AZERBAIJAN TECHNICAL UNIVERSITY

Student Innovation and Leadership Circle (SILC) Policy

Document type	Policy
Scope (applies to)	All staff and students
Issued	2023
Last revision date	2026
Review Cycle	Every 2 years
Version	v2.0
Approval Authority	University Council
Document owner	Sustainability Office
Status	Approved and Published

CONTENTS

1. CONTEXT AND PURPOSE....4
2. KEY TERMS AND DEFINITIONS....4
3. APPLICABILITY....4
4. GOVERNANCE....5
4.1. Membership....5
4.2. Responsibilities....5
5. SILC PRINCIPLES AND INSTITUTIONAL STANDARDS....6
5.1. Student Leadership and Self-Governance....6
5.2. Innovation, Entrepreneurship, and Interdisciplinary Collaboration....6
5.3. Inclusion, Equal Access, and Participation....6
5.4. Ethical Conduct, Academic Integrity, and Safety....7
5.5. Responsible Use of Resources, Funding, and Transparency....7
6. PROCEDURES....7
7. MONITORING AND PERFORMANCE INDICATORS....7
8. POLICY EVOLUTION....7

1. CONTEXT AND PURPOSE

The Student Innovation & Leadership Circle (SILC) at Azerbaijan Technical University (AzTU) is designed to empower students by providing a platform for leadership, innovation, and interdisciplinary collaboration. SILC enhances academic and extracurricular experiences through student-led projects, initiatives, and leadership opportunities, contributing to AzTU's strategic goals of academic excellence, social engagement, and sustainable development.

The purpose of this Policy is to establish the institutional framework, governance, and principles that guide the operations of SILC, ensuring its activities align with the University's mission and foster student innovation, leadership, and engagement.

2. KEY TERMS AND DEFINITIONS

For the purposes of this Policy, the following key terms are used with the meanings set out below. These definitions clarify the scope, governance focus, and standards applicable to the Student Innovation & Leadership Circle (SILC) at AzTU:

- **SILC** – Student Innovation & Leadership Circle, a university-wide initiative empowering students to lead projects and initiatives.
- **Club** – A thematic group within SILC focusing on specific areas such as technology, entrepreneurship, sustainability, or leadership.
- **Member** – Any registered undergraduate or graduate student of AzTU participating in SILC activities.
- **Executive Board** – Student leaders elected to oversee the strategic and operational management of SILC.
- **Faculty Advisor** – Academic staff providing guidance and ensuring alignment of SILC activities with University goals.
- **Project/Initiative** – Any event, programme, research activity, or workshop organised under SILC to promote innovation, leadership, and collaboration.

3. APPLICABILITY

This Policy governs the operation, participation, and oversight of the Student Innovation & Leadership Circle (SILC) at Azerbaijan Technical University (AzTU). It applies to all individuals and units involved in SILC initiatives, as well as to the activities and events organised under its framework.

- **Students:** All undergraduate and graduate students enrolled at AzTU who participate in SILC, whether as members, leaders, or contributors to projects and initiatives, must adhere to this Policy. This ensures responsible engagement, ethical conduct, and alignment with the University's strategic goals for leadership, innovation, and interdisciplinary collaboration.
- **University Units:** All faculties, research centres, and administrative departments that provide guidance, mentorship, resources, or logistical support to SILC initiatives are bound by this Policy. Their responsibilities include supporting project implementation, ensuring compliance with university regulations, and facilitating student development through oversight and guidance.

- **External Collaborators:** Industry partners, mentors, sponsors, and other external stakeholders involved in SILC projects are expected to follow the principles outlined in this Policy. This includes maintaining ethical engagement, respecting students and staff, and supporting the objectives of SILC without compromising academic integrity or institutional standards.
- **Activities and Events:** All projects, workshops, competitions, seminars, and events organised by SILC, whether conducted on AzTU campuses or at officially recognised off-campus venues, fall under this Policy. This includes planning, execution, use of resources, and reporting, ensuring that all SILC initiatives align with the University's mission, standards, and values.

In summary, the Policy establishes clear responsibilities and expectations for all participants and stakeholders, ensuring a consistent, safe, and effective environment for student innovation, leadership development, and interdisciplinary collaboration.

4. GOVERNANCE

The Student Innovation & Leadership Circle (SILC) at Azerbaijan Technical University (AzTU) operates under a structured governance framework that ensures effective leadership, accountability, and alignment with the University's strategic goals. The governance structure defines clear roles for student members, faculty advisors, and administrative offices.

- **General Assembly:** The General Assembly includes all registered SILC members. It serves as the highest decision-making body within SILC and convenes at least once per year. The General Assembly is responsible for reviewing overall progress, approving major initiatives, electing student leadership, and providing guidance on strategic directions for the organisation.
- **Administrative Board:** The Administrative Board consists of elected student representatives responsible for the day-to-day management of SILC. This Board oversees the operations of all SILC clubs, ensures projects are executed in accordance with the organisation's mission, and monitors alignment with SILC objectives and University policies. It acts as the primary coordinating body between the student membership and the Supervisory Board.
- **Supervisory Board:** The Supervisory Board is composed of faculty advisors and University administrators. This Board provides strategic oversight, ensures that SILC initiatives comply with University regulations, and supports the long-term sustainability of student-led projects. Faculty advisors also guide students in maintaining academic rigor and integrating learning outcomes with project objectives.

4.1. Membership

Membership in SILC is open to all registered undergraduate and graduate students at AzTU. Leadership roles—including President, Vice President, Secretary, and Treasurer—are elected annually by the student membership. Members are expected to actively participate in projects, attend meetings, and uphold the standards and mission of SILC.

4.2. Responsibilities

- **SILC Executive Board:** Oversees the organisation's strategic direction, coordinates cross-club initiatives, mentors club leaders, and ensures that all activities align with SILC's mission and University policies.

- **Faculty Advisors:** Provide academic guidance, ensure projects meet educational objectives, and assist in aligning student initiatives with broader University research and learning goals.
- **Office of Student Affairs & Quality Assurance:** Monitors compliance with University policies, supports the planning and execution of SILC events and projects, and provides reporting and evaluation mechanisms to track progress.
- **Club Members & Leaders:** Execute approved projects and initiatives, maintain accurate reporting of activities, participate in governance processes as required, and adhere to all relevant University rules and standards.

This governance framework ensures transparency, accountability, and active engagement of all stakeholders, while fostering innovation, leadership, and interdisciplinary collaboration among students.

5. SILC PRINCIPLES AND INSTITUTIONAL STANDARDS

This section sets out the principles and institutional standards that govern how SILC operates at AzTU. The standards apply to all SILC bodies, clubs, members, faculty advisors, and external collaborators, and to all projects and events organised under the SILC framework.

5.1. Student Leadership and Self-Governance

SILC is a student-led initiative. Students elect their leadership, set priorities through the General Assembly, and manage SILC activities through their elected bodies, within the framework of University regulations.

Leadership roles are exercised in a transparent, accountable, and democratic manner. Elections are held annually, decisions of SILC bodies are documented, and student leaders are accountable to the General Assembly for the use of delegated authority.

5.2. Innovation, Entrepreneurship, and Interdisciplinary Collaboration

SILC promotes student-driven innovation, applied problem-solving, and entrepreneurship across disciplines. Projects are encouraged to address real technological, social, and environmental challenges and to contribute to the Sustainable Development Goals.

In supporting innovation, SILC emphasises:

- collaboration between students from different faculties, programmes, and levels of study;
- engagement with industry partners, start-up ecosystems, and research units of AzTU;
- development of prototypes, start-up ideas, and applied research projects; and
- responsible management of intellectual property arising from student projects, in line with University regulations.

5.3. Inclusion, Equal Access, and Participation

Membership and participation in SILC are open to all registered students on an equal basis. Selection for roles, projects, and opportunities is based on transparent criteria and is free from discrimination on grounds of gender, disability, ethnicity, religion, socio-economic background, or any other characteristic.

SILC activities are planned to be accessible to students with disabilities and to students from under-represented groups, consistent with the Equality, Diversity and Inclusion Policy and the Disability Accommodation Policy.

5.4. Ethical Conduct, Academic Integrity, and Safety

All SILC members, leaders, advisors, and external collaborators are expected to act with integrity, respect, and professionalism. Projects and events are conducted in accordance with the Code of Conduct Policy, academic integrity standards, and applicable research ethics requirements.

Events and activities are planned with due regard to the health and safety of participants and in line with the Health, Welfare and Safety Policy. Conflicts of interest, including those arising from sponsorship or partnerships, are disclosed and managed transparently.

5.5. Responsible Use of Resources, Funding, and Transparency

SILC uses University facilities, equipment, and financial resources responsibly and only for approved purposes. Internal funding, external sponsorship, and in-kind support are accepted through formal agreements, recorded, and reported in line with University financial regulations and the Anti-Bribery and Anti-Corruption Policy.

SILC bodies report on activities, use of resources, and outcomes to the Supervisory Board and the General Assembly, ensuring transparency and accountability towards members and the University.

6. PROCEDURES

Club Establishment: Students submit proposals including mission, objectives, and activities. Administrative Board reviews and approves proposals, granting recognition and resources.

Event Planning: Event proposals are submitted to the Executive Board for approval. Upon authorisation, events are scheduled, promoted, and executed in alignment with SILC's mission.

Funding and Sponsorships: Clubs may request financial support internally or externally through formal agreements outlining terms of sponsorship.

7. MONITORING AND PERFORMANCE INDICATORS

SILC performance is monitored through project outcomes, participation metrics, and alignment with university strategic objectives. Key indicators include the number of projects executed, student engagement levels, impact on academic and social development, and sustainability outcomes. Annual reports are submitted to the Supervisory Board and shared with the General Assembly.

8. POLICY EVOLUTION

This Policy is reviewed every two years, or earlier if required by strategic, operational, or regulatory changes. The previous version remains in full force until the adoption of a new version.

AZTU

AZERBAIJAN TECHNICAL UNIVERSITY

25 H. Javid Avenue, Baku, Azerbaijan, AZ 1073
(+994 12) 539-13-05

SUSTAINABLE DEVELOPMENT GOALS



