



Management policy document of Azerbaijan Technical University

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Introduction

The document «Management Policy» (hereinafter - the Document) of the Azerbaijan Technical University (hereinafter - AzTU) is a document that establishes the foundation for a management system rooted in the principles of transparency, honesty, impartiality and digitalization. It emphasizes a collective decision-making, transparent authority distribution ensuring effective, future development.

In drafting this document, reference was made to several foundational texts and directives including the "Laws of the Republic of Azerbaijan on Education" and "On Science," alongside other relevant legislative frameworks, presidential decrees, and orders. Additionally, it draws upon resolutions and mandates issued by the Cabinet of Ministers of the Republic of Azerbaijan. Further grounding for this document is provided by the "Standards and Recommendations for Quality Assurance in the European Higher Education Area" (ESG), the "State Strategy for Education Development in the Republic of Azerbaijan," as well as various collegiate decisions, guidelines, directives, and orders from the Ministry concerning science and education. It also incorporates relevant regulatory and legal provisions, decisions from the Academic Council of AzTU, and directives from the rector of AzTU that cover education, science, innovation, and the administrative and legal regulations in force within these domains. The Charter of AzTU lays the foundation for the economic and social activities described in this document, ensuring alignment with the fundamental legal and regulatory framework governing higher education and related sectors in the Republic of Azerbaijan.

This "Document" outlines the fundamental principles and guidelines for policy implementation management at AzTU.

Fundamental Principles

The management policy serves as a structured set of principles designed to guide managerial decisions and secure effective outcomes. This policy orchestrates the efforts of various structural units, ensuring they align with the overarching objectives while executing specific tasks.

Relevance

This document is applicable across all structural divisions within AzTU, including affiliated institutions outside its organizational framework. It encompasses all AzTU personnel and students enrolled at every educational stage.

Objective of Management Policy

The primary aim of the management policy is to establish a groundwork for a system that guarantees effective and progressive development, thereby fulfilling the mission, objectives, and key strategic goals of AzTU.

In accordance with the "Development Strategy of Azerbaijan Technical University for 2021-2030," approved by the Academic Council of AzTU on November 19, 2021, the University's mission, goals, and primary strategic objectives have been established as follows:

Mission: To stand as the leading institution in the region for engineering sciences and the deployment of smart technologies.

Objective: The primary goal of AzTU's development over the forthcoming decade is to provide innovative technological solutions on a digital platform while also educating specialists in this field.

Particular Strategic Goals: Our aim is to establish a university that is both scientific and entrepreneurial in nature, fostering an environment of innovation and initiative among our academic staff, postgraduates, and students. We are committed to advancing industry education and addressing the challenges of the technological future. Furthermore, to elevate the talent of our engineering graduates to meet international standards.

Motto: Produce, Develop, Integrate

To reach our primary strategic goals and objectives, our management policy orders the formulation and execution of managerial decisions in the following spheres:

Deliver high-quality education at all levels, aligned with modern standards, to equip students with global soft skills;

Offer instruction focused on solving practical challenges arising from the global industrial revolution;

Promote research that supports the high-tech industry, serving as a foundation for quality education, innovation, and initiative;

Enhance the economy and society through ongoing support for innovation and entrepreneurship;

Create a sustainable and inclusive university environment that fulfills the global expectations of the 21st century.

<https://www.aztu.edu.az/az/page/strategiya-144>

Governing bodies

The management process at AzTU is carried out through management bodies. Ensuring the efficient operation and prospective development of AzTU significantly depends on the correct formation of management bodies.

The administrative bodies of AzTU are as follows:

- Councils;
- Management;
- Structural units (departments, departments, centers, research institutes);
- Faculties (deanships and departments).

The councils operating at AzTU are as follows:

- Scientific Council;
- Public Council;
- Scientific Methodical Council;
- Digital Council.

<https://aztu.edu.az/az/page/suralar-16>

The highest governing body of AzTU is the Scientific Council chaired by the rector. The Scientific Council of AzTU, which is an elected body, approves the strategic development plan,

mission, and goals of AzTU, creates administrative bodies of AzTU, improves its structure, approves normative and legal documents, creates new specialties, faculties, and departments, approves curricula. , development of the material and technical base, presentation of candidates for the awarding of scientific titles, as well as honorary titles and awards, orders and medals of the republic, holding elections for the positions of department heads and professors, training of scientific and pedagogical personnel, and other directions, makes mandatory decisions.

The Public Council operates at AzTU intending to organize effective interaction between AzTU and the public, involving the public in the management of the university, ensuring openness and transparency in the activities of AzTU, implementing public control over the university's activities, and taking public opinion into account when making decisions.

Activities of the Scientific Methodical Council at AzTU to conduct expertise and recommend the publication of educational programs, textbooks, teaching aids, methodical instructions, and other teaching-methodical literature, as well as monographs prepared on the conducted scientific research for the specialties available at all educational levels at AzTU shows.

The Digital Council operates in AzTU with the aim of wide application of digitization in AzTU's activities, creation of modern software, ensuring information security, and development of the relevant field.

The management structure of AzTU is formed as follows:

- Rector;
- Vice-rector for educational affairs;
- Vice-rector for science and innovation;
- Vice-rector for international relations;
- Vice-rector for financial and economic affairs;
- Vice-rector for social affairs and public relations.

<https://aztu.edu.az/az/page/rehberlik-171>

The activities of AzTU in relevant fields are carried out by structural units (departments, departments, centers). Department heads, heads of centers, and departments head the structural units of AzTU.

To ensure the integration of science and production, to strengthen university-industry cooperation, to conduct scientific research by the needs of industry and production, to ensure the transfer of the results of scientific research and innovative technological solutions to industry and production, research institutes in the following directions were established and organized in AzTU has been:

1. Institute of Industrial Design and Technology;
2. Cyber Security and Artificial Intelligence Institute;
3. Institute of Logistics and Transport;
4. Energy Research Institute;
5. Institute of Sustainable Development;
6. Institute of New Materials and Nanotechnologies.
7. Institute of Higher Education:
 - Master's department;

- Doctorate department;
- AzTU International Business School.

<https://aztu.edu.az/az/page/institutlar-91>

https://www.aztu.edu.az/sub_site/az/yuksektehsil-institutu-83

The directors of the institutes manage the activities of the institutes.

The academic and scientific activity of AzTU is carried out by 8 faculties and 22 departments within the faculties.

Faculties:

- Transport and logistics;
- Energy and automation;
- Metallurgy and materials science;
- Mechanical engineering and robotics;
- Information and telecommunication technologies;
- Special techniques and technologies;
- German engineering;
- Economics and Management.

<https://aztu.edu.az/az/page/fakulteler-113>

Departments:

- Mechatronics;
- Transport equipment and management technologies;
- Humanitarian subjects;
- International trade, logistics and marketing;
- Electrical engineering;
- Engineering physics and electronics;
- Economics and statistics;
- Energy efficiency and green energy technologies;
- Chemical technology, recycling, and ecology;
- Computer technologies;
- Machine design and industrial technologies;
- Machine-building technology;
- Metallurgy and materials technology;
- Mechanic;
- Engineering mathematics and artificial intelligence;
- Transport logistics and traffic safety;
- Radio engineering and telecommunications;
- Foreign languages;
- Special technologies and equipment;
- Radioelectronic and aerospace systems;
- Special purpose materials and tools;

- Cyber security.

<https://aztu.edu.az/az/page/kafedralar-154>

The activities of faculties and departments are led by faculty deans and department heads, respectively.

The following elected bodies at AzTU are elected bodies for the purpose of developing self-management mechanisms of students, protecting their rights, improving their social situation, educating them and organizing their free time effectively, forming scientific creative initiatives of students, creating scientific and scientific-pedagogical staff resources, and increasing interest in fundamental research:

- Student Youth Organization;
- Student Scientific Society;
- Student Trade Union Committee;
- Student rector.

https://www.aztu.edu.az/sub_site/az/telebe-gencler-teskilati-71

<https://aztu.edu.az/az/page/telebe-elmi-cemiyyeti-43>

https://www.aztu.edu.az/sub_site/az/telebe-hemkarlar-ittifaqi-komitesi-70

<https://aztu.edu.az/az/page/telebe-rektor-36>

Values

Herein are the core organizational and ethical values of AzTU, as developed and embraced by our workforce, and codified within the applicable regulatory documents.

Organizational Values

Leadership and Innovation - Consistently demonstrate initiative through innovative approaches in the execution of management processes.

Quality and Dynamism - Execute tasks assigned by the authorities with a high level of quality and adaptively respond to global advancements in the fields relevant to our activities.

Transparency and Professionalism: We commit to upholding transparency in all executed tasks across our fields of operation, ensuring that professionalism is consistently prioritized in every aspect of our activities.

Legislation: Our guiding principles are rooted in the Constitution of the Republic of Azerbaijan, the nation's laws, presidential decrees and orders, Cabinet of Ministers' decisions and orders, and international treaties to which the Republic of Azerbaijan is a signatory. Furthermore, we adhere to directives issued by the Ministry of Science and Education's Board, the Academic Council's resolutions, and mandates from the Minister of Science and Education, all in accordance with our Charter.

Maintain public trust by safeguarding the legitimate interests of partners, as well as the employees and students of AzTU. We commit to facilitating the realization of these interests, operating within the boundaries of the law and our granted authority, in alignment with our organizational objectives. Furthermore, we pledge to regularly report on our achievements to the public, thereby fostering trust through continuous improvement and transparency.

Effective Management: Our aim is to cultivate an optimal organizational structure that clearly defines managerial bodies and ensures an efficient allocation of management functions across various levels and segments of the structure. We are committed to adopting innovative management technologies and advanced methodologies, enhancing the utilization of automated decision-making tools in management processes to bolster the involvement of public organizations. Our strategy includes implementing evaluations to assess employee performance and initiatives to elevate their skill levels, alongside measures designed to boost motivation and ensure their social protection. We are dedicated to enhancing the quality of our employees' work, adhering to the principles outlined in the corporate governance code of ethics, and adopting standards that reflect our commitment to excellence. Additionally, we aim to provide a dynamic and adaptable framework for project management.

Ethical Principles

Impartiality - Commitment to impartiality in the execution of duties, ensuring that no preference is given or conditions created that would favor any employee over others based on race, ethnicity, religion, language, gender, social background, economic status, rank, religious beliefs, political affiliations, or other personal attributes. This also includes upholding political neutrality.

Integrity - Regardless of one's position, one must consistently exemplify honesty through both actions and inactions, while fulfilling their responsibilities with quality and timeliness.

Collaboration - To strengthen the ties of coordination among all structural divisions of AzTU, showcasing a cohesive leadership approach by all members, disregarding of their specific roles and responsibilities.

Adhere to the principles of professional communication by maintaining sincerity, courtesy, and attentiveness in your interactions with both direct reports and superior management, as well as with subordinates.

Honesty involves the consistent alignment of thoughts and actions, rigorous adherence to ethical standards, and the acceptance of responsibility for both actions and inactions. It includes integrity and the cultivation of trust among individuals.

Humanism prioritizes national and global human values, human rights and freedoms, environmental care and respect for individuals, and embraces tolerance.

Research and Decision-Making

All complaints concerning the execution of the decisions made by the management of AzTU must be examined promptly, with fairness and without bias.

Should investigations uncover instances that contravene the policies of AzTU's management, appropriate legal actions will be undertaken to address these issues. Additionally, necessary preventive steps will be implemented to avert similar occurrences in the future.

Responsibility

It is the collective duty of every member within the AzTU community to support the principles outlined in our management policies.

Awareness

AzTU commits to conducting ongoing seminars and training sessions aimed at ensuring comprehensive understanding and adherence to our management policies.

Confidentiality

AzTU pledges to maintain the strictest confidentiality on all inquiries and investigations concerning the enforcement of our management policy, in accordance with the fullest extent allowed by law.

Supervision

AzTU commits to routine oversight and evaluation to determine the effectiveness of the Management Policy.

Concluding Terms

AzTU declares that the present "Document" is in force and adheres to applicable laws and regulations. It will engage in periodic assessments and ongoing enhancements to guarantee compliance and improvement.

Review

This policy will be reviewed at least every 2 years. The previous version of the policy will remain in full force and effect until the adoption of new version.