and administrative discipline;
 - Recommending performance-based incentives or disciplinary measures;
 - Requesting necessary information from University units for task fulfillment;
 - Reviewing incoming correspondence, complaints, and suggestions;
 - Ensuring recordkeeping and confidentiality;
 - Reporting regularly to University leadership;
 - Promoting compliance with professional ethics;
 - Analyzing the effectiveness of Departmental operations and submitting improvement proposals;
 - Ensuring the academic quality and accuracy of Department outputs and maintaining staff discipline.

5. Department Accountability

1. The Head of the Department is personally accountable to the University administration for the Department's performance, in accordance with internal regulatory procedures.
2. The Department submits a mid-term activity report at the end of each semester and a final report at the end of each academic year.