

“I confirm”
Chairman of the Scientific Council of Sumgayit State University
Rector
_____ **Assoc. Prof. R.E. Azizov**

**Decisions of the meeting of the Scientific Council of Sumgayit State University dated
October 22, 2024 (pr.№3)**

Participated: 41 members out of 43 members of the Scientific Council

Issue I: Discussion and approval of the forecast-plan for student admission for the 2025/2026 academic year, on the analyses conducted by the Working Group for the purpose of opening new educational programs (specialties) (Speaker: Head of the Working Group, Vice-Rector for Science and Innovations Assoc. Prof. E.T. Abdullayev).

1.1. The information of the Head of the Working Group, Assoc. Prof. E.T. Abdullayev, Vice-Rector for Science and Innovations, on the analysis conducted by the Working Group for the purpose of opening the student admission forecast-plan for the 2025/2026 academic year and new educational programs (specialties) shall be taken into account.

1.2. The opening of the specialties of Agronomy (6007001), Biotechnology (6005002), Pharmacy (6009001), Language and Literature Teaching (English) (6001004) and Special Pedagogy (6001007) for the 2025/2026 academic year shall be included in the forecast-plan.

1.3. The forecast for student admission to SSU in the 2025/2026 academic year shall be approved (appended to the protocol).

Issue II: Establishment of the department of development of Teaching technologies (Professor for Science and Innovations, Assoc. Prof. E.T. Abdullayev).

2.1. The information of the vice-rector for Science and Innovations, assoc. prof. E.T. Abdullayev on the establishment of the department of development of Teaching technologies should be taken into account.

2.2. The department of development of Teaching technologies should be established at SSU.

2.3. The Regulations of the department of Development of Teaching technologies should be prepared by the next Scientific Council.

2.4. The staff of the department of Development of Educational Technologies should be determined as follows:

Head of Department – 1 staff unit

Specialist – 2 staff units

Issue III: On approval of the Action Plan for the organization of distance (online) classes at SSU (Director of the Teaching Methodological Center, Assoc. Prof. O.Y. Hajiyev)

3.1. The information of the Director of the Educational Methodological Center, Assoc. Prof. O.Y. Hajiyev, on the approval of the Action Plan for the organization of distance (online) classes at SSU, should be taken into account.

3.2. The Action Plan for the organization of distance (online) classes at SDU should be approved (the Action Plan is attached to the minutes).

3.3. The Director of the Information Technologies Center, F. Ismayilov, should be instructed to investigate the possibility of using the Teams.Microsoft.com platform for conducting distance (online) classes and submit proposals to the rectorate (10.11.2024).

Issue IV: On the establishment of a public relations and communications department (Vice-Rector for Social Affairs and Public Relations, Assoc. Prof. E.Sh. Khalilov)

4.1. On the establishment of the Public Relations and Communications Department (To take into account the information of the Vice-Rector for Social Affairs and Public Relations, Assoc. Prof. E.Sh. Khalilov.

4.2. To establish the Public Relations and Communication Department.

Issue V: On internal disciplinary rules (Director of the Human Capital Management Center, G.M. Rafiyeva)

5.1. On the internal disciplinary rules, the information of the Director of the Human Capital Management Center, G.M. Rafiyeva, should be taken into account.

5.2. To approve the Internal Disciplinary Rules of SSU.

Issue VI: Various issues (Scientific Secretary, Prof. M.M. Samedov)

6.1. On the approval of the topic of N.R. Huseynova - the doctoral student of Department of Energy of the Faculty of Engineering, in a new edition.

6.1.1. The topic of the doctoral dissertation of Nijat Ramiz oglu Huseynov, a doctoral student in the Department of Energy at the Faculty of Engineering, specializing in 3340.01 - Electrotechnical Systems and Complexes, should be approved in its new edition as 'Development of Methods to Enhance the Efficiency of Operating Modes in Distribution Electric Networks and Equipment with Smart Technologies.' The scientific supervisor of the dissertation should be approved professor Guliyev Huseyngulu Bayram oglu, from the Department of Automation and Control at Azerbaijan Technical University."

6.2. On consideration of the application of the family of the martyr D.S.Dovletzade

6.2.1. The tuition fee of the family of the martyr Dovletzade for the 2024/2025 academic year shall be paid at the expense of the internal resources of the SSU.

6.3. On the remission of the tuition debt of Vusal Vugar oglu Hasanov (participant of the 44-day Patriotic War, 3rd group war invalid)

6.3.1. The tuition fee of Vusal Vugar oglu Hasanov, a participant in the 44-day Patriotic War and a 3rd group war invalid, for 27 credits in the fall semester of the 2024/2025 academic year, in the amount of 718 AZN, should be paid from the internal resources of SSU.

6.4. On granting the right to publish (print) teaching materials

6.4.1. To allow the publication of the teaching and teaching-methodical materials named below.

1. Mammadova Tora Kamal gizi. History of Azerbaijani literature (XIX-XX centuries). Textbook. Sumgayit: Department of Editorial and Publishing Works of SDU, 2024, 385 p. (050101- for bachelor's training in the specialty of teaching Azerbaijani language and literature).

Basis: Protocol No. 01 of the meeting of the Department of Philological Sciences of the Editorial and Publishing Council of SSU dated October 18, 2024.

2. Huseynov Agil Hamid oglu, Amiraslanov Bahruz Gurban oglu, Safarova Tarana Agha gizi. IT project management. Textbook. Sumgayit: Department of Editorial and Publishing Works of SSU, 2024, 279 p. (050616-For bachelor's degree in Information Technologies).

Source: Minutes of the meeting of the Technical Sciences Section of the Editorial and Publishing Council of SSU dated October 21, 2024, No. 02.

3. Mammadov Javanshir Firudin oglu, Ganjaliyeva Gulnara Garib gizi. Production technology and processes. Subject program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 13 p. (050629-For bachelor's degree in Mechatronics and Robotics Engineering).

Source: Minutes of the meeting of the Methodological Council of SSU dated May 31, 2024, No. 09.

4. Mammadov Javanshir Firudin oglu, Ganjaliyeva Gulnara Garib gizi. Automation of control systems design. Subject program. Sumgayit: Editorial and Publishing Department of SDU, 2024, 16 p. (For bachelor's training in the specialty of 050634-Process Automation Engineering).

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

5. Ahmadov Bilal Aziz oglu, Mammadov Ilham Yusif oglu, Hajiyev Tapdig Beniga oglu. Azerbaijan Military Industry. Subject program. Sumgayit: Editorial and Publishing Department of SSU, 2024, 12 p. (For bachelor's training in the specialty of 050106-Physical Education and Pre-Conscription Training Teacher).

Source: Minutes of the meeting of the SSU Teaching Methodological Council No. 01 dated September 26, 2024.

Scientific Secretary: prof. M.M.Samadov