

Requirements for granting the academic title of Associate Professor *at Western Caspian University*

1. *The academic title of Associate Professor* is awarded by decision of the Scientific Council through a competition for scientific activity.

The position of director, deputy director for scientific affairs, scientific secretary, head of department or laboratory, deputy head of department or laboratory, senior research worker, leading research worker, senior research worker in scientific research departments *at Western Caspian University* is awarded to applicants with a PhD or Doctor of Science degree if the following requirements are met:

1.1. Applies to employees whose main place of work is Western Caspian University and who hold 0.75 full-time and 1 full-time teacher and senior lecturer positions.

- At least 25 “total citations” for the last 5 years;
- At least 2 “Hirsch index” (“h-index”) for the last 5 years;
- At least 1 year of work experience at Western Caspian University

1.2. Applicants must attach to their applications a snapshot (via screenshot) of their profiles on the academic platform "Google Scholar" or "Scopus" as of the date of application.

1.3. After defending the PhD dissertation, the applicant must submit at least two scientific articles per year in the humanities, social sciences, and natural sciences published in periodicals included in international abstracting and indexing systems (bases) (Scopus) in the relevant specialty.

Note: articles should be published under the name of Western Caspian University

CAN BE REFUSED:

- when the employee is found to have tampered with the information displayed in his/her profile on the academic platform “Google Scholar” in any way aimed at changing the results in his/her own favor;
- In the event of a technical error identified based on the results of the examination during the consideration of applications.

Requirements for granting the academic title of Professor at Western Caspian University

1. The academic title of Professor is awarded by decision of the Academic Council through a competition for scientific activity.

The position of director, deputy director for scientific affairs, scientific secretary, head of department or laboratory, deputy head of department or laboratory, senior research worker, leading research worker, senior research worker and one of their positions in scientific research departments at Western Caspian University is granted to applicants with a PhD or Doctor of Science degree if the following requirements are met:

2.1. Applies to employees whose main place of work is Western Caspian University and who hold 0.75 full-time and 1 full-time teacher and senior lecturer positions.

- Have a minimum of 50 “total citations” for the last 5 years;
- Have a minimum of 4 “Hirsch index” for the last 5 years;
- Have at least 1 year of work experience at Western Caspian University

2.2. Applicants must attach to their applications a snapshot (via screenshot) of their profiles on the academic platform "Google Scholar" or "Scopus" as of the date of application.

2.3 After defending their PhD dissertation, the applicant must submit at least three scientific articles per year in the humanities, social sciences, and natural sciences published in periodicals included in international abstracting and indexing systems (bases) (Scopus) in the relevant specialty.

Note: articles should be published under the name of Western Caspian University

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- when the employee is found to have tampered with the information displayed in his/her profile on the academic platform “Google Scholar” in any way aimed at changing the results in his/her own favor;
- In the event of a technical error identified based on the results of the examination during the consideration of applications.

LIST of documents submitted to Western Caspian University regarding the granting of a scientific name

1. Petition
2. A copy of the claimant's identity card (a notarized copy of the passport for foreigners and stateless persons);
3. Applicant's personal information sheet (must be filled out based on the Form approved by the AAK and approved at the main workplace);
4. A copy of the claimant's employment record certified by the main workplace;
5. A character statement about the applicant's activities, signed by his/her supervisor and certified with the main seal;
6. Extract from relevant orders on the applicant's pedagogical activity (a certificate indicating the teaching load for each month must be attached);
7. Notarized copies of the applicant's higher education diploma and its supplement (for applicants who have received higher education abroad, in addition, a document issued by the Ministry of Education of the Republic of Azerbaijan on the equivalence of the higher education document);
8. Copies of Doctor of Philosophy and Doctor of Science diplomas (for applicants who have obtained a scientific degree abroad, additionally, a document issued by the Higher Attestation Commission under the President of the Republic of Azerbaijan on the recognition of the scientific degree document based on nostrification or re-attestation)
9. A screenshot and link of their profile on the academic platform Google Scholar, as of the date of application.
10. Screenshot and link of the profiles on the Scopus academic platform as of the application date.