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Council of Ethics

Meeting Title: Council of Ethics – Quarterly Review Meeting

Date & Time: November 24th , 2024, 10:00–12:00

Location: Room 250, ASOIU Main Building

Attendees:

- Dr. Q.Mammadov (Vice Rector for Educational and Ethical Affairs, Chair)
 - Prof. S. Karimova (Faculty Representative, Engineering)
 - Dr. N. Huseyn (Faculty Representative, Social Sciences)
 - Ms. M. Aliyeva (Student Representative)
 - Mr. R. Musa (Student Representative)
 - Ms. G. Yusif (Administrative Staff)
 - Mr. T. Nurali (External Legal Advisor)
1. **Opening Remarks** – Chair (Dr. Mammadov welcomed attendees.
 2. **Review of Last Meeting Minutes** (February 2023) – approved.

3. Updates on Pending Cases

- **Case #2024-10 (Possible Exam Misconduct)**
 - Preliminary findings suggest use of unauthorized devices during finals.
 - Council recommended an Ad-Hoc Investigation Panel.
 - Outcome expected by June 2023.
- **Case #2024-11 (Potential Conflict of Interest – Research Funding)**
 - Faculty member suspected of directing grants to a private firm with personal ties.
 - Whistleblower Protection Committee found probable cause.
 - Council resolved to conduct interviews with relevant parties.

4. New Cases for Discussion

- **Case #2024-09 (Plagiarism Accusation in Masters Thesis)**
 - Student's thesis flagged by Turnitin with 40% similarity index from uncited sources.
 - Council to request an explanatory statement from the student.
 - Potential penalties range from thesis rewrite to expulsion, depending on severity.

5. Policy Enhancement

- Proposed addition to Whistleblower Policy: Allow *Anonymous* follow-up messages, ensuring direct communication with the reporter while maintaining privacy.
- Suggested new workshop: “Conflict of Interest Essentials” for all research faculty.

6. Next Steps & Action Items

- Ad-Hoc Investigation Panel to finalize Case #2023-04 findings.
- Council members to prepare preliminary interviews for Case #2023-07 by February
- Draft updated policy language on anonymous follow-up; present in next Council session.

7. **Adjournment** – Meeting concluded at 12:30.

Minutes Prepared By:

Name: Ms. M. Aliyeva

Signature:  **Date:** 24 November 2024