

"I confirm"  
Chairman of the Scientific Council  
Sumgayit State University  
Rector  
\_\_\_\_\_ Prof. R.E. Azizov

Decisions of the meeting of the Scientific Council of Sumgayit State University

Date: September 6, 2024 (pr.№1)

Participants: 43 out of 48 members of the Scientific Council

Issue I: On the status of preparation for the 2024/2025 academic year

Speaker: Director of the Teaching Methodological Center, Assoc. Prof. O.Y. Hajiyeu

1.1. The information provided by Assoc. Prof. O.Y. Hajiyeu regarding the preparation for the 2024/2025 academic year should be taken into account.

1.2. It should be noted that preparations for the 2024/2025 academic year are progressing rapidly, and significant efforts are being made to complete all necessary tasks on time.

1.3. The deans of faculties, heads of departments, and other structural leaders should be instructed to finalize all work by September 13, 2024.

1.4. A special approach should be applied to the calculation of salaries for hourly workload assigned to specialists from industrial enterprises and the business world at SSU, with a salary set at 20 AZN per academic hour.

Issue II: On the Methodological Manual on the Organization and Evaluation of Teaching

Speaker: Director of the Educational Methodological Center, Assoc. Prof. O.Y. Hajiyeu

2.1. The information presented by Assoc. Prof. O.Y. Hajiyeu regarding the Methodological Manual on the Organization and Evaluation of Teaching should be taken into account.

2.2. The Methodological Manual on the Organization and Evaluation of Teaching is hereby approved.

Issue III: On some changes in the structure of SSU

Speaker: Vice-Rector for Science and Innovations, Assoc. Prof. E.T. Abdullayev

3.1. The information provided by Assoc. Prof. E.T. Abdullayev regarding changes in the structure of SSU should be taken into account.

3.2. For the Faculty of Mathematics:

3.2.1. The Departments of Mathematical Analysis and Function Theory and Differential Equations and Optimization should be abolished. A new department titled Mathematical Analysis and Differential Equations should be established, with Assoc. Prof. Kh.I. Seyfullayeva appointed as the head.

3.2.2. The Department of Informatics should be abolished, with its teaching load transferred to the Department of Mathematics and its Teaching Methods, and the department should be renamed Department of Mathematics and Informatics Teaching Technology.

3.3. For the Faculty of Economics and Management:

3.3.1. The Department of Economics should be abolished, with its teaching load transferred to the Department of Finance and Accounting, and the department should be renamed Department of Accounting and Economics.

3.3.2. The Department of World Economy and Marketing should be abolished, with its teaching load transferred to the Department of Business Organization and Management, and the department should be renamed Department of Business Management.

3.4. For the Faculty of Philology:

3.4.1. The Departments of Azerbaijani and Foreign Literature and Azerbaijani Language and its Teaching Methods should be abolished, with a new department titled Department of

Language and Literature being established. Assoc. Prof. B.I. Eminli will be appointed as the head of the department.

Issue IV: On the merger of the Project Management Department with the Department of International Relations and Foreign Students

Speaker: Vice-Rector for International Relations, Assoc. Prof. K.A. Abasli

4.1. The information provided by Assoc. Prof. K.A. Abasli regarding the merger of the Project Management Department with the Department of International Relations and Foreign Students should be taken into account.

4.2. The Project Management Department should be merged with the Department of International Relations and Foreign Students, and a new department titled Department of International Cooperation and Strategic Projects should be established.

4.3. H.M. Nazirova should be appointed as the head of the Department of International Cooperation and Strategic Projects.

4.4. H.M. Nazirova will be entrusted with preparing the department's charter within 1 month.

Issue V: Results of surveys conducted by the Quality Assurance and Strategy Department

Speaker: Head of the Quality Assurance and Strategy Department, Gulnar Jafarova

5.1. The presentation of Gulnar Jafarova, Head of the Quality Assurance and Strategy Department, regarding the results of the surveys conducted by the department should be taken into account.

5.2. It should be noted that conducting surveys, in addition to identifying certain shortcomings, also helps develop students' ability to think independently.

5.3. Based on the survey results, deans, heads of departments, and heads of relevant structures should be instructed to implement appropriate measures to analyze and address the identified shortcomings (Permanent).

Issue VI: On the development of digital management and optimization of the internal management process

Speaker: Vice-Rector for Social Affairs and Public Relations, Assoc. Prof. E.Sh. Khalilov

6.1. The information provided by Assoc. Prof. E.Sh. Khalilov on the development of digital management and optimization of the internal management process should be taken into account.

6.2. To ensure electronicization, optimal management of resources, and improve efficiency, the General Department should be abolished, and the Document Work Department should be established.

Issue VII: Establishment of the "Center of Excellence"

Speaker: Vice-Rector for Social Affairs and Public Relations, Assoc. Prof. E.Sh. Khalilov

7.1. The information provided by Assoc. Prof. E.Sh. Khalilov on the establishment of the Center of Excellence should be taken into account.

7.2. The Center of Excellence should be established at the university to support the improvement of students' academic performance, knowledge, skills, and the effective use of their free time.

Issue VIII: Various issues

Speaker: Scientific Secretary, Prof. M.M. Samedov

8.1. Discussion and approval of the academic integrity policy document

8.1.1. The information provided by Assoc. Prof. S.K. Orujov, Head of the Department of Master's, Doctoral Studies, and Science, on the academic integrity policy document should be taken into account.

8.1.2. The academic integrity policy document should be approved.

8.2. Approval of the mechanism for monitoring and evaluating scientific research activities

8.2.1. The information provided by Assoc. Prof. S.K. Orujov on the approval of the mechanism for monitoring and evaluating scientific research activities should be taken into account.

8.2.2. The mechanism for monitoring and evaluating scientific research activities should be approved.

8.3. On conducting employee certification

8.3.1. To assess the level of professionalism of university employees and determine their suitability for their specialties and positions, employee certification will be carried out on October 21, 2024.

8.3.2. An Attestation Commission will be established with the following composition:

Chairman:

Elmar Shirinbala oglu Khalilov – Vice-Rector for Social Issues and Public Relations, Associate Professor

Members:

Elshad Tofiq oglu Abdullayev – Vice-Rector for Science and Innovations, Associate Professor

Ahmad Vugar oglu Ahmedzade – Advisor to the Rector

Gunay Miraslan gizi Rafiyeva – Director of the Human Capital Management Center

Nasiba Siraj gizi Amirbeyova – Director of the Career and Alumni affairs Center

Gulnar Hasan gizi Jafarova – Head of the Quality Assurance and Strategy Department

Ulduz Kheyrolla oglu Agayev – Dean of the Faculty of Engineering, Associate Professor

Rashad Allahverdi oglu Salimov – Dean of the Faculty of Natural Sciences, Associate Professor

Logman Imran oglu Abdullayev – Dean of the Faculty of Economics and Management, Associate Professor

Adil Bakhshali oglu Bakhshaliyev – Dean of the Faculty of History and Geography, Professor

Khalida Sidgali gizi Hasanova – Dean of the Faculty of Mathematics, Associate Professor

Gunel Bakhshayish gizi Pashayeva – Dean of the Faculty of Philology, Associate Professor

Amina Agamoglan gizi Hasanova – Chief Lawyer, Associate Professor

Nemat Alish oglu Ibayev – Chairman of the Union of Colleagues Committee, Associate Professor

Konul Gorkhmaz gizi Maharramova – Specialist of the Human Capital Management Center

8.3.3. The necessary information about the employees to be attested should be prepared and submitted to the Commission by September 23, 2024, by the deans of faculties, heads of departments, and other relevant heads of structures.

8.3.4. The Human Capital Management Center will be tasked with preparing the list of employees who must undergo attestation and submitting it to the Attestation Commission by September 30, 2024.

8.3.5. The Attestation Commission will be tasked with preparing the schedule for employees to undergo attestation and delivering it to the relevant structural heads, ensuring that the Rector is informed about the results within 7 days.

8.4. Approval of the sample of the Individual Contract on paid education of students and payment rules

8.4.1. The sample of the Individual Contract on paid education of students and payment rules should be approved.

8.5. Approval of the rules for employment at SSU

8.5.1. The information provided by the Director of the Human Capital Management Center, G. Rafiyeva, regarding the approval of the rules for employment at SSU should be taken into account.

8.5.2. The rules for employment at SSU should be approved.

8.6. On amendments to the regulations of the Quality Assurance and Strategy Department

8.6.1. The following amendments will be made to the regulations of the Quality Assurance and Strategy Department:

The Quality Assurance and Strategy Department shall be subordinated to the Vice-Rectorate for International Relations.

8.7. On updating the annual activity plan of SSU in accordance with the academic year

8.7.1. The annual activity plan of SSU shall be updated in accordance with the 2024/2025 academic year, and reports will be collected based on this updated plan.

8.8. On compiling the annual activity plans of the structural units of the university in accordance with the annual activity plan of SSU and the newly established form

8.8.1. The annual activity plans of the structural units of the university will be compiled in accordance with the annual activity plan of SSU and the newly established form.

8.9. Approval of the Report on the implementation of the recommendations and instructions given by the Accreditation Commission in the final report as a result of the past accreditation process

8.9.1. The Report on the implementation of the recommendations and instructions provided by the Accreditation Commission in the final report following the past accreditation process will be approved.

8.10. Updating the "Quality Assurance Policy Document"

8.10.1. The Quality Assurance Policy Document shall be updated to reflect the reforms, innovations, and improvements implemented at the university, including the adoption of new mechanisms, etc.

8.11. On the establishment of the Quality Assurance Commission

Speaker: Head of the Quality Assurance and Strategy Department, Gulnar Jafarova

8.11.1. The information presented by Gulnar Jafarova, Head of the Quality Assurance and Strategy Department, regarding the establishment of the Quality Assurance Commission, will be taken into account.

8.11.2. In order to enhance the effectiveness of the university's Internal Quality Assurance system, a Quality Assurance Commission will be established at SSU with the following composition:

Azizov Rufat - Rector of SSU

Abdullayev Elshad - Vice-Rector for Science and Innovations

Abasly Konul - Vice-Rector for International Relations

Khalilov Elmar - Vice-Rector for Social Issues and Public Relations

Mammadov Asad - Vice-Rector for General Affairs  
Jafarova Gulnar - Head of the Quality Assurance and Strategy Department  
Hajiyev Osman - Director of the Educational and Methodological Center  
Bakhshaliyev Adil - Dean of the Faculty of History and Geography  
Aghayev Ulduz - Dean of the Faculty of Engineering  
Salimov Rashad - Dean of the Faculty of Natural Sciences  
Pashayeva Gunel - Dean of the Faculty of Philology  
Abdullayev Logman - Dean of the Faculty of Economics and Management  
Hasanova Khalida - Dean of the Faculty of Mathematics  
Hasanova Amina - Senior Lawyer  
Nazirova Habiba - Head of the International Cooperation and Strategic Projects

Department

Amirbeyova Nasiba - Director of the Career and Alumni Center  
Mammadli Tahir - Head of the Technical Supply Department  
Rafiyeva Gunay - Director of the Human Capital Management Center  
Orujov Samir - Head of the Master's, Doctoral, and Scientific Department  
Shafiyev Ahad - Production Manager of the Steel Pipe Plant of "Azertechnolayn" LLC  
Mukhtarov Togrul - Chief Engineer of Pasha Property  
Nagizade Khuraman - Deputy Director of the Khazar University World School  
Abdullayev Elvin - Student of SSU  
Alakbarova Gunay - Graduate of SSU  
Gurbanova Lala Isbat - Specialist of the Quality Assurance and Strategy Department

8.12. On approval of the Regulations of the Quality Assurance Commission

Speaker: Head of the Quality Assurance and Strategy Department, Gulnar Jafarova

8.12.1. The Regulations of the Quality Assurance Commission will be approved.

8.13. On the Action Plan of the Quality Assurance Commission

Speaker: Head of the Quality Assurance and Strategy Department, Gulnar Jafarova

8.13.1. The Action Plan of the Quality Assurance Commission will be approved.

8.14. On the Annual Action Plan for the measures planned for the 2024/2025 academic year of SDU

Speaker: Head of the Quality Assurance and Strategy Department, Gulnar Jafarova

8.14.1. The Annual Action Plan for the 2024/2025 academic year of SSU will be approved.

8.15. On the abolition of dispatcher staff units

8.15.1. Since there is no longer a need for the dispatcher service, 3 dispatcher staff units at the university will be abolished.

8.16. Approval of the Work Plan of the SSU Academic Council for the 2024/2025 academic year, the Action Plan of the Master's, Doctoral, and Scientific Departments (2024-2025)

8.16.1. The Work Plan of the SSU Academic Council for the 2024/2025 academic year will be approved.

8.16.2. The Action Plan of the Master's, Doctoral, and Scientific Departments for the 2024-2025 academic year will be approved.

8.17. Approval of the curriculum plans

8.17.1. The following curriculum plans for the Faculty of Natural Sciences will be approved:

At the bachelor's level:

050102 - Biology teacher

050105 - Physics teacher

050106 - Physical education and pre-service teacher

050109 - Chemistry teacher (AZ/ENG)

050110 - Chemistry and biology teacher

050501 - Biology

050505 - Physics

050508 – Chemistry

At the master's level:

060104 – Physics teacher specialty, Physics teaching method and methodology specialization.

060109 – Biology teacher specialty, Biology teaching method and methodology specialization.

060110 – Chemistry teacher specialty, Chemistry teaching method and methodology specialization.

060503 – Physics specialization: Semiconductor Physics, Thermal Physics and Molecular Physics, Atomic and Molecular Physics, Semiconductor Devices and Microelectronics.

060504 – Chemistry specialization: Inorganic Chemistry, Organic Chemistry, Physical Chemistry, Analytical Chemistry, Chemistry of High Molecular Compounds, Electrochemistry, Petrochemistry.

060505 – Biology specialization: Mycology, Microbiology, Genetics.

8.17.2. The following curricula for the Faculty of Engineering shall be approved:

050615 - Information Security

050638 - Industrial Engineering

Sabah Group Curriculums

1. 060631 - Computer Engineering (SABAH Groups) specialization of the Computer Engineering major

2. 060632 - Cybersecurity (SABAH Groups) specialization of the Information Technologies and Systems Engineering major

3. 060509- Data Analysis (Data Analytics – SABAH Groups) specialization of the Computer Science major

Updated curricula:

1. 060631 - Computer Engineering specialization of the Computer Engineering major

2. 060623 - Transportation Logistics specialization of the Transportation and Management Engineering major

3.060649-Environmental Protection and Efficient Use of Natural Resources specialization of the Ecological Engineering major

4.060632-Information Technologies and Systems Engineering specialization Information Systems in Management

5.060608- Electrical Power Engineering specialization Power Supply (by areas)

6.060608- Electrical Power Engineering specialization Power Supply Optimization and Modeling

7.060608- Electrical Power Engineering specialization Electric Power Engineering

8.060641 Chemical Engineering specialization Chemistry and Technology of Polymers

9.060641 Chemical Engineering specialization Chemistry and Technology of Basic Organic Synthesis

10. 060628 - Process Automation Engineering specialization Automation of Technological Processes and Production

11.050629 - Mechatronics and Robotics Engineering

8.17.3. The following curricula for the Faculty of History and Geography shall be approved.

At the bachelor's level:

050116 - History teaching;

050117 - History and geography teaching;

At the master's level:

060206-Specialization of the history specialty in ancient and medieval history of Azerbaijan

060206- Specialization of the history specialty in new and newest history of Azerbaijan

060111-Specialization of the history teaching specialty in methods and methodology of teaching history

060506- Specialization of the physical geography of Azerbaijan

060112-Specialization of the geography teaching specialty in methods and methodology of teaching geography

060213- Specialization of the sociology of management in the sociology of sociology

8.17.4. The following curricula for the Faculty of Mathematics shall be approved:

At the bachelor's level:

050114- Mathematics teaching (teaching in English);  
050114- Mathematics teaching;  
050115- Mathematics and computer science teaching;  
050115- Mathematics and computer science teaching (Sabah groups);  
050511- Mathematics;  
050108- Computer science teaching;  
At the master's level:

1.060501- Mathematical analysis, Computational mathematics, Differential equations,  
Optimization and optimal control specializations of the Mathematics specialty;

2. 060105- Mathematics teaching specialty  
Mathematics teaching methodology and methodology specialization;

3.060509- Computer Science specialization Informatics

8.17.5. The following curriculum plans shall be approved for the Faculty of Economics and  
Management:

At the undergraduate level:

050810-Organization of Tourism Business (Full-time)

050810- Organization of Tourism Business (Part-time)

050408 - Management

050402- Business Management

050406- Finance

050409- Accounting

050407- Marketing

050401- International Trade and Logistics

050405- Economics

At the graduate level:

060402- Accounting and Audit specialization in the Production sphere of Accounting and

Auditing;

060403- Banking specialization of Finance;

060407- Management specialization in Management (by field);

060407- Management specialization in Innovation and Project Management;

060409 Business Management specialization Business Organization and Management

(General Purpose)

060409 - Business Management specialization Business Organization and Management

(Finance)

8.16.6. The following curricula shall be approved for the Faculty of Philology:

At the undergraduate level:

050101-Azerbaijani language and literature teaching.

050121-Foreign language teaching.

050107-Primary school teaching.

050112- Preschool education.

050118-Social-psychological service in education.

050111-Correctional training.

At the master's level:

060101-Azerbaijani language and literature teaching specialization Azerbaijani language  
and literature teaching methodology and methodology.

060201-Philology specialization in Azerbaijani language and Azerbaijani literature.

060209-Psychology specialization in General psychology and Child and age psychology.

060117-Preschool education and upbringing specialization in Preschool education and  
upbringing.

060119-Pedagogy theory and history specialization in Pedagogy.

8.18.Approval of regulations on faculties, departments and other structures

8.18.1.Approve the Regulations on the Scientific Council of SSU.

8.18.2.Approve the Regulations of the Master's, Doctoral and Scientific Departments.

8.18.3.Approve the updated Regulations of the Teaching Methodological Center.

8.18.4.Approve the mechanism for monitoring and evaluating the scientific and research  
activities of SSU.

8.18.5. To approve the mechanism for awarding scientific articles.

8.18.6. To approve the regulations on the faculty of natural sciences.

8.18.7. To approve the regulations on the department of chemistry.

- 8.18.8. To approve the regulations on the department of biology.
- 8.18.9. To approve the regulations on the department of physics.
- 8.18.10. To approve the regulations on the department of civil defense, medical and physical training.
- 8.18.11. To approve the regulations on the faculty of engineering.
- 8.18.12. To approve the regulations on the department of automation and mechanics.
- 8.18.13. To approve the regulations on the department of information technologies.
- 8.18.14. To approve the regulations on the department of energy.
- 8.18.15. To approve the Regulations on the Department of Chemical Engineering and Ecology.
- 8.18.16. To approve the Regulations on the Faculty of Economics and Management.
- 8.18.17. To approve the Regulations on the Department of Accounting and Economics.
- 8.18.18. To approve the Regulations on the Department of Business Administration.
- 8.18.19. To approve the Regulations on the Faculty of Mathematics.
- 8.18.20. To approve the Regulations on the Department of Mathematical Analysis and Differential Equations.
- 8.18.21. To approve the Regulations on the Department of Mathematics and Informatics Teaching Technology.
- 8.18.22. To approve the Regulations on the Faculty of Philology.
- 8.18.23. To approve the Regulations on the Department of Language and Literature.
- 8.18.24. To approve the Regulations on the Department of Pedagogy and Psychology.
- 8.18.25. To approve the Regulations on the Department of Foreign Languages.
- 8.18.26. To approve the Regulations on the Faculty of History and Geography.
- 8.18.27. To approve the Regulations on the Department of History of Azerbaijan and the Peoples of Eastern Europe.
- 8.18.28. To approve the Regulations on the Department of Philosophy, Sociology and Political Science.
- 8.18.29. To approve the Regulations on the Department of History, Geography and Methodology.
- 8.18.30. To approve the Regulations of the Accounting Department of SSU.
- 8.18.31. To approve the Regulations of the Special Department.
- 8.18.32. To approve the Regulations of the Scientific Library.
- 8.18.33. To approve the Regulations of the Sports Club.
- 8.18.34. To approve the Regulations on the Information Technology Center (ITC).
- 8.18.35. To approve the Regulations on the official website of Sumgayit State University.
- 8.18.36. To approve the Regulations of the Information Technology Service of Sumgayit State University.

Scientific Secretary: Prof. M.M.Samadov