



Azii 1920 || Azerbaijan State Oil & Industry University

Date: October 1, 2024

Location: ASOIU Main Campus, Conference Room 2

Attendees:

- Dr. A. Ismayilov (Vice Rector for Educational and Ethical Affairs, Chair)
- Prof. S. Karimova (Faculty Representative)
- Ms. M. Aliyeva (Student Representative)
- Mr. T. Murray (External Advisor, Legal/Ethics Expert)
- Ms. G. Yusif (Administrative Staff Representative)

1. Introduction

The ASOIU Ethics Committee convened for its regular quarterly session to review ongoing ethical matters, pending cases, and broader policy updates. One key agenda item was to clarify the role and operational guidelines for ad-hoc panels. This clarification arose in response to questions about how specialized teams are formed to address specific or urgent matters beyond the scope of routine committee proceedings.

2. Definition of “Ad-Hoc”

During the session, the Committee discussed that:

“Ad-hoc” refers to something that is formed, arranged, or conducted for a particular purpose or specific situation, usually on a one-time or temporary basis.

Applied to the Committee’s work, an ad-hoc panel can be assembled promptly to handle specialized cases (e.g., unusual conflicts of interest, potentially severe academic misconduct, or urgent ethical dilemmas requiring immediate attention). Once that particular concern is resolved, the ad-hoc panel disbands, having fulfilled its specific mandate.

3. Rationale and Advantages

3.1. Expertise and Focus

- Forming an ad-hoc panel allows the Committee to recruit faculty or staff with subject-matter expertise—for instance, an IT specialist for a case involving digital cheating, or a legal advisor for allegations of contract violations.

3.2. Rapid Response

- Because these panels are temporary, they can be created swiftly and function with fewer bureaucratic constraints, ensuring timely investigations or interventions.

3.3. Flexibility

- Ad-hoc structures do not require permanent membership. The Ethics Committee can appoint different experts depending on the needs of each case.
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4. Proposed Guidelines for Ad-Hoc Panels

1. Formation

- Initiated by the Ethics Committee Chair upon receipt of a qualified request or when an urgent matter arises.
- Membership: 3–5 individuals, selected for their expertise relevant to the case.

2. Duration

- Each panel operates until the specific case or issue has been fully addressed or resolved, typically within 30–60 days.
- If complexities arise, the panel may request a short extension, subject to Committee approval.

3. Reporting

- At key milestones, the panel provides status updates to the Ethics Committee.
- A final report is submitted at the conclusion of the investigation or resolution, including recommendations and any proposed sanctions.

4. Dissolution

- Upon completion of its mandate, the ad-hoc panel disbands. Members return to their usual roles, and all records are securely archived following standard ethics procedures.

5. Action Items

1. Policy Documentation

- Update the university's Ethical Policy Manual to include a detailed section on ad-hoc panels, reflecting the definition, formation process, and operational guidelines.

2. Awareness Campaign

- Prepare a briefing memo for department heads and faculty about the ad-hoc panel process, ensuring everyone understands how and when these panels may be formed.

3. Monitoring & Continuous Review

- Include a year-end evaluation of any ad-hoc panels convened during the academic year in the Ethics Committee's annual report, to assess effectiveness and refine procedures.

6. Conclusion

The Committee reaffirms its commitment to transparency, integrity, and efficiency in handling all ethical concerns at ASOIU. Clarifying the role of ad-hoc panels ensures that

the university can respond rapidly to special or urgent situations with the right expertise, while maintaining a fair and thorough investigative process.

The meeting adjourned at 12:15 p.m.

Prepared By:

Name: Ms. M. Aliyeva (Committee Secretary)

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Signature: _____

A handwritten signature in black ink, appearing to be 'M. Aliyeva', written over a horizontal line.

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