

Number: 07/2024**01.10.2024****Attended: 27 out of 33****members of the Academic Council.****Chairman of the Scientific Council – Piriyev Y. M.****Secretary of the Scientific Council: J. R. Zeynalı****AGENDA OF THE MEETING**

- 1. Results of the summer examination session and ways to organize teaching at a modern level**
- 2. Results of student admissions for 2024 and discussion of proposals for the 2025 admission plan**
- 3. Miscellaneous issues**
 - 3.1. Approval of the action plan for BMU for the academic years 2024/2025–2028/2029 and for the 2024/2025 academic year**
 - 3.2. Payment of salaries for the teaching staff for September**
 - 3.3. Approval of the new staffing schedule**
 - 3.4. Approval of the Regulations of the “Strategy and Quality Assurance Department”**

Considering that a quorum was present, the Chair declared the meeting of the Academic Council open. Then the Chair presented the agenda to the members and asked whether there were any additions. The agenda was put to an open vote.

VOTING RESULTS:

In favor – 27, Against – 0, Abstained – 0. The agenda was unanimously approved.

After announcing the voting results, discussion of the agenda items began.

ISSUE I

1. Results of the summer examination session and ways to organize teaching at a modern level

The Chair gave the floor to the Vice-Rector for Academic Affairs, Prof. H. Orucov.

HEARD:

Vice-Rector for Academic Affairs prof. H. Orucov – Prof. H. Orucov, commencing his speech by greeting the members of the Academic Council, presented his report on the topic “Results of the summer examination session and ways of organizing teaching at a modern level.”

The Vice-Rector, initially, provided information on the number of students studying at the bachelor’s, master’s and doctoral levels across the university and each faculty, on both paid and state-funded bases. He presented the percentage indicators of students studying in English and those funded by the state across each faculty and the university. Thereafter, he provided information regarding the organization of the summer examination session and the dates of its conduct.

Prof. H. Orucov provided information on the results of the summer examination session of the 2023/2024 academic year at the bachelor’s and master’s levels and spoke about the quantitative and qualitative indicators of the examination results.

Additionally, the Vice-Rector spoke about the results of the summer examination session of students who were admitted to the university with more than 600 points in the 2023/2024 academic year and, at the end of his speech, provided information on the results of the final state attestation of graduates in the 2023/2024 academic year.

QUESTION:

Professor I. Islamov of the Department of Automation, Telecommunications and Energy: Mr. Həmzağa, thank you for your speech. I would like to ask a question regarding one point. While providing information on

the success indicators of examination results, you noted that the success rate is 94% in the Faculty of Engineering and 59% in the Faculty of Economics and Management. What factors have played a role in the emergence of such a large difference between these percentages?

ANSWER:

Vice-Rector for Academic Affairs, Prof. H. Orucov: One of the factors playing a role in the matter you mentioned is the very strict approach to the teaching and examination process in the Faculty of Economics and Management. Discussions have also been held with the dean of the Faculty of Economics and Management regarding this matter. Taking a serious approach to work is a positive aspect; however, if it ultimately results in a decrease in indicators, it is necessary to ensure that such strictness serves the benefit of the students. The level of students should also be taken into account when teaching subjects and when preparing examination questions.

SPOKE:

Dean of the Faculty of Economics and Management, Assoc. Prof. N. Kamalov: Drawing conclusions from the mentioned proposals and remarks, I would additionally like to touch upon one point. As can be seen from the table, the percentage of state-funded students studying in the Faculty of Engineering is 69%, whereas in the Faculty of Economics and Management it is 21%. The difference in the levels of incoming students is also one of the factors affecting the final statistical indicators.

SPOKE:

Rector Y. Piriyev – Noting that the overall result is satisfactory, the Rector recommended that deans and heads of departments approach the teaching process seriously, demonstrate sensitivity in selecting the appropriate teaching method in accordance with the structure of the subject taught in each specialty, ensure that examination questions are prepared in accordance with the students' levels and shared in a timely manner, and take into account the mentioned points in order to further improve examination indicators for the next academic year.

Considering that there were no persons wishing to speak or ask questions regarding the discussed issue, the Chair put the matter of considering the report satisfactory to an open vote.

VOTING RESULTS:

In favor – 27 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

RESOLVED:

The report of Prof. H. Orucov on the topic “Results of the summer examination session and ways of organizing teaching at a modern level” shall be considered satisfactory. (The report of Vice-Rector for Academic Affairs H. Orucov on “Results of the summer examination session and ways of organizing teaching at a modern level” is attached to the minutes of the meeting.)

ISSUE II**1. Results of student admission for 2024 and discussion of proposals on the admission plan for 2025**

The Chair gave the floor to Vice-Rector for Academic Affairs Prof. H. Orucov to present the report on the matter.

HEARD:

Vice-Rector for Academic Affairs Prof. H. Orucov, providing information on the results of student admission for the 2024/2025 academic year, emphasized that there were significant changes and innovations in the admission plan for the 2024/2025 academic year compared to previous years and spoke about innovations in the direction of student admission and increase of specialties. Emphasizing that this is a great success of the university, he expressed his gratitude to the university leadership, the university staff who contributed to the achievement of this success, and the student contingent that plays a significant role in promoting the university. Thereafter, he announced the results of student admissions at the bachelor’s and master’s levels across the university and each faculty and acquainted the Council members with the results of admissions by faculties and specialties, providing detailed information on the number of students planned, admitted, not registered in the portal, and those whose final admission was confirmed.

SPOKE:

Rector Y. Piriyev – Expressing his opinion on the high and relatively low indicators in the admission plan by specialties, stated that the highest-scoring students were admitted to the specialty of Information Security and emphasized the

importance of strengthening the promotion of specialties with low admission and unfilled quotas.

The Rector spoke about innovations in the student admission plan, listed newly opened specialties, and discussed targets for increasing admission quotas for existing specialties that do not require laboratory or material-technical base, such as Design, as well as opening new specialties in the coming years. He also spoke about the necessity of involving the required personnel who will teach the subjects in those specialties. In order to advance in ranking tables, he emphasized that priority will naturally be given to fundamental sciences.

Y. Piriyev also noted that applications related to English-language specialties will be considered after clarifications on certain points. The Rector stated that in the future, opening some Russian-language specialties may further expand the university's capabilities.

At the end of his speech, the Rector once again emphasized the importance of increasing the number of qualified specialists as a result of the purposeful activities of faculties and relevant structural units.

Considering that there were no persons wishing to speak or ask questions regarding the matter submitted for discussion, the Chair put the issue of considering the report satisfactory to an open vote.

VOTING RESULTS:

In favor – 27 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

RESOLVED:

1. The report presented by Prof. H. Orucov on the topic “Results of student admission for 2024 and discussion of proposals on the admission plan for 2025” shall be considered satisfactory.

(The report presented by Prof. H. Orucov on the topic “Results of student admission for 2024 and discussion of proposals on the admission plan for 2025” is attached to the minutes of the meeting.)

III MISCELLANEOUS ISSUES

3.1. The issue of approval of the action plan regarding the measures to be implemented at BMU for the 2024/2025–2028/2029 academic years and the 2024/2025 academic year

Rector Y. Piriyev gave the floor to the Head of the Strategy and Quality Management Department S. Imanova to provide information on the issue.

HEARD:

The Head of the Strategy and Quality Management Department S. Imanova presented to the members of the Scientific Council the action plans regarding the measures to be implemented at BMU during the 2024/2025–2028/2029 academic years and the 2024/2025 academic year. The reporter spoke about the measures and activities envisaged to be implemented in directions covering the activities of various structures during the mentioned years, their implementation timelines, listed the structures responsible for each activity, and finally presented the result indicators.

Taking into account that there was no one wishing to make a speech or ask a question regarding the topic submitted for discussion, the chairman put the issue of approval of the action plans regarding the measures to be implemented at BMU during the 2024/2025–2028/2029 academic years and the 2024/2025 academic year to an open vote.

RESULTS OF THE VOTING:

In favor – 27 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

DECIDED:

1. The action plans regarding the measures to be implemented at BMU during the 2024/2025–2028/2029 academic years and the 2024/2025 academic year shall be approved.

(The action plans regarding the measures to be implemented at BMU during the 2024/2025–2028/2029 academic years and the 2024/2025 academic year are attached to the meeting protocol.)

3.2. The issue of payment of salaries of the teaching staff for the month of September

Rector Y. Piriyev gave the floor to the Head of the Human Resources Department Jannat Aliyeva to provide information on the issue.

HEARD:

Head of the Human Resources Department Jannat Aliyev: I inform that amendments and additions were made on 28.06.2024 to Article 49.2 of the Labor Code of the Republic of Azerbaijan, and an obligation has arisen to implement newly

concluded employment contracts only by entering them into the electronic information system in a bilateral signing procedure. This has made it difficult to register in the electronic information system of the body (institution) determined by the relevant executive authority the employment contracts of the teaching staff for whom new employment contracts have been concluded, as indicated in the annex, and has caused delays.

Also, since the mentioned teachers are employed for the first time, the verification of the teaching load allocated to them and the late submission of relevant presentations have also been among other reasons causing delays in entering the contracts. Additionally, the absence of electronic signatures of the teachers whose documents are ready and the existence of system overloads can also be noted as other factors affecting the delay of the confirmation process. On the other hand, admission to new specialties has also led to an increase in the number of newly recruited teaching staff.

The mentioned delay cases also affect the payment of salaries of the teaching staff with newly concluded employment contracts. Thus, since salaries are calculated only from the date they are confirmed in the electronic information system, this leads to incomplete payments. Based on Form 3, it is considered appropriate to ensure that the underpaid amounts are added to the salaries of the teaching staff who have fully fulfilled the teaching load allocated to them or paid on an hourly basis.

Taking into account that there was no one wishing to make a speech or ask a question regarding the discussed topic, the chairman put the issue to an open vote.

RESULTS OF THE VOTING:

In favor – 27 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

DECIDED:

1. Taking into account the mentioned reasons, the salaries of the teaching staff whose names are presented in the Annex and who have fully fulfilled the teaching load allocated for the period of September 16–30, 2024 shall be paid in full in the amount of a half-month salary without taking into account the date of uploading their employment contracts into the electronic system.

(The Annex presenting the names of the teaching staff is attached to the meeting protocol.)

3.3. Re-approval of the staff schedule of BMU.

The chairman gave the floor to Vice-Rector for Financial and Economic Affairs, PhD in law M. Zeynalov to make a report on the topic.

Vice-Rector for Financial and Economic Affairs, PhD in law M. Zeynalov stated that the current staff schedule of Baku Engineering University was approved on February 09, 2024. During the period that has passed since the mentioned date, changes have been made to the staff schedule in many necessary cases. Currently, in connection with the beginning of the new academic year and based on the appeals received from structural units, a necessity has arisen to make relevant changes to the staff schedule and to re-approve the staff schedule of BMU.

Taking into account that there was no one wishing to ask a question or express an opinion on the issue, the chairman put the issue to an open vote and asked the members of the Council to express their attitude to the issue.

RESULTS OF THE VOTING:

In favor – 27 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

DECIDED:

1. The new staff schedule of BMU shall be approved.
(The new staff schedule of BMU is attached to the meeting protocol.)

3.4. The issue of approval of the Regulation of the “Strategy and Quality Assurance Department”

The chairman gave the floor to the scientific secretary to make a report on the issue.

HEARD:

The secretary of the Scientific Council, PhD in philology J. Zeynalli, noted that at the meeting of the Scientific Council dated 10.09.2024, within the framework of structural changes carried out at the university, the draft of the new structure of BMU was approved, that according to the approved new draft, in order to improve the activities of the “Quality Assurance Department,” the name of the department was changed to the “Strategy and Quality Assurance Department,” and in accordance with the

changes made, a Regulation defining the functions, duties, rights and responsibilities of the department was prepared. In this regard, she brought to attention the necessity of discussing and approving the Regulation of the “Strategy and Quality Assurance Department” by the Scientific Council. Taking into account that there was no one wishing to make a speech or ask a question regarding the topic proposed for discussion, the chairman put the issue to an open vote.

RESULTS OF THE VOTING:

In favor – 27 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

DECIDED:

1. The Regulation of the “Strategy and Quality Assurance Department” shall be approved.

(The Regulation of the “Strategy and Quality Assurance Department” is attached to the protocol.)

Chairman of the Scientific Council:

Yaqub Piriyeu

Secretary of the Scientific Council:

Jalə Zeynallı

M.P.

Attachment: Audio recording (CD) of the Scientific Council meeting is attached to the protocol.