AZERBAIJAN TECHNICAL UNIVERSITY

Management Policy

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1. CONTEXT AND PURPOSE

The Management Policy of Azerbaijan Technical University (AzTU) establishes a coherent institutional framework for effective, transparent, and ethical governance. The Policy defines the principles, standards, and responsibilities that guide managerial decision-making and organisational conduct across all levels of the University. It aims to ensure sustainable development, operational efficiency, accountability, and alignment with AzTU's mission, strategic objectives, and public responsibilities.

1.1. Legislative Context

This Policy is developed and implemented in alignment with the following legislative, regulatory, and institutional frameworks:

- the Constitution of the Republic of Azerbaijan;
- the Laws of the Republic of Azerbaijan "On Education" (No. 833-IIIQ of 19 June 2009) and "On Science" (2016);
- relevant presidential decrees and orders;
- resolutions and orders of the Cabinet of Ministers of the Republic of Azerbaijan;
- regulatory acts and directives of the Ministry of Science and Education;
- the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG);
- the State Strategy for Education Development in the Republic of Azerbaijan;
- the Charter of Azerbaijan Technical University (AzTU);
- decisions and resolutions of the Academic Council of AzTU; and
- internal regulatory documents, policies, and procedures of the University.

2. KEY TERMS AND DEFINITIONS

This section defines key terms to ensure consistent understanding and application of the Policy:

- **Management System**: The set of structures, processes, and practices through which AzTU is directed and controlled.
- **Governance**: The framework of rules, relationships, and decision-making mechanisms through which authority is exercised.
- **Transparency**: Openness and clarity in decision-making, processes, and communication.
- **Accountability**: Obligation of decision-makers to justify actions and accept responsibility for outcomes.
- **Digitalisation**: The use of digital technologies to improve management processes and decision quality.
- **Risk**: The possibility that an event or decision may adversely affect institutional objectives.

3. APPLICABILITY

This Policy applies to all structural units of Azerbaijan Technical University, including faculties, departments, research centres, administrative units, and affiliated entities. It is binding on all

employees, academic staff, administrative personnel, and students insofar as they participate in governance, decision-making, or management-related processes.

4. GOVERNANCE

Overall responsibility for the Management Policy rests with the University Council. The Rector ensures implementation and institutional alignment with strategic objectives. Vice-rectors, deans, heads of departments, and unit managers are responsible for applying the Policy within their respective areas of authority. The Academic Council contributes to strategic and academic governance, while internal oversight bodies support compliance and effectiveness.

5. MANAGEMENT PRINCIPLES, RISK AREAS, AND INSTITUTIONAL STANDARDS

AzTU applies unified management principles to ensure ethical conduct, effective decision-making, and institutional resilience. Management risks are identified, assessed, and mitigated through structured governance arrangements, internal controls, and continuous oversight.

5.1. Transparency, Integrity, and Lawful Conduct

All management activities shall be conducted in compliance with applicable laws and internal regulations. Decisions must be transparent, documented, and based on objective criteria. Integrity, impartiality, and political neutrality are mandatory standards for all managers.

5.2. Strategic Planning and Decision-Making Risks

Strategic and operational decisions must align with the University's mission, development strategy, and approved plans. Risks related to ineffective planning, resource misallocation, or unclear objectives are addressed through collective decision-making, evidence-based analysis, and regular review mechanisms.

5.3. Authority Distribution and Accountability

Management authority is distributed clearly across institutional levels to avoid duplication, conflict, or concentration of power. Roles, responsibilities, and reporting lines are formally defined. Managers are accountable for decisions taken within their delegated authority.

5.4. Digitalisation and Data-Driven Management

AzTU promotes the use of digital management systems and data analytics to enhance efficiency, transparency, and decision quality. Automated tools support planning, monitoring, performance evaluation, and communication, while ensuring data protection and reliability.

5.5. Conflicts of Interest and Ethical Conduct

Managers and employees must avoid situations where personal interests may conflict with institutional responsibilities. Ethical conduct, fairness, and respect for human rights are integral to all management processes.

5.6. Reporting, Oversight, and Institutional Protection

Concerns related to management decisions, misconduct, or non-compliance may be reported through established internal mechanisms. Reports are examined objectively, confidentially, and without retaliation. Appropriate corrective and preventive actions are taken where necessary.

6. IMPLEMENTATION

The Policy is implemented through internal regulations, procedures, and management practices aligned with its principles. Managers are responsible for integrating Policy requirements into daily operations. Training and awareness activities support consistent application.

7. MONITORING AND PERFORMANCE INDICATORS

The effectiveness of the Management Policy is monitored through structured internal reviews, defined performance indicators, audits, and institutional feedback mechanisms. Monitoring focuses on the effectiveness of governance structures, the quality and transparency of managerial decision-making, compliance with applicable laws and internal regulations, and the achievement of strategic and operational objectives.

Performance monitoring includes, where applicable, assessment of organisational efficiency, implementation of approved decisions, risk management practices, staff performance and accountability, stakeholder satisfaction, and the effectiveness of digital and data-driven management tools.

8. POLICY EVOLUTION

This Policy is reviewed at least every two years or earlier if required by legislative changes, institutional developments, or performance outcomes. Amendments are approved by the University Council. The previous version remains in force until a revised Policy is formally adopted.

AZTU

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SUSTAINABLE DEVELOPMENT GOALS

