

Summarize of the Decisions of the University Council for the 2024

29.01.2024	<p>For the winter exam session of the 2023/2024 academic year, students enrolled in the first year of the Bachelor's program at AzTU, who received a failing grade based on the results of the midterm assessment, should be allowed to retake the exam for the respective subjects during the exam session without any payment.</p> <p>The exam format should be organized in accordance with Order No. F-220, dated December 19, 2023, regarding the organization of the fall semester exam session of the 2023/2024 academic year.</p>
16.02.2024	<ol style="list-style-type: none"> 1. Issues arising from the “Memorandum of Understanding on the Joint Implementation of Scientific Research Activities between Azerbaijan Technical University and the Institute of Information Technologies.” The report on the issues arising from the “Memorandum of Understanding on the Joint Implementation of Scientific Research Activities between Azerbaijan Technical University and the Institute of Information Technologies” should be taken into account. 2. The joint preparation of students in the Cybersecurity specialization within the SABAH Master’s Program with specialists from the Institute of Information Technologies. The report by Ramiz Aliguyev, Corresponding Member of ANAS, on the joint preparation of students in the Cybersecurity specialization within the SABAH Master’s Program with specialists from the Institute of Information Technologies, is considered satisfactory. 3. The organization of joint activities for the indexing of the “Problems of Information Technology” journal in international scientometric databases. <ol style="list-style-type: none"> 1. A working group should be established to carry out activities related to the indexing of the “Problems of Information Technology” journal in international scientometric databases. 2. Measures should be taken to encourage researchers from Azerbaijan Technical University to submit articles to the “Problems of Information Technology” journal. 3. Information about the activities of the “Problems of Information Technology” journal should be posted on the website of Azerbaijan Technical University. 4. Regarding the selection of priority scientific directions and the conditions for the announcement of the internal “Grant Project Competition” by AzTU. <ol style="list-style-type: none"> 1. Coordination contacts from AzTU, ITI, and ISI should be appointed to announce the internal Grant Project Competition. 2. The coordinators should prepare and present the announcement and other documents for the competition within one month. 3. Conditions should be created for experts from AzTU, ITI, and ISI to present multidisciplinary projects for the Grant Project Competition. 4. The financial amount and conditions of the competition should be determined based on the announced priority areas. 5. Regarding the use of specialists from the Institute of Information Technologies in the reconstruction of the IT Department at AzTU. <ol style="list-style-type: none"> 1. The report on the use of specialists from the Institute of Information Technologies in the reconstruction of the IT Department at Azerbaijan Technical University should be taken into account.

	<p>2. A working group consisting of employees from the Institute should be established to analyze the current state of digitization at Azerbaijan Technical University.</p>
<p>21.02.2024</p>	<p>1. “Azərbaycan Texniki Universiteti və İdarəetmə Sistemləri İnstitutu (İSİ) arasında elmi-tədqiqat üzrə fəaliyyətin birgə həyata keçirilməsinə dair əməkdaşlıq haqqında anlaşma memorandumu”ndan irəli gələn məsələlər barədə. Məlumatlar nəzərə alınsın.</p> <p>2. Radiotexnika və telekommunikasiya mühədisliyi proqramı üzrə SABAH qruplarında bakalavr hazırlığının İdarəetmə Sistemləri İnstitutunun mütəxəssisləri ilə birgə həyata keçirilməsi barədə.</p> <p>1. "Radiotexnika və telekommunikasiya mühədisliyi" proqramı üzrə SABAH qruplarında praktik dərslərin keçirilməsi zamanı İSİ-nin maddi-texniki bazasından və uyğun mütəxəssislərin imkanlarından istifadə edilməsinə şərait yaradılsın.</p> <p>2. SABAH qruplarında buraxılış işlərinin yerinə yetirilməsi zamanı real praktik mövzuların verilməsi və İSİ-nin mütəxəssislərinin imkanlarından istifadə olunması diqqətdə saxlanılsın.</p> <p>3. AzTU-da Telekomunikasiya texnologiya və sistemləri, Mexatronika və Sənaye İOT sahələrində aparılan tədqiqat işlərinin İSİ-da aparılan müvafiq tədqiqat işləri ilə unifikasiyası və birgə layihələrin yerinə yetirilməsi imkanları barədə</p> <p>1. AzTU və İSİ-nin apardığı tədqiqat işləri təhlil olunsun və uyğun sahələrdə birgə tədqiqatların aparılması üçün işçi tədqiqat qrupları formalaşdırılsın.</p> <p>2. Birgə yerli və beynəlxalq tədqiqat layihələrinin yazılması, təqdim edilməsi və yerinə yetirilməsi üçün fəaliyyətlər həyata keçirilsin.</p> <p>3. Uyğun sahələr və multidissiplinar tədqiqat mövzuları müəyyən edilsin və elmi seminarlar və vorkshopların təşkil edilməsi diqqətdə saxlanılsın.</p> <p>4. AzTU tərəfindən daxili “Qrant Layihəsi Müsabiqəsi”nin elan olunması üçün prioritet elmi iqtisadçılıqların seçilməsi və müsabiqənin keçirilməsi şərtləri haqqında.</p> <p>1. AzTU tərəfindən daxili Qrant Layihəsi Müsabiqəsinin elan olunması məqsədilə AzTU, İTİ, İSİ tərəfdən mütəxəssislərdən ibarət əlaqələndirici şəxslər müəyyən edilsin.</p> <p>2. Əlaqələndirici şəxslər 1 ay müddətində Qrant layihəsi barədə elan və digər sənədləri hazırlayıb müsabiqə elanı üçün təqdim etsinlər.</p> <p>3. Qrant Layihəsi müsabiqəsində AzTU, İTİ və İSİ mütəxəssislərinin birgə multidissiplinat layihələr təqdim etməsi üçün şərait yaradılsın.</p> <p>4. Müsabiqə elanında prioritet elan olunan sahələrə uyğun qrant müsabiqəsinin maliyyə miqdarı və müsabiqə şərtləri müəyyən edilsin.</p> <p>5. 23-25 aprel 2024-cü ildə keçiriləcək “İnformasiya Texnologiyaları və Onların Tətbiqi” üzrə 2-ci beynəlxalq konfransın (ITTA’2024) və digər konfransların təşkilində AzTU mütəxəssislərinin aktiv iştirakı və materialların beynəlxalq bazalara daxil olan jurnallarda dərci barədə.</p> <p>1. Elmi Konfransların təşkili zamanı məqalələrin Beynəlxalq elmi bazalara daxil olunmaqla keçirilməsi diqqətdə saxlanılsın.</p> <p>2. İldə ən azı bir elmi konfransın təşkili və beynəlxalq bazalara daxil olunması üçün fəaliyyətlər həyata keçirilsin.</p>

23.02.2024

1. **Discussion of the Results of the Winter Exam Session of the 2023-2024 Academic Year.**

The following measures should be implemented during the spring semester:

- The ICT-oriented courses for first-year students should be structured to enhance students' practical knowledge and skills.
- Large capacity auditoriums should be equipped with computers and utilized during the teaching process, as well as for written exams of first-year students.
- The infrastructure of the current exam rooms should be improved.
- The exam module should be improved and aligned with the current ICT capabilities.
- To strengthen control over the exam process, exam rooms should be equipped with cameras, and training on exam regulations should be organized for invigilators.
- The exam questions and tests should be reviewed and improved.

2. **Report on AzTU's Scientific Research and Innovation Activities in 2023.**

3. The report by the Vice Rector for Science and Innovation, Professor Sübhan Namazov, on “AzTU's scientific research, scientometric indicators, and innovation activities in 2023” is considered satisfactory.
4. Scientometric indicators of faculties and departments should be thoroughly discussed at the faculty, department, and institute levels, and an action plan should be prepared to improve these results.
5. All structures should provide necessary support to improve AzTU's position in QS and other ranking tables.
6. High-potential staff from the departments should be effectively utilized for the fundamental restructuring of the institutes' scientific research activities.
7. The information presented regarding the differential salary system should be approved:
 - According to the current regulations, the salaries of the top 60 faculty members in the ranking list should be increased from January 1, 2024, to December 31, 2024, and the necessary actions should be carried out (with clarifications within 10 days).
 - The results of articles published in international scientific journals (Web of Science and SCOPUS) should be summarized quickly, and proposals for one-time awards for these works should be submitted to the rectorate.
 - The Finance Department should implement necessary actions related to these payments.
8. The Research and Development Department should support the activation of AzTU faculty's publication activities in appropriate international scientific journals.
9. Activities for including the materials of international conferences organized by AzTU in international scientific databases should be further intensified and positive practices should be applied.
10. Initiatives should be implemented by departments and institutes for conducting industry-relevant research.
11. Other issues arising from the report and presentations should be summarized, and considered for effective organization of scientific research activities in the next year.

	<p>12. The execution of the decision should be supervised by the Vice Rector for Science and Innovation, Sübhan Namazov.</p> <p>13. Application for Academic Titles to the Higher Attestation Commission.</p> <ul style="list-style-type: none"> ○ For the title of professor: Shirali Iskender Yaqub oglu, professor of the “Mechanics” department, and Mehman Huseyn oglu Hasanov, head of the “Radiotechnics and Telecommunications” department. ○ For the title of associate professor: Ceyhun Rasif oglu Rahimov, associate professor of the “Machine Engineering Technology” department, and Milana Yaqub qizi Orucova, associate professor of the “Cybersecurity” department. <p>14. Approval of the Activity Plan for AzTU’s 2024 Priorities. The Activity Plan for AzTU's priorities for 2024 should be approved, taking into account the additions and suggestions.</p> <p>15. Approval of Internal Rules and Procedures. The following internal rules and procedures at Azerbaijan Technical University (AzTU) should be approved:</p> <ul style="list-style-type: none"> ○ Internal discipline rules for employees in the new edition. ○ Recruitment and adaptation procedure. ○ Full material responsibility agreement. ○ Internship agreement. <p>Approval of the Statutes. The statutes of the Mechatronics department and the Machine Design and Industrial Technologies department should be approved.</p>
23.04.2024	<p>1. Strengthening Scientific Research Activities, Including Organizing Scientific Seminars in Specific Areas, and Approval of AzTU’s Short- and Medium-Term Strategic Plan for 2024-2030.</p> <ol style="list-style-type: none"> 1. AzTU's existing scientific potential should be aligned with the university’s accepted priority scientific areas and organized by the university's research institutes in coordination with relevant departments. 2. The university’s research potential should be evaluated based on the publication of practical, significant articles in indexed journals. 3. Researchers with high research potential should be invited to work full-time or part-time in scientific research institutes with reduced teaching hours. 4. Foreign researchers should be invited to work as research scholars in scientific research institutes for each priority area to enhance research potential. 5. Undergraduate, master’s, and doctoral students with research potential should be actively involved in research work, coordinated with YTI (Scientific and Technical Information Center) and relevant departments. 6. For doctoral students, scientific advisors should only be university staff, with foreign scholars allowed to serve as advisors when necessary. 7. Scientific seminars should be organized on priority research topics, and the topics should be discussed in depth by research scientists, foreign partners, doctoral students, master’s students, and research-oriented undergraduates, with active participation of government and industry partners. 8. AzTU’s short- and medium-term strategic plan for 2024-2030 should be approved. <p>2. Action Plan Regarding the Activities of the “Machine Science” Journal. The action plan for the activities of the “Machine Science” journal should be approved.</p>

	<p>3. Change of Dissertation Topic for PhD Student Fuad Daşdəmirov in the Department of “Transport Logistics and Traffic Safety.” Fuad Səmid oğlu Daşdəmirov, a part-time PhD student in the “Transport Logistics and Traffic Safety” department, 3350.01 – “Transportation Process Management” program, should have his dissertation topic changed to: “Development of Methods and Models for Improving the Efficiency of Urban Bus Route Networks.”</p> <p>4. Amendments to the Scientific Council’s Decisions on "Discounts for Participants of the Second Patriotic War" and "Payments for Academic Loads in Master's and Doctoral Programs in Higher Education." Students listed below, whose academic debts have been cleared, should be exempted from the payments related to their debts and allowed to receive their diplomas.</p> <p>5.1 Payment of Training Costs for AzTU Academic Staff Who Have Obtained Microsoft International Certifications. The Faculty of IT, HR Department, and the Teaching Department should work with AzNext and other companies to review relevant courses and associated international certification issues, and present their proposals at the next meeting of the Scientific Council.</p> <p>5.2 Preparation of Relevant Regulations and Standards for All Structural Units of AzTU.</p> <ol style="list-style-type: none"> 1. The Human Resources Department should ensure the preparation of relevant regulations and standards for all structural units, as well as measurable KPIs (Key Performance Indicators) for each unit. 2. A list of daily, weekly, monthly, quarterly, semester, semi-annual, and annual reports should be prepared. <p>5.3 Establishment of the "Western Azerbaijan Technological Heritage" Center. The "Western Azerbaijan Technological Heritage" Center should be established at AzTU.</p> <p>5.4 Approval of the Statute for the International Relations Department. The statute for the International Relations Department should be approved in its new edition.</p>
08.06.2024	<p>1. Approval of the Academic Calendar and Activity Plan for the 2024/2025 Academic Year. The Academic Calendar for the 2024/2025 academic year should be approved.</p> <p>2. Regulations on the Preparation and Compilation of Textbooks, Teaching Aids, and Other Educational and Methodological Materials at Azerbaijan Technical University.</p> <ol style="list-style-type: none"> 1. The Regulations on the preparation and compilation of textbooks, teaching aids, and other educational and methodological materials at Azerbaijan Technical University should be revised and approved. 2. It should be noted that the presentations prepared for the teaching of courses under these regulations must cover the comprehensiveness, modernity, and quality criteria of the subject. <p>3. Approval of the Teaching Plans for New Specializations for the 2024-2025 Academic Year.</p>

	<p>The following teaching plans for new specializations should be approved for the 2024-2025 academic year:</p> <ul style="list-style-type: none"> ○ Bachelor’s level (Specializations: 050406 – Finance, XTBO50107 – Systems Engineering). ○ Master’s level (Specializations: 060403 – Finance, Specialization: Financial Control and Audit, Financial Management. Specialization: 060412 – Sustainable Development Management, Specializations: Political Management of Sustainable Development, Human Potential in Sustainable Development, Planning of Sustainable Development, Sustainable Human Development). ○ MBA Program (Specialization: 060409 – Business Management, Specialization: Business Organization and Management (Project Management)). <p>4. Action Plan for Expanding and Further Developing Collaboration with the National University of Sciences and Technology (NUST) of Pakistan.</p> <ol style="list-style-type: none"> 1. The defined areas of cooperation between the National University of Sciences and Technology (NUST) of Pakistan and Azerbaijan Technical University should be approved (Appendix attached). 2. To further develop collaboration with NUST, a delegation from AzTU, led by the rector, should visit Pakistan, with relevant specialists selected to be sent for expanding scientific and educational relations. A schedule for the visit should be prepared. 3. Professors and associate professors from Pakistan, especially from NUST, should be invited to AzTU to teach the necessary subjects and specializations. <p>5. Establishment of the Rector’s Special Scholarship at AzTU. Special regulations for the establishment of the Rector’s Special Scholarship at AzTU should be prepared and presented at the next Scientific Council meeting.</p>
<p>12.07.2024, 13.12.2024</p>	<ol style="list-style-type: none"> 1. Research Results on the Creation and Use of CUBESAT Nanosatellite. 1. The research and engineering work of the AzTU Department of Radio Engineering and Telecommunications in the creation and use of nanosatellites should be highly appreciated, and its activities in this area should be strengthened. 2. A proposal, including the technical specifications, stages, work schedule, and financial requirements for the creation of an industrial prototype, should be prepared and presented within 2 months. 3. The coordination of the preparation of the industrial prototype, provision of necessary assistance, and the coordination of the preparation process schedule should be discussed and coordinated with the Azercosmos Agency. Discussions should also be held with the Ministry of Defense Industry and the Ministry of Defense to identify partners to support the development and goals of the nanosatellite. 2. Ensuring the Widespread Integration of AzTU Employees with ChatGPT and Other Artificial Intelligence Systems. 1. The use of ChatGPT and other AI systems should be ensured at all levels of AzTU administration, particularly for faculty members and students, in their daily activities. 2. A special incentive group should be formed to expand the involvement of staff in using AI systems.

3. The application of AI systems in AzTU's educational and training processes should be expanded and accelerated, and initiatives and creativity in this area should be encouraged.
4. The use of AI systems in performing scientific research, conducting relevant compatibilities, comparing results, and preparing reviews should be expanded and accelerated in the departments.
5. The IT department should ensure the accessibility of mass and professional usage models, in collaboration with the Financial and Economic Department, and facilitate their implementation.
3. **Changes in the Curriculum for Modern Engineering Training Through Updating Specialized Courses.**
 1. Starting from the 2024/2025 academic year, elective courses containing modern information technologies such as Artificial Intelligence, Data Analysis, Machine Learning, Internet of Things, Neural Networks, etc., should be included in the curriculum for undergraduate education, and the teaching plans should be approved and organized.
 2. Faculties, departments, and specialization heads should be tasked with providing their feedback and suggestions on the first point of the decision within 10 working days, agreeing on the curriculum for approval.
 3. Relevant departments, the AI Institute, and other partner organizations should work together on implementing complex actions to start teaching the new courses from the next academic year.
4. **Key Indicators and Results of AzTU's Activities in the 2023-2024 Academic Year.**
The report on the key indicators and results of AzTU's activities for the 2023-2024 academic year should be considered satisfactory.
5. **Necessary Actions to Improve AzTU's QS, THE, and Other International Rankings.**
 - Institutional accreditation procedures and the selection and application of indicators for international rankings should be carried out. Relevant departments and academic structures should define their duties and ensure the classification and distribution of criteria (KPIs), including initial evaluations and audits.
 - Seminars and training sessions should be organized for department heads, faculty members, and relevant staff to adopt methodologies in line with international ranking indicators.
 - The knowledge of all teachers involved in the teaching process should be assessed, and certifications should be provided to ensure that the teaching methods remain modern and IT-based. An IT-based teacher training program should be implemented in cooperation with competent institutions for certification. Those who fail to obtain the required certificates should not be involved in the teaching process, in accordance with the legislation.
 - A competitive environment should be created to increase productivity in administrative and academic structures, ensuring the quality of training, research, and innovation. Salaries should be structured with a fixed base and variable parts, with the variable portion determined based on measurable criteria, in alignment

with efficiency indicators. A rule should be developed for determining the variable portion of differential salaries in a competitive environment.

- For enhancing QS and other international rankings, the publication of articles by faculty members in SCOPUS and Web of Science-indexed journals should be monitored:
 - Professors should publish at least 2 articles per year (at least one in Q1 or Q2).
 - Associate professors should publish at least 1 article per year (in Q1 or Q2).
 - Senior lecturers, lecturers, and assistants should publish at least 1 article.
 - PhD students should publish at least 3 articles during their education (at least 1 article in 2 years).
- Academic staff who are capable of publishing articles in Q1 and Q2 journals should be selected and incentivized as per the legislation. Changes to the methodology for differential salaries for publishing in Q1 and Q2 journals should be included in the agenda of the next Scientific Council meeting.
- From November 30, 2024, the responsibilities of deans should include supporting IT-based development activities at faculties, in line with new criteria for the position, in accordance with the legislation.
- For the position of faculty dean, special emphasis should be placed on leadership skills, modernity, support for new teaching, research, and innovations, particularly in industry collaboration.

6. Institutional and Management Issues Related to the Creation of the Public Legal Entity of Azerbaijan Technical University.

- The Department of International Trade, Logistics, and Marketing should be merged with the Department of Economics and Statistics and renamed the Department of Economics and Statistics.
- The new structure of Azerbaijan Technical University should be approved (attached).
- Relevant measures should be taken by the structural divisions, and an order draft and final staffing chart should be prepared, improving management. The preparation of selection criteria, recruitment of new staff, training, and possible reductions in some structures should be carried out from October 1, 2024, over a period of 3 months.

7.1. Establishment of the Rector's Special Scholarship at AzTU.

The Rector's Special Scholarship should be awarded to the following students of Azerbaijan Technical University (AzTU) based on the criteria outlined:

- All students who enter the bachelor's program of AzTU with a minimum of 600 points will receive a monthly scholarship of 200 AZN for the duration of their studies.
- The highest-scoring student in each faculty, who enters with a minimum of 500 points, will receive a monthly scholarship of 100 AZN for the duration of their studies.

Note:

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| | <ul style="list-style-type: none">• To maintain the scholarship, students must achieve high results throughout their studies.• The scholarship will be granted starting from the second semester of the first year if the student's overall GPA is 91 or higher.• The scholarship does not limit other scholarships the student may receive.• If the GPA falls below 91 during the study period, the scholarship will be revoked |
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7.2. Regarding the Payment of Tuition Fees for War Veterans by the University

Approval of Regulations:

- The regulations of the Western Azerbaijan Technological Heritage Center shall be approved.
- The regulations of the Technology Transfer Office shall be approved.