

# Ethics and Discipline Commission of Baku Engineering University

## Introduction

The Ethics and Discipline Commission is committed to promoting a culture of mutual respect and responsibility within Baku Engineering University (BEU), with the authority to monitor compliance with the requirements of the Internal Ethics and Discipline Rules intended for BEU employees and students, and to make relevant decisions in this regard. The Commission plays a special role in promoting transparency, accountability, and ethical culture among students and employees, resolving ethical violations and ensuring compliance with disciplinary rules, resolving complaints and disputes, and conducting awareness sessions or training related to disciplinary rules.

The Commission meets once a month according to a regular meeting schedule to investigate complaints, discuss problems, make decisions, and achieve solutions. Meeting dates and agendas are usually determined in advance, and interested parties are informed beforehand.

The Commission provides reports on the decisions made. In addition to the annual report, public accessibility is ensured, and relevant information is presented through the university's official website.

## Annual Report of the Commission for 2024

The report displays the Commission's activities, key decisions, and results achieved in 2024, demonstrating its commitment to promoting ethical and disciplinary behavior in the university community.

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### 1. General Information on Commission Activities

- **Number of Sessions Conducted:** 12 (one session per month);
- **Number of Cases Examined:** The commission examined 41 cases throughout the year.
- **Training Initiatives:**

- Four training sessions and educational events on ethics and disciplinary policies and procedures were conducted for university students and staff.
- Awareness-raising activities on workplace ethics and disciplinary regulations were implemented specifically for first-year students and newly recruited personnel.

- **Policy Development:**

- Ethics and Disciplinary Culture Policy.
- Anti-violence and Anti-discrimination Policy.
- Equality and Diversity Policy.

## 2. Information on Complaint Investigations and Resolution

The Commission has investigated and resolved all reported complaints, achieving high resolution metrics

- **Workplace Ethics** (e.g., violence, discrimination): 11 cases (96% resolution rate)
- **Professional Ethics:** 10 cases (100% resolution rate)
- **Miscellaneous (e.g., disputes, behavioral issues):** 20 cases (85% resolution rate)
- **Total Resolved Complaints:** 41 cases resolved.

### Key Outcomes

- **Mediation Program:** A mediation program has been implemented to facilitate immediate and amicable;
  - **Complaint Reception System:** An online complaint system has been deployed to enable students and staff to submit grievances in a more accessible and unimpeded manner;
  - **Collaborative Initiatives:** Local and international best practices have been examined to adopt exemplary models.
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## 4. Action Plan for 2025

- **Awareness Enhancement:** Continuation of training and seminars with an increased number of educational activities

- **Complaint Resolution:** Maintaining the achievement of 100% complaint resolution ratio
  - **Policy Vigilance:** Development and revision of new policies.
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## 5. Contact Information

Contact means for submitting complaints or obtaining more comprehensive information:

- **Website:** [www.beu.edu.az](http://www.beu.edu.az)
- **Email:** [info@beu.edu.az](mailto:info@beu.edu.az)
- **Address:** Office of Ethics and Disciplinary Commission, BEU Rectorate Building, 3rd Floor

The Commission provides unimpeded and accessible methodologies for the submission of complaints and claims. These include online forms—via the website and the university's social media accounts—and physical submission (a designated box and office within the university premises for the physical lodging of complaints). When necessary, assistance is provided to the complainant regarding the procedural aspects of submission. Concurrently, information is furnished regarding the requisite data to be included in the complaint and the timeframe within which the complaint will be processed.

**Note:** The report demonstrates the Commission's sustained commitment and continuous improvement efforts to safeguard the ethical culture and disciplinary regulations at Baku Engineering University in pursuit of superior outcomes. Simultaneously, dissemination of information regarding the Commission's activities contributes to the preservation of the ethical and disciplinary framework, ensuring the promotion of accountability and transparency within the academic community.

In its entirety, the Commission's operations and the positive outcomes achieved exemplify the particular emphasis placed on maintaining the highest ethical standards and adherence to disciplinary regulations within the university collective.