

**The Minute of Scientific Council meeting of Sumgayit State University
dated 21.12.2022 (pr. No. 04)**

Attended: 47 members out of 49 members of the Scientific Council.

Issue I: About the results of the scientific-research works carried out at Sumgayit State University in 2022 (Head of the Scientific Department assoc.prof. S. Orujov)

1.1. The information of the head of the Scientific Department, assoc prof. S.Orujov was taken into consideration about the results of the scientific-research works carried at Sumgayit State University in 2022

1.2. The inclusion of both sections of the scientific news journal of SSU in the high scientific-analytical information base - the Russian scientific reference index (PIHLI) should be positively assessed, and further strengthening of the work fulfilled out in the direction of the inclusion of the scientific news journal in the SCOPUS international summarizing and indexing system should be entrusted to vice-rector on Science and innovations to prof. R. Mammadov.

1.3. The stimulation of the university management to publish the scientific articles of SSU professors and teachers, as well as doctoral students and PhD students in journals included in the international summarizing and indexing systems, should be evaluated positively, and the publication of more articles in indexed journals from now should be appreciated by faculty deans, heads of department, the academic supervisors of the PhD students and other structural managers.

1.4. To increase the efficiency of scientific research works, to increase the efforts towards the publication of articles in the scientific news magazine of SSU together with foreign experts, the faculty deans, heads of departments and other heads of structures should be assigned.

1.5. The acquisition of the Digital Object Identifier DOI by Crossref, the official digital documentation agency of the International DOI Foundation, for the scientific articles published at SSU should be positively evaluated, the process in this direction should be continued, and webinars should be held with the involvement of young specialists from the faculties.

Issue II: About the results of surveys conducted among students of Sumgayit State University in the 2022/2023 academic year and determining the level of satisfaction (Narmin Hasanova, head of the Department of Quality Assurance in education)

2.1. In the 2022/2023 academic year, the results of the surveys conducted among the students of Sumgayit State University and the determination of the level of satisfaction should be taken into account by the head of the Department of Quality Assurance in education, Narmin Hasanova.

2.2. According to the results of the survey conducted among students, the high level of satisfaction of students should be evaluated positively.

2.3. The head of the Department of Quality Assurance in education, N. Hasanova, should be tasked with continuously conducting surveys among the faculty, students and graduates of SSU.

2.4. Faculty deans should be tasked with creating conditions for conducting surveys by the Department of Quality Assurance in education among professors and lecturers, students and graduates of SSU.

Issue III: About the results of open classes held in academic groups (Chairman of the Teaching Methodological Council, assoc.prof. M. Mustafayev)

3.1. The information of the chairman of the Teaching Methodological Council, associate professor M. Mustafayev, about the results of the open classes held in academic groups should be taken into account.

3.2. In addition to conducting open classes according to the approved schedule, participation in classes held in academic groups outside the schedule is allowed to entrust the chairman of the Teaching Methodical Council of SSU assoc.prof. M. Mustafayev, chairmen of the Teaching Methodical Council on the faculties (assoc.prof. A. Bakhshaliyev, assoc. prof. G. Huseynov, assoc. prof. K. Aliyeva, assoc.prof. Sh. Mammadova and assoc. prof. A. Hashimova) and heads of the department.

3.3. In order to further improve the quality of the lessons, the comments, opinions and suggestions mentioned in the open lessons held in the academic groups should be discussed in the department meetings and brought to the attention of the subject teachers and department employees in general.

3.4. The preparation of proposals for the formation of the Teaching Methodical Council at SSU in two divisions for Natural and technical sciences and Humanities should be assigned to the vice-rector for Teaching organization and training technologies, associate professor N. Talybov.

Issue IV: About the results of the competition held in the nomination "Best monograph" (Responsible Secretary of the Competition Commission assoc.prof. G. Mansurov)

4.1. About the results of the competition held under the nomination "Best Monograph", the responsible secretary of the Competition Commission, Assoc. G. Mansurov's information should be taken into account.

4.2. It should be considered expedient to extend the time of the competition for the "Best Monograph" nomination until the end of 2023.

Issue V: Miscellaneous issues (Scientific secretary Prof. M. Samadov)

5.1. Review and approval of the "Quality Assurance Policy of Sumgait State University" document

5.1.1. The document "Quality Assurance Policy of Sumgait State University" should be approved.

5.2. Partially changing the name of the SSU Career center and approving the center's new Regulations

5.2.1. The name of the Career Center of SSU should be renamed as the Career and Graduate employment Center in the new edition, and the Regulations should be approved.

5.3. Approval of the thesis topic and scientific supervisor of Nasirova Elmira Alish gizi, assistant of the department of Informatics, in the new editorial office

5.3.1. The subject of the Ph.D. dissertation of Nasirova Elmira Alish gizi, assistant of the department of Informatics, majoring in 3338.01- "Systematic analysis,

management and information processing (by fields)" in the new editorial office, is "Research of technical systems whose activities are described by knowledge with Petri nets" and scientific supervisor prof. M.A. Ahmadov to be approved.

5.4. On the approval of the "Teaching plan for the preparation course of international students" (for all specialties).

5.4.1. "Teaching plan for the preparation course of international students (for all specialties) should be approved.

5.5. On granting publication rights (grif) to educational materials

5.6. About conducting competitions and giving scientific names

5.6.1. About the election of PhD on economics prof. Sh.T. Aliyev to the position of professor at the department of World Economy and Marketing

1. Shafa Aliyev Tiflis oglu should be considered to be elected to the position of professor at the department of World Economy and marketing.

5.6.2. Associate professor of the department of Azerbaijani language and its teaching methodology PhD on philology N.A. Ibayev about filing a petition before the HAC to grant the title of associate professor due to his scientific and pedagogical activity.

1. Associate Professor of the Department of Azerbaijani Language and its Teaching Methodology Ph.D. N.A. Ibayev should be allowed to submit a petition to the EAC for the title of associate professor of the field of Philology 5706.01- Azerbaijani language specialty due to his scientific and pedagogical activity.

5.7. On increasing the salaries of SSU collaborators (Vice Rector for Economic Affairs Naib Hajiyeu)

5.7.1 To take into account the information of vice-rector for Economic affairs Naib Hajiyeu about increasing the wages of SSU collaborators

5.7.2. It should be considered appropriate to increase the salaries of SSU collaborators from January 1, 2023.

5.8. About renaming the "Center for Students with Physical Disabilities" under the SSU as "Inclusive Education Center" in the new edition and approving its Statute (vice rector on Social affairs and public relations assoc. prof. E. Khalilov)

5.8.1. "Centre for students with physical disabilities" should be renamed "Inclusive Education Center" in the new edition and the Statute of the center should be approved.

Scientific secretary: prof. M.M. Samadov