



SUMGAYIT STATE UNIVERSITY

ANNUAL REPORT OF THE DISCIPLINARY COMMISSION

**SUMGAYIT STATE
UNIVERSITY**

***SUMGAYIT STATE UNIVERSITY
Sumgayit city, 43rd block,
Baku street 1, AZ5008***

University: Sumgayit State University

Chairman of the Commission: Prof. Javanshir Mammadov

Reporting period: 01.09.2024 – 31.05.2025

1. Introduction

According to the decision of the Scientific Council of Sumgayit State University dated 20.04.2022 (protocol No. 08), a Disciplinary Commission was established under the Scientific Council. The Disciplinary Commission plays a key role in maintaining a respectful, ethical, and professional academic environment. It ensures that all university members adhere to established codes of conduct and organizational values. Core Responsibilities:

- Investigating disciplinary violations in accordance with university regulations
- Reviewing complaints and claims submitted by students, faculty, and staff
- Promoting ethical behavior and adherence to organizational values
- Recommending appropriate measures or sanctions when necessary

This report is prepared based on the activities of the Disciplinary Commission during the 2024-2025 academic year and the results of the disciplinary cases considered. The purpose of the report is to present measures to protect the rules of discipline within the university, analyze violations, and prevent these cases in the future. Disciplinary Commission

2. Composition of the Commission

Positions:

- Chairman of the Commission
- Members

3. Statistical Data

Type of disciplinary violation	Number of events
Number of meetings	12 (per month)
Unexcused absences	28

Academic plagiarism	7
Moral/ethical behavior violations	0
Damage to university property	0
Other cases	4
Total	39

4. Decisions Made

Type of punishment	Numbers
Verbal warning	1
Written reprimand	2
Temporary suspension (1 month)	0
Outside the university	0
Other measures (awareness)	6

5. Analysis and Key Issues

- The most common violation was unexcused absences.
- Violations of academic integrity mainly included providing illegal assistance in exams.
- Repeated violations were observed mainly among lower-year students.
- In most cases, students stated that they did not know the rules.

6. Awareness and Preventive Measures

- Educational events were held during seminar classes in 6 faculties on the topic of “Academic Ethics and Discipline”.
- Internal rules were explained to newly admitted students.
- A simple explanatory version of the code of ethics was prepared for students.
- Policy documents prepared:
 - ✓ Ethical Organizational values;
 - ✓ Prevention policy on Human Trafficking;
 - ✓ Anti-Harassment;

- ✓ Anti-Discrimination;
- ✓ Equality, Diversity and Inclusion.

7. Recommendations

- Regular trainings should be held to introduce disciplinary rules in all faculties.
- Educational materials on academic integrity should be prepared.

Chairman of the Commission: Prof. Javanshir Mammadov

Date: 01 /06 / 2025



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