

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

Decisions of the Expanded Meeting of the Scientific Council of Sumgayit State University
Dated: July 11, 2024 (pr. №8)
Participated: 44 members out of 49 members of the Scientific Council

Issue I: About the Position of SSU in the QS-International Rankings

(Presentation by Professor for International Relations, Assoc. Prof. K.A. Abasli)

1.1. The information provided by the Vice-Rector for International Relations, Assoc. Prof. K.A. Abasli, regarding the position of SSU in the QS-International Rankings should be taken into account.

1.2. The high ranking of SSU in the QS International Ranking of European Universities should be acknowledged as a significant success for the university, achieved through the efforts of the university staff, under the leadership of the Rector, Mr. Rufat Azizov.

1.3. It should be noted that our university is ranked 483rd in Europe, 31st in Western Asia, and 5th in Azerbaijan. SSU is the first regional university from our country to be included in the QS Rankings. In total, nine universities from Azerbaijan have been included in the QS Rankings.

1.4. The determination, hard work, and effective activities of the faculty and staff are the foundation for achieving this success. Thanks to their efforts, our university has gained prestige in the academic community, society, and among employers in a short period, and has earned a place in the QS Rankings. The university administration expresses its heartfelt gratitude to each of them.

1.5. The university administration would like to express its gratitude to the Vice-Rector for International Relations, Assoc. Prof. K.A. Abasli, for his leadership in the international rankings work; to the Head of Department, Habiba Nazirova, for the precise verification and preparation of reports; to the Director of the Career and Alumni Center, Nasiba Amirbayova, for her effective activities in establishing strong relations between SSU and employers, as well as in clarifying and collecting data on graduates; and to Professor Elmar Muallim and his team, Assoc. Prof. Sabir Khalilova, Faig Shirinova, Director of the Teaching Methodological Center, Assoc. Prof. Osman Hajiyevev, and the Head of the Department of Master's, Doctoral, and Scientific Studies, Assoc. Prof. Samir Orujov, for their valuable contributions.

Issue II: Results of the Examination Session for Bachelor's and Master's Degrees and Defense of Master's Theses for the Spring Semester of the 2023/2024 Academic Year

(Presentation by Professor for Science and Innovations, Assoc. Prof. E.T. Abdullayev)

2.1. The information provided by the Vice-Rector for Science and Innovations, Assoc. Prof. E.T. Abdullayev, on the results of the examination session for bachelor's and master's degrees and defense of master's theses for the spring semester of the 2023/2024 academic year should be considered.

2.2. It should be noted that the exams were conducted in accordance with Order No. R-17/1 of SSU, dated May 14, 2024, regarding the examination session for the spring semester of the 2023-2024 academic year. The Examination Headquarters and Appeals Commission operated throughout the examination session.

2.3. The regular monitoring of exams by representatives of the university administration during the examination session contributed to the organized conduct of the exams.

2.4. Faculty deans, department heads, and subject teachers should be instructed to ensure that students begin preparing seriously from the start of the semester in order to achieve higher academic performance in future exams. (Permanent)

Issue III: Requirements for the Promotion of SSU Employees to the Position of Associate Professor and the Mechanism for Rewarding Scientific Articles

(Presentation by Head of the Department of Master's, Doctoral and Scientific Studies, Assoc. Prof. S.K. Orujov)

3.1. The information presented by the Head of the Department of Master's, Doctoral and Scientific Studies, Assoc. Prof. S.K. Orujov, regarding the Requirements for promotion of SSU employees to the position of associate professor and the mechanism for rewarding scientific articles should be considered.

3.2. It should be noted that the Requirements for promotion to the position of associate professor and the reward system for scientific articles are designed to increase the efficiency and motivation of SSU faculty, as well as to enhance the university's ranking.

3.3. The Requirements for promotion to the position of associate professor and the "Reward Mechanism for Scientific Articles" for SSU employees shall be approved (the Requirements are attached to the protocol).

3.4. The reward will be based on the following criteria:

Issue III: Prizes for SSU Authors with Articles in Q1/Q2/Q3/Q4 Category Journals

3.1. The first prize will be awarded to the five authors with the most articles in the Q1/Q2/Q3/Q4 category journals, with each receiving 3000 AZN. The ranking of the candidates will be determined by the points collected as follows: Q1 – 6 points, Q2 – 5 points, Q3 – 4 points, and Q4 – 3 points.

3.2. The second prize will be awarded to the five authors with the most references to their articles in the Q1/Q2/Q3/Q4 category journals, excluding self-references and references from articles with 10 or fewer co-authors. Each recipient will receive 3000 AZN.

3.3. The third prize will be awarded to authors with articles published in Q1/Q2 category journals, with 1000 AZN given per article.

3.4. The fourth prize will be awarded to authors with articles published in Q3/Q4 category journals, with 500 AZN given per article.

3.5. The prize allocated for one article will be divided by the number of authors and distributed among the authors from SSU.

3.6. The total prize awarded to a candidate will be the sum of the awards they have earned in each category.

Issue IV: On the Establishment of a Differential Salary System at SSU
(Director of the Human Capital Management Center, G. Rafiyeva)

4.1. The information provided by the Director of the Human Capital Management Center, G. Rafiyeva, on the establishment of a differential salary system at SSU should be considered.

4.2. It should be noted that the establishment of a differential salary system is a necessary tool for the accurate assessment of employee performance and for ensuring fair remuneration for their work.

4.3. To establish a Commission for the formation of the differential salary system, the following individuals shall be appointed:

Azizov Rufat Eyvaz – Rector (Chair)

Abdullayev Elshad Tofig – Vice-Rector for Science and Innovations

Talibov Natig Hasan – Vice-Rector for Organization of Education and Training

Technologies

Abasli Konul Abasgulu – Vice-Rector for International Relations

Rafiyeva Gunay Miraslan – Director of the Human Capital Management Center

Amirbayova Nasiba Siraj – Director of the Career and Alumni Center

Hajiyev Osman Yusif – Director of the Teaching Methodological Center

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

Mammadli Tahir Hatem – Head of the Technical Equipment Department

Issue V: On the Establishment of a Recruitment Commission at SSU

(Director of the Human Capital Management Center, G. Rafiyeva)

5.1. The information provided by the Director of the Human Capital Management Center, G. Rafiyeva, on the establishment of the Recruitment Commission at SSU should be considered.

5.2. It should be noted that a transparent, objective, and modern approach to the recruitment process for academic and administrative staff is essential for the development of the university and its internal and external reputation. In this regard, the following composition for the Recruitment Commission shall be established:

Azizov Rufat Eyvaz – Rector, Chairman of the Commission

Commission members

Abdullayev Elshad Tofig – Vice-Rector for Science and Innovations

Talibov Natig Hasan – Vice-Rector for Organization of Education and Training

Technologies

Mammadov Asad Agil – Vice-Rector for General Affairs

Rafiyeva Gunay Miraslan – Director of the Human Capital Management Center

Amirbayova Nasiba Siraj – Director of the Career and Alumni affairs Center

Hajiyev Osman Yusif – Director of the Teaching Methodological Center

Issue VI: On Compliance with the University's Internal Disciplinary Rules

(Professor for Social Affairs and Public Relations, Assoc. Prof. E.Sh. Khalilov)

6.1. The information provided by the Vice-Rector for Social Affairs and Public Relations, Assoc. Prof. E.Sh. Khalilov, on compliance with the university's internal disciplinary rules should be taken into account.

6.2. All employees of SSU should be instructed to consistently adhere to the internal disciplinary rules and ensure their observance. Faculty deans, department heads, and other structural leaders should monitor this continuously.

6.3. The preparation of a memorandum on student orientation should be assigned to the Director of the Teaching Methodological Center, Assoc. Prof. O. Hajiyev, and the Head of the Department of Master's, Doctoral, and Scientific Studies, Assoc. Prof. S. Orujov, to be completed by September 2024.

Issue VII: Consideration of Applications Received by SSU Regarding the Opening of New Educational Programs (Specialties)

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

7.1. The information provided by the Vice-Rector for Science and Innovations, Assoc. Prof. E.T. Abdullayev, regarding the applications received by SSU concerning the opening of new specialties should be considered.

7.2. In accordance with the Rules for the Opening of New Educational Programs (Specialties), a Working Group shall be established with the participation of interested parties, as well as specialists and experts. The composition of the Working Group shall be as follows:
Chairman:

E.T. Abdullayev – Vice-Rector for Science and Innovations, Associate Professor

Members:

O.Y. Hajiyev – Director of the Teaching Methodological Center, Associate Professor

R.A. Salimov – Dean of the Faculty of Natural Sciences, Associate Professor

U.Kh. Agayev – Dean of the Faculty of Engineering, Associate Professor

N.S. Amirbeyova – Director of the Career and Alumni Center

Fikrat Feyziyev – Head of the State Seed Control and Plant Breeding Organization

Department of the Agrarian Services Agency under the Ministry of Agriculture

Issue VIII: On the “SSU Bright Future Scholarship” Program

(Director of the Teaching Methodological Center, Associate Professor O.Y. Hajiyev)

8.1. The information provided by the Director of the Teaching Methodological Center, Assoc. Prof. O.Y. Hajiyev, regarding the “SSU Bright Future Scholarship” program should be considered.

8.2. The following criteria are approved for the “SSU Bright Future Scholarship” program:

Scholarship coverage: All education expenses

Number of scholarships: 100

Duration: Up to 4 years for bachelor's programs, up to 2 years for master's programs

Language of instruction: Azerbaijani

Note: Candidates with insufficient Azerbaijani language skills will be offered free Azerbaijani language lessons on campus for 6 months to 1 year.

Specializations: Bachelor's degree:

Chemical Engineering

Electrical and Electronic Engineering

Process Automation Engineering

Information Technology

Computer Engineering

Mathematics

Physics

Chemistry

Biology

Mathematics Teaching (Teaching in English)

Chemistry Teaching (Teaching in English)

Physics Teaching

Biology Teaching

Master's degree:

Chemical Engineering (Chemical Technology of Polymers)

Chemistry (Organic Chemistry)

Process Automation Engineering (Automation of Technological Processes and Production)

Biology (Microbiology)

Computer Science (Data Analysis)

Computer Engineering (Computer Engineering)

Information Technology and Systems Engineering (Cybersecurity)

Electrical Engineering (Optimization and Modeling of Power Supply)
Electrical Power Engineering (Electrical Power Engineering)
Business Administration (Finance)
Business Administration (Educational Management)

Application Process:

An online application form must be filled out on the Portal.edu.az website.

An essay (maximum 500 words) covering the applicant's academic achievements, career goals, and reasons for choosing SSU should be sent to the email address ird@sdu.edu.az under the subject "Name and Surname: 'SSU Bright Future' scholarship".

Deadline: September 15, 2024

8.3. Tuition fees for foreign students studying at SSU should be approved as follows:

Tuition fees for foreign students studying at the bachelor's and master's levels shall be determined as the equivalent of manats for the respective specialty.

For those studying in the preparatory course, the fee shall be \$1,000 for a 1-year preparatory course and \$500 for a 6-month preparatory course.

Issue IX: On the Implementation of the Decisions of the Academic Council (Speaker: Scientific Secretary, Prof. M.M. Samedov)

9.1. The information provided by the Scientific Secretary, Prof. M.M. Samedov, on the implementation of the decisions of the Academic Council should be considered.

9.2. It should be noted that the decisions of the Scientific Council have been implemented on time by all faculties, departments, and other structures. The heads of these structures should be instructed to consistently monitor ongoing issues and continue efforts towards their implementation.

Issue X: Miscellaneous Issues (Speaker: Scientific Secretary, Prof. M.M. Samedov)

10.1. On the Formation and Mechanism of the Equivalence (Subject Adaptation) Commissions on Faculties Regarding the Recognition of Previous Education and Credits of Students Transferred, Restored, Receiving II Higher Education, and Participating in Experience Exchange at SSU
(Director of the Teaching Methodological Center, O.Y. Hajiyeu)

10.1.1. To take into account the information provided by the Director of the Teaching Methodological Center, O.Y. Hajiyeu, on the formation and activities of equivalence (subject adaptation) commissions on faculties regarding the recognition of previous education and credits of students transferred, restored, receiving II higher education, and participating in experience exchange at SSU.

10.1.2. To approve the "Formation and Mechanism of Activities of Equivalence (Adaptation of Subjects) Commissions on Faculties Regarding the Recognition of Previous Education and Credits of Students Transferred, Restored, Receiving II Higher Education, and Participating in Experience Exchange at SSU."

10.2. On the provision of an additional scholarship (200 AZN) by the university to students admitted to SSU with 500 or higher points in the 2024-2025 academic year and a place in the SSU Student House on a free basis (Pro-Rector for Social Affairs and Public Relations Assoc. Prof. E.Sh. Khalilov)

10.2.1. To take into account the information of the Vice-Rector for Social Affairs and Public Relations Assoc. Prof. E.Sh. Khalilov on the provision of an additional scholarship (200 AZN) by the university to students admitted to SSU with 500 or higher points in the 2024-2025 academic year and a place in the SSU Student House on a free basis.

10.2.2. To approve the "RULES for providing additional scholarships (200 AZN) by the university to students admitted to SSU with 500 or higher points" in the 2024-2025 academic year (the Rules are attached to the protocol).

10.2.3. In the 2024-2025 academic year, students admitted to SSU with 500 or higher points should be provided with additional scholarships by the university in accordance with the Rules.

10.2.4. It should be considered appropriate to provide free accommodation in the Student House of the university to students admitted to SSU with high academic performance in the 2024-2025 academic year.

10.3. On temporary suspension of students' education (granting academic leave) due to family situation.

10.3.1. Temporary suspension of students' education (academic leave) due to family situation shall be allowed in the following cases determined by the university:

1. When the student cannot continue his/her education due to severe financial situation
2. Due to illness of family members (parents, spouse, child) requiring special care.
3. In cases of change of residence due to family situation
4. In other special cases.

10.4. On the establishment of a modern and efficient management system at SSU

10.4.1. In order to form a more modern and efficient management system at SSU, the Personnel Department shall be abolished and the Human Capital Management Center shall be established instead.

10.4.2. From the staff units of the Personnel Department, the specialist - 1 staff unit, the scheduler - 2 staff units shall be abolished.

10.4.3. It is considered appropriate to use the financial resources saved in connection with the liquidation of the states for the formation of a new Center, increasing the efficiency of its activities and other priority areas of the university.

10.4.4. The CHARTER of the "Center for Human Capital Management" shall be approved. The staff of the Center shall be formed as follows.

1. Director 1 pc.
2. Human resources specialist 1 pc.
3. Personnel training specialist 1 pc.
4. Recruitment specialist 1 pc.
5. Labor relations and legal issues specialist 1 pc.
6. Operations specialist 1 pc.
7. Employee data management specialist 1 pc.

10.5. On the liquidation of the department of Geography and its teaching methods (Dean of the Faculty of History and Geography, Prof. A.B. Bakhaliyev)

10.5.1. The Department of Geography and Its Teaching Methods shall be abolished. The staff and teaching load of the Department shall be transferred to the Department of History and Its teaching methods.

10.5.2. The Department of History and Its Teaching Methods shall be renamed the Department of History, Geography and Methods.

10.6. On the re-verification of scientific and educational materials

10.6.1. It should be noted that, in accordance with the agreement concluded between Sumgayit State University and Plagiat.pl (No. 69/22 dated 01.05.2022), the university pays an appropriate amount of funds for the verification of scientific and educational materials through the StrikePlagiarism program.

10.6.2. In order to improve the quality of scientific and educational materials and organize the verification process effectively, re-verification of materials should be carried out on a paid basis in accordance with the following amounts:

Verification of dissertations for the programs of Doctor of Philosophy and Doctor of Sciences - 50 AZN

Verification of textbooks and other materials - 50 AZN

Verification of master's dissertation - 30 AZN

10.7 On the establishment of the "Alumni Association" (Director of the Career and Alumni affairs Center N. Amirbeyova)

9.7.1. To establish an Alumni Association at Sumgayit State University.

10.8. Report on the implementation of the Annual Action Plan (II quarter-2024) (Head of the Quality Assurance and Strategy Department Gulnar Jafarova)

- 10.8.1. To take into account the report of the Head of the Quality Assurance and Strategy Department Gulnar Jafarova on the implementation of the Annual Action Plan for the II quarter.
- 10.8.2. It should be noted that the implementation of the activities of the Annual Action Plan for the second quarter was quite high.
- 10.9. On improving and strengthening the internal quality assurance system at SSU (Head of the Quality Assurance and Strategy Department Gulnar Jafarova)
- 10.9.1. To instruct the Head of the Quality Assurance and Strategy Department G. Jafarova to prepare the regulations and structure of the internal quality assurance system for the establishment of the Quality Assurance Commission in order to improve and strengthen the internal quality assurance system at SSU
(Until the next Academic Council).
- 10.10. On granting the right to publish (print) teaching aids
- 10.10.1. To grant permission to publish the teaching and teaching-methodical aids named below.
1. Alakbarov Sabir Durar oglu. History of physical education and sports. Teaching aids. Sumgayit: Editorial and Publishing Department of SSU, 2024, 187 p. (For bachelor's degree in Physical Education and Pre-service Teacher Training 050106)
Based on: Minutes of the meeting of the Editorial Publishing Council of SSU on Biology, Geography and Agrarian Sciences dated May 27, 2024 No. 25
 2. Aghayev Akbar Ali oglu, Rustamov Kamal Murtuza oglu, Nasirova Irada Mammad gizi, Shirinova Shams Rajab gizi. Laboratory work on fluid mechanics. Methodological manual. Sumgayit: Editorial and Publishing Department of SSU, 2024, 64 p. (050618 For Bachelor's Degree in Chemical Engineering)
Based on: Minutes of the meeting of the Technical Sciences Section of the Editorial and Publishing Council of SSU dated July 08, 2024 No. 36
 3. Jabryilova Farida Sayadulla gizi, Bunyadov Zahid Vahab oglu. Theory of Healthy Behavior and Health Policy. Subject Program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 12 p. (050807 For Bachelor's Degree in Social Work)
Based on: Excerpt from the minutes of the meeting of the Methodological Council of SSU dated March 01, 2024 No. 06
 4. Bagirova Aynura Siyabkhan gizi. Theoretical and practical issues in teaching the mother tongue. Subject Program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 12 p. (For bachelor's training in the specialty of 050107 Primary school teacher)
Source: Excerpt from the minutes of the meeting No. 07 of the Teaching Methodological Council of SSU dated April 02, 2024
 5. Baghirova Aynura Siyabkhan gizi. Fundamentals of the general education curriculum. Subject program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 16 p. (For bachelor's training in the specialty of 050107 Primary school teacher)
Source: Excerpt from the minutes of the meeting No. 07 of the Teaching Methodological Council of SSU dated April 02, 2024
 6. Mammadova Sakhatvat Tofiq gizi. Career planning. Subject program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 11 p. (For bachelor's preparation in the specialties 050402 Business Administration and 050408 Management)
Source: Excerpt from the minutes of the meeting No. 09 of the SSU Teaching Methodological Council dated May 31, 2024
 7. Mammadova Matanat Hidayat gizi. Speech Technique. Subject program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 13 p. (For bachelor's preparation in the specialty 050111 Correctional training)
Source: Excerpt from the minutes of the meeting No. 07 of the SSU Teaching Methodological Council dated April 02, 2024
 8. Guliyeva Gulnara Huseyn gizi. Quantum theory of the molecule. Subject program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 11 p. (For master's training in the specialty 060503 Physics, specialization Atomic and molecular physics)
Source: Excerpt from the minutes of the meeting No. 09 of the SSU Teaching Methodological Council dated May 31, 2024
 9. Aliyeva Shohrat Izzet gizi. Soft skills. Subject program. Sumgayit: Editorial and Publishing Department of SDU, 2024, 12 p. (For bachelor's training in the specialties 050402 Business Administration and 050408 Management)

Source: Excerpt from the minutes of the meeting No. 09 of the SSU Teaching Methodological Council dated May 31, 2024

Scientific secretary: prof. M.M.Samadov