

**The Scientific Council meeting protocols of  
Azerbaijan State Oil and Industry University**

<b>Azerbaijan State Oil and Industry University</b>		<b>January 25, 2023</b>
<b>Scientific Council meeting PROTOCOL No. 07</b>		
	Issues raised for discussion	Decision
1	About the results of the scientific-research work performed in 2022 (Vice-Rector for Scientific Affairs - Prof. L. Gardashova)	<ol style="list-style-type: none"> <li>1. Attention should be paid to improving the quality of scientific research, and joint seminars of master's, doctoral students, teachers, and departments should be organized to discuss theoretical and practical problems.</li> <li>2. Master's, PhD, and ED topics should be recommended for approval as a result of rigorous analysis, and necessary work should be done for the master's, Ph.D., ED to defend on time.</li> <li>3. To attract talented masters to doctoral studies.</li> <li>4. To ensure the application of scientific research results in teaching.</li> <li>5. The quality improvement of the published scientific journals should be ensured and work should be done in order to enter the Crosref, Copernicus, Scopus scientific database.</li> <li>6. Purposeful work should be carried out in order to improve indicators on 6 criteria that are important for QS ranking of the university.</li> <li>7. Serious expertise of articles or theses should be conducted at conferences organized by the university.</li> <li>8. Work should be carried out on the construction of university laboratories at the expense of grant projects.</li> </ol>
2	Report of Start-UP and Innovation Center (Chairman of Student Scientific Society - E. Ismayilov)	The report of the Chairman of Student Scientific Society E. Ismayilov about the Start-UP and Innovation center can be taken into account.

3	About the current situation of master's training at ASOIU (Dean of the Master's Department - Assoc. Prof. A. Shahmammadova)	The dean of the master's department, associate professor A. Shahmammadova's presentation on the situation of master's training at ASOIU should be taken into account.
4	The annual report of the faculty of Power Engineering (The dean – Assoc. Prof. A. Aliyev)	The dean of Power Engineering Assoc. Prof. A.G.Aliyev's annual activity should be considered satisfactory
5	On the creation of the "AZII Data analytics" center (Kamran Agayev)	The "AZII Data Analytics" center should be created and Kamran Agayev, head of the IT department at Azercell company, should be confirmed as its head.
6	About the digital ASOIU project (Rector-Prof. M. Babanli)	"Digital Development and Innovation Center" should be established and Rasim Abdullayev- advisor to the rector should be appointed as the head.
7	Establishment of "Project Management" office (Rector - Prof. M. Babanli)	"Project Management" office should be created.
8	Deans' road map (Vice-Rector for Academic Affairs - Associate Professor G. Mammadov)	The information of the vice-rector for academic affairs, associate professor G. Mammadov about the road map of the deans should be taken into account.
9	About the activity plan of ASOIU for 2023 (Rector - prof. M. Babanli)	Rector, prof. M. Babanli's information about the activity plan of ASOIU for 2023 should be taken into account.
10	2016/2017 academic year report on the implementation of the recommendations and instructions specified in the final report of the results of the institutional accreditation assessment conducted at ASOIU (Vice-Rector for Academic Affairs - Associate Professor G. Mammadov)	The information of the vice-rector for academic affairs, associate professor G. Mammadov, should be taken into account.
11	About the international level certificates included in the credit system: works done, current situation and future plans: - HSE; - IT courses; - Project management; - Microsoft; - Additional certificate opportunities in foreign language and specialty (Rector – prof. M. Babanli)	Rector, prof. M. Babanli's information should be taken into account.
12	The results of the exams held in 22.12.2022-21.01.2023 (compared with the previous year) (Vice-Rector for Academic Affairs -Assoc. Prof. G. Mammadov)	The information of the vice-rector for academic affairs, associate professor G. Mammadov about the results of the exams held on 22.12.2022-21.01.2023 should be taken into account.
13	About the state of preparation for QS rating of ASOIU (Rector - prof. M. Babanli)	Rector, prof. M. Babanli's information about the state of preparation for QS rating of ASOIU should be taken into account

14	Approval of the action plan for 2023 of branches of ASOIU departments established in various organizations (Vice-Rector for Academic Affairs - Associate Professor G. Mammadov)	The action plan for 2023 of branches of ASOIU departments established in various organizations should be approved.
15	On the development of ASOIU-industrial relations: BSBII, Caspian Energy Club, Netcad, Gedik Holding, etc. (Rector – prof. M. Babanli)	Rector, prof. M. Babanli's information about the development of ASOIU-industry relations should be taken into account.
16	On the calculation of the additional salaries to be given to the professor-teaching staff, according to the Protocol No. 6 of the Scientific Council of January 26, 2022, on the decision of the differential salary for 2022 (Rector - Prof. M. Babanli)	In 2023 calendar year, the additional salaries to be given to the professors and teachers of ASOIU should be approved by calculating with a coefficient of 1%.
17	On abolishing Master's department (Rector - prof. M. Babanli)	In order to optimize the organization and control of graduate students' education within the framework of structural changes carried out at ASOIU, the master's department should be closed from 02.03.2023 and the organization of graduate students' education should be carried out by faculty deans.
18	On carrying out reforms in the Scientific Council of ASOIU (Involvement of students)	Rector, prof. M. Babanli's information should be taken into account.
19	About the position of adviser on UFAZ and internationalization (Rector - prof. M. Babanli)	The head of the education department of UFAZ, Latifa Nasibova, should be appointed to the position of adviser to the rector on UFAZ and internationalization.
20	On the approval of the study plan (Rector – prof. M. Babanli)	The study plan should be approved.

<b>Azerbaijan State Oil and Industry University</b>		
<b>Scientific Council meeting PROTOCOL No. 9</b>		<b>February 22, 2023</b>
<b>Issues raised for discussion</b>		<b>Decision</b>
1	About the results of the exam session of the fall semester of the 2022/2023 academic year (Vice-Rector for Academic Affairs - Associate Professor G. Mammadov);-	1. The results of the autumn semester of the academic year 2022/2023 should be taken into account. 2. The detailed discussion of the results of the autumn semester of the 2022/2023 academic year in the Faculty Scientific Councils and department meetings and taking necessary measures for the successful completion of the spring semester of the current academic year should be

		<p>assigned to faculty deans and department heads.</p> <p>3. Solving issues such as strengthening the application of scientific research work to the educational process, turning the Electronic University into an important tool in education, renewing the educational system in terms of form and content as a result of the wide application of new pedagogical technologies, innovative and interactive teaching methods, and web audiences should be counted among the main tasks of the Rectorate and the ASOIU staff.</p>
2	The annual report of the Dean of the Information Technologies and Control Faculty – (The dean-associate professor F. Agayev)	The annual report of the Dean of the Information Technologies and Control Faculty, associate professor F. Agayev should be considered satisfactory.
3	Report of the colleges (director of Baku Oil and Energy College, associate professor A. Babayev, director of the College of Industry and Technology, associate professor F. Shahbazli)	The information of the director of the Baku Oil and Energy College, Assoc. Prof. A. Babayev, and the Director of the College of Industry and Technology, Assoc. F. Shahbazli should be taken into account.
4	On the approval of the road map of doctoral students (Vice-Rector for Scientific Affairs, Prof. L. Gardashova)	The road map of doctoral students should be approved.
5	On the approval of the road map of the deputy deans for scientific affairs (vice-rector for scientific affairs, prof. L. Gardashova)	The road map of the deputy deans for scientific affairs should be approved
6	A report on the implementation of the recommendations and instructions specified in the final report of the results of the institutional accreditation assessment conducted at ASOIU in the 2016/2017 academic year (Vice Rector for Academic Affairs - Assoc. Prof. G. Mammadov)	The final report of the results of the institutional accreditation assessment conducted in the 2016/2017 academic year of the Academic Affairs Vice-Rector, Associate Professor G. Mammadov, should be taken into account.
7	About the state of preparation for QS rating of ASOIU (Rector - prof. M. Babanli)	Information about the state of preparation for the QS rating of ASOIU should be taken into account.

8	ASOIU-industry, on the creation of a scientific-experimental base in the city of Lachin (Rector - prof. M. Babanli)	Information about the establishment of the scientific-experimental base in the city of Lachin, ASOIU-industry, should be taken into account.
9	On the approval of the regulation of the "Digital Development and Innovation Center" (Rector - prof. M. Babanli)	The regulation of the "Digital Development and Innovation Center" should be approved
10	About the international level certificates included in the credit system, about IT: Algorithmics, the results of the Israel-Azerbaijan Training Center (Rector - prof. M. Babanli)	Rector, prof. M. Babanli's information about the international certificates included in the credit system, the results of the IT: Algorithmic, Israel-Azerbaijan Training Center should be taken into account.
11	On disciplinary issues (Rector, prof. M. Babanli)	Rector, prof. M. Babanli's information on disciplinary issues should be taken into account.
12	About the structural changes made in the Digital Development and Innovation Center (Rector, prof. M. Babanli)	<p>a) The department of information technologies and the departments under it whose names are given below should be abolished.</p> <ol style="list-style-type: none"> <li>1. Director of the information technology department;</li> <li>2. Information and statistics calculation section;</li> <li>3. Department of control of e-learning and exams;</li> <li>4. IT Innovation and programming department;</li> <li>5. Organization and monitoring of classes;</li> <li>6. IT Support section.</li> </ol> <p>b) As a result of the structural changes carried out in the center of digital development and innovation, the following departments and units should be created:</p> <ol style="list-style-type: none"> <li>1. The structure of the center consists of the following departments and units:</li> <li>2. Department of Information and Communication Technologies;</li> <li>3. The Department of Information and Communication Technologies consists</li> </ol>

		<p>of technical support and infrastructure management units;</p> <p>4. Department of Digital Management of Education;</p> <p>5. The Department of Digital Education Management consists of an electronic teaching and examination control unit, an information and statistical calculation unit, and a lesson organization and monitoring unit;</p> <p>6. IT innovation and project support department;</p> <p>7. IT innovation and project support department consists of research and analysis department;</p> <p>8. Software development department</p>
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<b>Azerbaijan State Oil and Industry University</b>		
<b>Scientific Council meeting PROTOCOL No. 10</b>		<b>March 30, 2023</b>
Issues raised for discussion		Decision
1	About the state of international relations of ASOIU (Vice-Rector for International Relations - Assoc. Prof. R. Jamalov)	Vice-rector for international relations, Assoc. Prof. R. Jamalov's information should be taken into account.
2	The annual report of the Dean of the Faculty of Chemical Technologies, Prof. S. Mammadkhanova)	Dean of the Faculty of Chemical Technologies, Prof. S. Mammadkhanova's information about the annual activities should be taken into account
3	On the approval of the self-analysis report prepared by the organization commission created in connection with the preparatory stage for institutional accreditation of ASOIU and the documents attached to it (Chairman of the Commission, Vice-Rector for Academic Affairs - Assoc. Prof. G. Mammadov).	The self-analysis report and the documents attached to it prepared by the organizational commission of ASOIU in connection with the preparatory stage for institutional accreditation should be approved.
4	About the state of preparation for QS rating of ASOIU (Rector - prof. M. Babanlı)	Information about the state of preparation for the QS rating of ASOIU should be taken into account.
5	On the approval of the road map of the "Digital Development and Innovation" Center (director - Rasim Abdullayev)	It should be taken into account.

6	About the status of all kinds of internships organized during the spring semester of the 2022/23 academic year (Head of the Department of Public Relations and Marketing, Bahruz Nazarov)	Information of head of the Department of Public Relations and Marketing, Bahruz Nazarov should be taken into account.
7	On evaluation of the work of teachers working in the "Renewable energy engineering" specialty (Rector, Prof. M.Babanli)	According to the extract of protocol No. 02 of the Scientific Council of ASOIU dated October 5, 2022, the fees of the teachers who teach in the "Renewable energy sources" specialization of the "Energy Production Technologies" department should be calculated in accordance with the main subject block of the "Sabah" groups.
8	About the discussions of the Minister of Science and Education, Mr. Emin Amrullayev, on the results of the main directions of scientific cooperation with UNISTRA and ensuring the stability of the UFAZ project (Rector, Prof. M. Babanli)	Rector: The information of Mr. Emin Amrullayev, the Minister of Science and Education regarding the main directions of scientific cooperation with UNISTRA and ensuring the stability of the UFAZ project should be taken into account.
9	On the establishment of a "Sports scholarship" in the amount of 150 AZN for each member of the basketball team of ASOIU (Rector - prof. M. Babanli)	A sports scholarship of 150 AZN for each member of the ASOIU's basketball team should be established.
10	About awarding students with high results in the IELTS exam (Rector - Prof. M. Babanli)	Students who scored 6.0 and 6.5 in the IELTS exam should be given a one-time prize in the amount of 200 AZN, and students who scored 7.0 and higher in the amount of 400 AZN.
11	On stimulating the work of the chairmen of the faculty Student scientific society and the vice-chairmen of the Student scientific society of ASOIU (Rector – prof. M.Babanli)	An additional payment of 100 AZN per month to the salary of the heads of the Faculty Student Scientific Society, and an additional payment of 200 AZN to the salary of the deputy heads of Student Scientific Society at ASOIU.

<b>Azerbaijan State Oil and Industry University</b>	
<b>Scientific Council meeting PROTOCOL No. 11</b>	
<b>April 26 , 2023</b>	
Issues raised for discussion	Decision
1 On the organization of the internship and professional development of the professor-teaching staff (Director of Institute of	1. In the academic year of 2022-2023, the information about the professional development and internship training of

	Professionalization and Retraining of Workers of Industrial Enterprises - Assoc. Prof. H. Huseynov);	the professor-teacher staff of ASOIU should be taken into account. 2. The responsibility of the departments in ensuring the discipline for the full implementation of the professional development and internship plan of the ASOIU, approved for the next academic years, should be noted, the implementation of relevant measures in this direction should be carried out by the director of Institute of Professionalization and Retraining of Workers of Industrial Enterprises, Assoc. H. Huseynov. 3. Necessary measures should be prepared in order to involve citizens of foreign countries in additional education.
2	Annual report of the dean of Economics and Management faculty (Assoc. Prof. I. Rustamov)	Dean of the Faculty of Economics and Management Assoc. Prof. I. Rustamov's annual activity should be considered satisfactory.
3	On approving the road map of the "Digital Development and Innovation" Center (Director - R. Abdullayev);	The road map of the "Digital Development and Innovation" Center should be approved.
4	On the creation of the "Mass Media and work with social media" sector within the public relations and marketing department (Rector - prof. M. Babanlı);	The sector of "Mass Media and work with social media" within the public relations and marketing department should be created
5	On the approval of the rules for holding events at the ASOIU Public legal entity (Vice Rector for Academic Affairs - Assoc. Prof. G. Mammadov);	The rules should be confirmed.
6	About 5 basic subjects and the training of professor-teaching staff who are involved these subjects in all specialties.	Vice-rector for academic affairs, Assoc. Prof. G. Mammadov's information should be taken into account.
7	2023-2024 academic year on the evaluation of the industrial experience of bachelors who will complete the IV course in "Computer science", "Computer engineering", "Information technologies" and "Information security" specialties (Vice-Rector for Academic Affairs - Assoc. Prof. G. Mammadov );	Vice-rector for academic affairs, Assoc. Prof. G. Mammadov's information should be taken into account.

8	Approval of topics for the Doctor of Sciences program (Professor for Scientific Affairs - Prof. L.Gardashova);	The given list of topics for the Doctor of Science program should be approved
9	Approval of the road map of doctoral students (Prof. L. Gardashova, vice-rector for scientific affairs);	The issue of the road map of doctoral students should be discussed at the next Scientific Council.
10	About the establishment of the "Engineering Technology" center (Rector - prof. M. Babanlı).	The center should be established.

<b>Azerbaijan State Oil and Industry University</b>	
<b>Scientific Council meeting PROTOCOL No. 10</b>	<b>May 31, 2023</b>
Issues raised for discussion	Decision
Annual report of the director of UFAZ (Executive director of UFAZ - Assoc. Prof. V. Asgarov)	Executive director of UFAZ, Assoc. Prof. V. Asgarov's annual activity should be considered satisfactory
"Geotechnological problems of oil, gas and chemistry" Scientific research Institute report on the work done (Director of Scientific research Institute "Geotechnological problems of oil, gas and chemistry" - Prof. R. Aliyarov)	"Geotechnological problems of oil, gas and chemistry", director of Scientific research Institute, prof. The annual activity of R. Aliyarov should be considered satisfactory.
About the activities of the Student Scientific Society (Chairman of Student Scientific Society - E. Ismayilov)	Intellectual property management, Engineer designer, "Azii Lazer IXUN" training, Startup and innovation, Laboratory equipment service centers should operate under the "Engineering Technology Center".
About the concept and structure of the "Engineering Technology Center" (vice-rector for administrative and economic affairs, associate professor S. Huseynov).	Intellectual property management, Engineer designer, "Azii Lazer IXUN" training, Startup and innovation, Laboratory equipment service centers should operate under the "Engineering Technology Center".
The subject "Project management" in the amount of 3 credits (30 hours of lectures, 15 hours of training) should be added to the curricula of all specialties where personnel training is conducted at the bachelor's level (Rector - prof. M. Babanlı);	To add the subject "Project management" in the amount of 3 credits (30 hours of lectures, 15 hours of training) to the curricula of all specialties where personnel training is conducted at the bachelor's level.

About the establishment of the "Institute of Food Engineering" (Rector - Prof. M. Babanlı).	"Institute of Food Engineering" should be established and the charter and structure of the "Institute of Food Engineering" should be approved at the next Scientific Council.
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<b>Azerbaijan State Oil and Industry University</b>	
<b>Scientific Council meeting PROTOCOL No. 10</b>	<b>July 05, 2023</b>
Issues raised for discussion	Decision
Annual report of the Rector of ASOIU (Rector – Prof. M. Babanlı);	Rector, prof. M. Babanlı's information should be taken into account.
Approval of the work plan of ASSU and the Scientific Council for the 2023/2024 academic year (Scientific secretary - Assoc. N.T. Aliyeva);	To approve the work plan of the Scientific Council of ASOIU for the academic year 2022-2023.
Starting from the 2023/2024 academic year, the exams of students studying in English at the undergraduate level will be held in written form (Vice-Rector for Educational Affairs - Assoc. G. Mammadov);	Starting from the academic year 2023/2024, the exams of students studying in English at the undergraduate level should be conducted in written form.
The report of the commission created for the preparation of the structure, statute and action plan of the "Engineering Technology Center" (vice-rector for administrative and economic affairs, associate professor S. Huseynov);	To approve the structure, charter and action plan of the "Engineering Technology Center"
About the establishment of the Nikola Tesla scholarship for the bachelor's level of education at the "Physics" department (Rector - prof. M. Babanlı);	Auditorium No. 522 named after the world-famous scientist Nikola Tesla should be opened at the "Physics" department of the Azerbaijan State Oil and Industry University.
About the establishment of the Nikola Tesla scholarship for the bachelor's level of education at the "Physics" department (Rector - prof. M. Babanlı);	The amount of scholarship named after Nikola Tesla should be established at the undergraduate level of 130 AZN.
On the establishment of the Nikola Tesla scholarship for the master's level of education at the "Physics" department (Rector - prof. M. Babanlı);	The amount of scholarship named after Nikola Tesla should be established at 150 AZN at the master's education level.
About postdoc organization (Rector – prof. M. Babanlı);	Rector, prof. M. Babanlı's postdoc information should be taken into account.

About the structure of the "Center for Computer Design of New Materials and Chemical Processes" (Rector - prof. M. Babanlı);	To approve the structure of the "Center for Computer Design of New Materials and Chemical Processes".
On the second edition of the Internal Rules of the Scientific Council of ASOIU dated 31.01.2018 (Rector - prof. M. Babanlı);	The II edition of the Internal Rules of the Scientific Council of ASSU dated 31.01.2018 should be discussed at the next Scientific Council.
About the preparation of the application for Turkey Azerbaijan Universities to become a member of TURKUNIB and addressing it to the Secretariat of the Organization of Turkic States through the Ministry of Foreign Affairs.	To prepare an application for Turkish Azerbaijani universities to become a member of TURKUNIB and to address it to the Secretariat of the Organization of Turkic States through the Ministry of Foreign Affairs.

<b>Azerbaijan State Oil and Industry University</b>		<b>September 27, 2023</b>
<b>Scientific Council meeting PROTOCOL No. 01</b>		
Issues raised for discussion		Decision
1.	About the end of the 2022/2023 academic year and the tasks in the new academic year (Vice-Rector for Academic Affairs - Assoc.Prof. G. Mammadov);	The results of the examination session of the spring semester of the 2022/2023 academic year should be taken into account.
2.	About the conclusion of student admission to ASOIU in 2023 at undergraduate and graduate levels of education (including at UFAZ and in college) (Vice-Rector for Educational Affairs - Assoc.Prof G. Mammadov);	The results of the examination session of the spring semester of the 2022/2023 academic year should be instructed to discuss in detail in the Faculty Scientific Councils and department meetings and to take necessary measures for the successful completion of the autumn semester of the current academic year.
3.	About the results of the State Attestation for the bachelor's graduation in the 2022/2023	Strengthening the application of scientific-research works to the

	<p>academic year and the defense of the master's theses (Vice-Rector for Educational Affairs - Assoc. Prof. G. Mammadov);</p>	<p>educational process, turning the LMS Electronic Education System into an important tool in education, solving issues such as the renewal of the educational system in terms of form and content as a result of the wide application of new pedagogical technologies, innovative and interactive learning methods, web audiences should be considered one of the main tasks of the collective.</p>
4.	<p>On the recommendation for publication of the monograph "Application of digital technologies in machine building" (volume of work 154 pages) prepared by Aliyev Elman Alamgulu oglu, deputy director of "Nanomaterials and nanotechnologies" ETL, candidate of economic sciences (Scientific secretary - Assoc.Prof. N.T. Aliyeva);</p>	<p>The monograph "Application of digital technologies in machine building" prepared by the deputy director of ETL "Nanomaterials and nanotechnologies", Candidate of Economic Sciences Aliyev Elman Alamgulu oglu should be recommended for publication.</p>
5.	<p>On the establishment of the Human Resources Department (Acting rector - Vazeh Askarov);</p>	<p>The personnel department should be renamed the Human Resources Department.</p>
6.	<p>On the establishment of the recruitment commission (Acting rector Vazeh Askarov);</p>	<p>2-step recruitment should be canceled and 1-step recruitment commission should be established. The following composition of the Commission should be approved:</p> <p>Director of Human Resources Department;</p> <ul style="list-style-type: none"> <li>- Lawyer;</li> <li>- Dean of the respective faculty;</li> <li>- Head of the appropriate department for the specialty;</li> </ul>

		<ul style="list-style-type: none"> <li>- Head of the appropriate department</li> <li>- Expert foreign language teacher.</li> </ul>
7.	On the motivation of the deputy deans for disciplinary affairs of the faculties (Acting rector - Vazeh Askarov);	An additional payment in the amount of 100 AZN should be made to the salaries of the deputy deans for disciplinary work of the faculties.
8.	Recruitment procedures for the position of tutor and laboratory assistant (Acting Rector - Vazeh Askarov);	Tutors and laboratory assistants should be hired with new criteria.
9.	Regarding the hiring of a technician for the purpose of stimulating the chairman of (Acting Rector - Vazeh Askarov);	In order to stimulate the chairman of TGT, he should be hired as a technician.
10.	About changing student and employee cards	In case of loss of the student card, the fine should be reduced from 50 AZN to 20 AZN, and in case of damage, the fine should be reduced from 25 AZN to 20 AZN.
11.	On reducing the teaching load of professors and teachers to 550 hours in the next academic year;	Acting Rector Vazeh Askarov's information should be taken into account.
12.	About the organization chart of the university;	Acting Rector Vazeh Askarov's information should be taken into account.
13.	On rewarding employees on the occasion of "October 5-Teachers' Day";	9 On the occasion of "October 5 - Teacher's Day", awards should be given to the employees of the university.

14.	About holding a meeting with faculty deans and department heads on the last 5th day of every month at 5 pm	Acting Rector Vazeh Askarov's information should be taken into account
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Azerbaijan State Oil and Industry University		October 27, 2023
Scientific Council meeting PROTOCOL No. 02		
Issues raised for discussion	Decision	
1	About the fulfillment of the academic load planned for the academic year 2022/2023 and the staff of professors and teaching assistants for the academic year 2023/2024 (Vice-Rector for Educational Affairs - Prof. G. Mammadov);	<p>1.1. Heads of departments and faculty deans should be entrusted with the supervision of the implementation of the academic load planned for the academic year 2023/2024 by the departments.</p> <p>1.2. Strict adherence to teaching discipline by educators should be ensured by department heads.</p> <p>1.3. Heads of departments and faculty deans should be instructed to strictly monitor the implementation of the planned academic load and the equal distribution of the hours allotted to them by semesters to the employees of other organizations and institutions involved in the substitute and hourly teaching process.</p> <p>1.4. In accordance with the regulation on the organization of teaching with the credit system, it should be considered important to ensure that all types of the subject (lecture, workshop, seminar, laboratory) are taught by the same teacher, as a rule.</p>

		<p>1.5. The teaching of subjects appropriate to master's level should be ensured by the department heads.</p> <p>1.6. The department heads should ensure the involvement of experienced teachers in teaching at the master's level.</p>
2	About the activities of dissertation councils (Vice-Rector for Scientific Affairs – Prof. L.Gardashova);	The information of the vice-rector for Scientific Affairs, prof.L.Gardashova, should be taken into account.
3	About the results of admission to doctoral studies in the academic year 2023/2024 (Vice-Rector for Scientific Affairs – Prof. L.Gardashova);	The information of the vice-rector for scientific affairs, prof.L.Gardashova, should be taken into account.
4	Annual report of the dean of Geological Exploration (Dean - Assoc. Prof N. Pashayev)	<p>1. To keep labor and teaching discipline under strict control, to raise the current situation to the level of today's demand;</p> <p>2. To increase the quality of lessons for the academic year by making maximum use of the possibilities of web audiences;</p> <p>3. To obtain grant projects by aligning the topics of research works selected for the next 5 years in the specialized departments with the priority directions of industrial enterprises;</p> <p>4. To increase the number of publications of faculty employees in rated journals year by year;</p> <p>5. To attract young scientists and specialists with creative thinking and knowledge of foreign languages to teaching;</p>

		<p>6. To expand international relations related to science and education;</p> <p>7. To carry out reforms related to admission to the new academic year.</p>
5	<p>About qualification works (Scientific secretary - Assoc.Prof. N. Aliyeva);</p>	<p>5.1 A vote was taken and the contender was admitted to a secret ballot.</p> <p>It was proposed and the accounting commission was created with the following members (table 1)</p> <p>Structure of the accounting commission</p> <p>Rasulov Sakit Rauf- "Industrial safety and labor protection" department- Head of the department, professor</p> <p>Rustamov Ilham Shamil-Faculty of "Economics and Management"-Dean, associate professor</p> <p>Huseynov Hamlet Bakir- "Specialization and retraining of workers of industrial enterprises" institute- Director, associate professor</p>
6	<p>On the approval of the organizational chart of the university and structural changes (Education Department and International Relations Department) (Acting rector - Vazeh Askarov)</p>	<p>The name of the International Relations Office should be changed to International Relations Department. Structure and composition should be confirmed.</p>

7	About the structure of the Human Resources Department (HRD head - Huseynova I.);	The structure and of the Human Resources Department should be approved.
8	Regarding the transfer of part-time doctoral student PiriyeV Izzat Niyazi from the part-time department to the full-time department (Vice-Rector for Scientific Affairs - Prof. L.Gardashova);	Part-time doctoral student PiriyeV Izzat Niyazi oglu should be transferred from the part-time department to the full-time department.
9	About the involvement of substitute teachers invited from foreign institutions to the differential salary (Vice-Rector for Scientific Affairs - Prof. L.Gardashova);	Part time substitute teachers invited from outdoor institutions should participate in the differential labor of the university.
10	On issuing university entrance cards to undergraduates and graduate students admitted to the 1st year (Acting Rector - Vazeh Askarov);	University entrance cards and bank cards should be presented in a new design to undergraduate and graduate students admitted to the 1st year.
11	About the results of the survey conducted among students (Acting Rector - Vazeh Askarov);	A look at the results of the survey conducted among students should be taken.
12.	On the submission of a single request form for the equipment required to improve the material and technical supply of the departments operating under the faculties for the next academic year (Acting Rector - Vazeh Askarov);	Acting Rector Vazeh Askarov's information should be taken into account.
13	On the early dismissal of the Scientific Council and structure (Acting Rector - Vazeh Askarov);	Acting Rector Vazeh Askarov's information should be taken into account.

Azerbaijan State Oil and Industry University Scientific Council meeting PROTOCOL No. 03		November 29, 2023
Issues raised for discussion		Decision
1	The annual report of the dean of the Faculty of Oil and Gas Production (Dean of the Oil and Gas Production- Prof. E. Iskanderov).	The dean of Oil and Gas Production faculty prof. E. Iskanderov's annual report should be taken into account.
2	On the approval of the structure of the Education Department (Vice Rector for Education Affairs - Assoc. Prof. G. Mammadov);	."Electronics and automation" department's assistant professor Rashad Abaszadeh should be submitted to the Trade Union Committee of the USSR Academy of Sciences for reporting the attitude towards his work and non-fulfilment of his duties.
3	About the teaching activity of Rashad Abaszadeh, associate professor of the "Electronics and Automation" department and the discussion of the report of the Ethics Commission of the Scientific Council (Acting Rector - Vazeh Askarov);	"Electronics and automation" department's assistant professor Rashad Abaszadeh should be submitted to the Trade Union Committee of ASOIU Academy of Sciences for reporting the attitude towards his work and non-fulfilment of his duties.
4	On the transfer of part-time doctoral student Obeidat Muhammed Akef oglu from the part-time department to the full-time department (vice-rector for scientific affairs - prof. L.Gardashova);	Part-time doctoral student Obeidat Muhammed Akef oglu should be transferred from the part-time department to the full-time department.
5	About the transfer of part-time doctoral student Agazade Neman Ramin from the part-time department to the full-time department (vice-rector for scientific affairs - prof. L. Gardashova);	Part-time doctoral student Agazade Neman Ramin oglu should be transferred from the part-time

		department to the full-time department.
6	On the approval of the structure of the department for foreign students (dean for foreign students - Y. Hasanov);	The structure of the department for international students should be presented to the members of the Scientific Council for discussion and revised at the next Scientific Council.
7	About the results of the survey conducted among students (Acting Rector - Vazeh Askarov);	A look at the results of the survey conducted among students should be taken.
8	About the new conversion of the evaluation of students at UFAZ from a 20-point scale to a 100-point scale (Acting Rector - Vazeh Askarov);	The new conversion of the evaluation of students at UFAZ from a 20-point scale to a 100-point scale should be approved.
9	On the annulment of the decision of the Scientific Council dated May 31, 2023 regarding the concept and structure of the "Engineering Technology" center (Acting Rector - Vazeh Askarov);	The decision of the Scientific Council dated May 31, 2023 regarding the concept and structure of the "Engineering Technology" center should be revoked.
10	About the Dual Diploma Program jointly with the Azerbaijan State Oil and Industry University and the Warwick Production Group of Warwick University (Acting rector - Vazeh Askarov);	Acting Rector Vazeh Askarov's information should be taken into account.

<b>Azerbaijan State Oil and Industry University</b>	
<b>Scientific Council meeting PROTOCOL No. 04</b>	<b>December 30, 2023</b>
Issues raised for discussion	Decision

1	Final indicators obtained by ASOIU in 2023 and forecasts for 2024 (Acting Rector - Vazeh Askarov)	Acting Rector Vazeh Askarov's information should be taken into account.
2	About the state of preparation for the exam session of the fall semester of the 2023/2024 academic year (Vice Rector for Academic Affairs - Associate Professor G. Mammadov);	Vice-rector for educational affairs, Assoc. Prof. G. Mammadov's information should be taken into account.
3	About the state of education of international students and doctoral students (dean for international students - Y. Hasanov);	Dean for work with international students, Assoc.Prof. Y. Hasanov's information should be taken into account.
4	Annual report of the dean of Oil Mechanical Engineering (Dean - Assoc. Prof. A. Ahmadov).	Dean of Oil Mechanical Engineering, Assoc. Prof. A. Ahmadov's annual activity report should be considered satisfactory.
5	Report of the vice-rector for administrative-economic affairs (vice-rector for administrative-economic affairs - Assoc. Prof. S. Huseynov);	Information of vice-rector for administrative and economic affairs Assoc. Prof Sayami Huseynov should be taken into consideration.
6	On the approval of the structure of the Education Department (Vice Rector for Education Affairs - Assoc. Prof. G. Mammadov);	The name of the Teaching Methodological Department should be changed to the Teaching Department. The structure should be confirmed.
7	About the publication of scientific journals (Prof. L. Gardashova, vice-rector for scientific affairs);	Adopt a draft decision on the publication of scientific journals.
8	About the results of the attestations of doctoral and master's students (Prof. L. Gardashova, vice-rector for scientific affairs);	The information of the vice-rector for scientific affairs, professor Latafat Gardashova should be taken into account

9	Proposals to raise the level of science at ASOSU (Prof. L. Gardashova, vice-rector for scientific affairs);	The information of the vice-rector for scientific affairs, professor Latafat Gardashova should be taken into account.
10	About labor discipline (Acting Rector - Vazeh Askarov)	Acting Rector Vazeh Askarov's information should be taken into account.
11	About the results of the survey conducted among students (Acting Rector - Vazeh Askarov);	Acting Rector Vazeh Askarov's information should be taken into account.
12	About students who missed more than 25% of classroom hours in subjects (Acting Rector - Vazeh Askarov).	Acting Rector Vazeh Askarov's information should be taken into account.
13	On the approval of the self-analysis report for accreditation at ASOSU (Vice Rector for Educational Affairs - Assoc.Prof. G. Mammadov);	Self-analysis report for accreditation at ASOIU should be approved.

<b>Azerbaijan State Oil and Industry University</b>	
<b>Scientific Council meeting PROTOCOL No. 10</b>	<b>January 31, 2024</b>
Issues raised for discussion	Decision
About the results of the scientific-research works performed in 2023 (Prof. L. Gardashova, vice-rector for scientific affairs);	<p>1. Attention should be paid to improving the quality of scientific research, and joint seminars of master's, doctoral students, teachers, and departments should be organized to discuss theoretical and practical problems.</p> <p>2. Master's, PhD, and ED subjects should be recommended for approval as a result of rigorous analysis, and</p>

	<p>necessary work should be done for their timely defense.</p> <p>3. To attract talented masters to doctoral studies.</p> <p>4. To ensure the application of scientific research results in teaching.</p> <p>5. The quality improvement of the published scientific journals should be ensured and work should be done in order to enter the Crosref, Copernicus, Scopus scientific database.</p> <p>6. Targeted work should be carried out in order to improve indicators on 6 criteria important for QS ranking of the university.</p> <p>7. Works should be carried out in the direction of building the laboratories of the university at the expense of grant projects.</p> <p>8. Organization of internal university projects.</p> <p>9. The report should be considered satisfactory.</p>
<p>About the state of Master's training at ASOIU (Vice Rector for Scientific Affairs - Prof. L.Gardashova);</p>	<p>Vice-rector for scientific affairs, prof. L. Gardashova's presentation on the state of master's training at ASOIU should be considered satisfactory.</p>
<p>Annual report of the Energy faculty dean (EF dean - associate professor A. Aliyev).</p>	<p>Annual activity of Dean of the Faculty of Energy, Assoc.prof. Aydin Aliyev , be considered commendable</p>
<p>On the approval of the action plan of ASOIU Public legal entity for 2024 (Vice Rector for Educational Affairs - Assoc. G. Mammadov);</p>	<p>Vice-rector for educational affairs Assoc. The action plan of Gasim Mammadov's ASOIU Public legal entity for 2024 should be approved.</p>
<p>About the current state of the examination session of the autumn semester of 2023-2024 (Vice-Rector for Educational Affairs - Assoc. G. Mammadov);</p>	<p>Vice-rector for educational affairs Assoc. Gasim Mammadov's information about the current state of the exam</p>

	session of the fall semester of 2023-2024 and the preliminary exam results should be taken into account.
About the additional salaries to be given to the professors and teachers of ASOIU Public legal entity in 2024 (Vice Rector for Scientific Affairs – Prof. L.Gardashova).	Taking into account the report of the Analytical Center of Science and Education, it should be approved to make appropriate additions to salaries by 1 (one) coefficient from 01.01.2024 to 01.01.2025 for employees who have collected the appropriate competition score for their scientific and pedagogical activities.

<b>Azerbaijan State Oil and Industry University</b>		<b>February 28 , 2024</b>
<b>Scientific Council meeting PROTOCOL No.6</b>		
<b>Issues raised for discussion</b>		<b>Decision</b>
1	About the results of the exam session of the fall semester of the 2023/2024 academic year (Vice-Rector for Academic Affairs - Assoc. Prof. G. Mammadov)	<p>1. The results of the autumn semester of the academic year 2022/2023 should be taken into account.</p> <p>2. The detailed discussion of the results of the autumn semester of the 2023/2024 academic year in the Faculty Scientific Councils and department meetings and taking necessary measures for the successful completion of the spring semester of the current academic year should be assigned to faculty deans and department heads.</p> <p>3. Solving issues such as strengthening the application of scientific research work to the educational process, turning the Electronic University into an important tool in education, renewing the educational system in terms of form and content as a result of the wide application of new pedagogical technologies, innovative and interactive teaching methods, and web audiences should be counted among the main tasks of the Rectorate and the ASOIU staff.</p>

2	About the results of the examination session of the autumn semester for the master's degree of the academic year 2023/2024 (Vice-Rector for Scientific Affairs - Prof. L.Gardashova)	Vice-rector for scientific affairs, prof. L. Gardashova's information about the results of the autumn semester of the master's degree of the 2023/2024 academic year should be taken into account.
3	Annual report of the faculty of Information Technologies and Control (Dean - Assoc. Prof. F. Agayev)	The annual report of the Faculty of Information Technologies and Control ,Assoc. Prof. F. Agayev should be considered satisfactory.
4	Report of Start-UP and Innovation Center (Chairman of Student Scientific Society - PhD E. Ismayilov)	The information given by the chairman of Student Scientific Society, Ph.D. E. Ismayilov about the activities of the Start-UP and Innovation Center should be taken into account.
5	On the approval of the action plan of ASOIU Public Legal Entity for 2024 (Vice Rector for Academic Affairs - Assoc. Prof. G. Mammadov)	The action plan of ASOIU Public Legal Entity for 2024 should be approved.
6	In connection with the declaration of 2024 as the "Year of Solidarity for the Green World" in the country and Azerbaijan's hosting of the 29th session of the Conference of the Parties to the UN Framework Convention on Climate Change (COP29), the working group for the preparation and implementation of the action plan at ASOIU about its establishment (Acting Rector – Assoc. Prof. Vazeh Asgarov)	A working group for the preparation and implementation of the action plan at ASOIU in connection with the declaration of 2024 as the "Year of Solidarity for the Green World" in the country and Azerbaijan's hosting of the 29th session of the Conference of the Parties to the UN Framework Convention on Climate Change (COP29) be created.
7	On the approval of the "Additional salary" instruction for 2024 (Vice Rector for Scientific Affairs - Prof. L.Gardashova)	The instruction on additional salary should be considered at the next scientific council
8	On the renaming of the deanery of foreign students to the Department of Foreign Students, as well as the approval of its structure and composition (Vice-Rector for International Relations - Assoc. Prof. R. Jamalov)	The name of the deanery of foreign students should be changed to the Department of Foreign Students. Confirm the structure and composition.
9	About the survey conducted among students regarding the results of the exam session (Acting Rector – Assoc. Prof. Vazeh Asgarov)	Acting Rector Vazeh Asgarov's information should be taken into account.
10	About the organization of courses and trainings for the purpose of raising the level of professionalism of professors and tutors (Vice-	In order to improve the professional level of staff, the following courses and trainings should be approved. 1. Soft skills;

	Rector for Academic Affairs - Assoc. Prof. G. Mammadov)	<ol style="list-style-type: none"><li>2. Front-End;</li><li>3. Planning of administrative processes (access to G suite/Trello/Drive programs);</li><li>4. Management and implementation of scientific projects;</li><li>5. Use of open source EU tools;</li><li>6. Pedagogy;</li><li>7. Psychology.</li></ol>
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