

# **REGULATIONS OF THE DISCIPLINARY COMMISSION**

## **1. GENERAL PROVISIONS**

1.1. These Regulations are prepared in accordance with the Charter of the Azerbaijan Technical University Public Legal Entity (hereinafter referred to as AzTU) and define the rules for organizing the activities and work of the Azerbaijan Technical University Disciplinary Commission (hereinafter referred to as the Commission).

1.2. In its activities, the Commission follows the Constitution of the Republic of Azerbaijan, the Labor Code, the Law on Education of the Republic of Azerbaijan, the Code of Ethical Conduct of the Azerbaijan Technical University Public Legal Entity, the Charter of the Azerbaijan Technical University Public Legal Entity, other relevant legislative acts, as well as decisions, orders, and rules of AzTU's Scientific Council.

1.3. The Commission operates in the areas of monitoring employees' compliance with labor legislation and AzTU's internal rules, preventing violations of these rules, and providing recommendations to the management on disciplinary measures in case of violations.

## **2. ORGANIZATION OF THE DISCIPLINARY COMMISSION**

2.1. The Disciplinary Commission is established under Clause 4.11 of the Charter of the Azerbaijan Technical University Public Legal Entity to organize and conduct inspections and investigations in accordance with the "Internal Rules of Conduct for Employees of the Azerbaijan Technical University." The composition and number of members of the Commission are approved by the rector's order.

2.2. The Commission operates based on the principles of fairness, objectivity, impartiality, free discussion, and independent resolution of issues.

## **3. AUTHORITIES OF THE COMMISSION CHAIR**

3.1. Organizes and manages the activities of the Commission.

3.2. Prepares the Commission's work plan and determines the agenda for its meetings.

3.3. Convenes the Commission's meetings at least once a month and chairs them, calling extraordinary meetings when necessary.

3.4. Assigns a rapporteur from among the Commission members for specific issues discussed at the meeting.

3.5. Reports annually to the Scientific Council on the Commission's activities.

## **4. FUNCTIONS OF THE DISCIPLINARY COMMISSION**

4.1. Monitors compliance with the Code of Ethical Conduct and internal disciplinary rules of AzTU and addresses related appeals.

4.2. Informs employees about the rules of ethical conduct.

4.3. Provides opinions on conflicts of interest concerning employees' duties.

4.4. Investigates cases under the Internal Charter and, if violations are identified, recommends appropriate disciplinary measures to the management.

4.5. Regularly summarizes actions taken and informs the rector.

4.6. Executes other powers provided under the Internal Charter and these Regulations.

4.7. Issues protocols on matters within its jurisdiction. Decisions related to investigations are made in the absence of the person under investigation. Protocols are signed by the chair and all members present.

## **5. MEETINGS OF THE DISCIPLINARY COMMISSION**

5.1. Meetings are held on the last Friday of every month.

5.2. Members (including the subject of the investigation) are notified at least three business days in advance via corporate email.

- 5.3. Absences from meetings are considered valid with prior permission from the chair.
- 5.4. Decisions are made by open voting with a simple majority of members present.
- 5.5. Meetings are documented and transcribed.
- 5.6. Meetings are held at AzTU's main building or online if necessary.

## 6. RIGHTS AND DUTIES OF COMMISSION MEMBERS

### 6.1. Rights of members:

- 6.1.1. To be informed of submitted appeals and findings within one business day.
- 6.1.2. To receive advance notice of meeting details at least three days prior.
- 6.1.3. To review, analyze, and extract information from submitted documents and materials.
- 6.1.4. To present oral or written arguments during meetings.
- 6.1.5. To participate in voting.
- 6.1.6. To recuse themselves from discussions involving personal interests or bias.

### 6.2. Duties of members:

- 6.2.1. To adhere to the Constitution, laws, and the AzTU Charter.
- 6.2.2. To attend Commission and related Scientific Council meetings.
- 6.2.3. To disclose any conflicts of interest immediately.

## 7. RIGHTS AND DUTIES OF INDIVIDUALS UNDER INVESTIGATION

### 7.1. Rights of the investigated individual:

- 7.1.1. To be informed within one business day of the investigation initiation.
- 7.1.2. To receive advance notice of the meeting's details.
- 7.1.3. To participate in meetings.
- 7.1.4. To access, extract, and contest relevant materials.
- 7.1.5. To provide an explanation.
- 7.1.6. To obtain copies of the Commission's decisions.

### 7.2. Duties:

- 7.2.1. To comply with the Constitution, Labor Code, AzTU's Code of Ethical Conduct, and other relevant regulations.
- 7.3. Absence from a meeting does not hinder case proceedings.
- 7.4. Conflicts of interest involving Commission members must be addressed through a formal objection.

## 8. PROCEDURE FOR HANDLING APPEALS

### 8.1. Appeals are reviewed within:

- 8.1.1. Five business days for urgent cases.
- 8.1.2. Fifteen business days for regular cases.
- 8.1.3. Thirty business days for cases requiring additional investigation.
- 8.2. Decisions are formalized and communicated to relevant parties.
- 8.3. Proceedings are terminated if evidence is insufficient, with notifications provided.
- 8.4. New evidence may prompt a case review.

## 9. FINAL PROVISIONS

- 9.1. These Regulations take effect upon approval by the Scientific Council.
- 9.2. Amendments are made only by the Scientific Council's decision.