

POLICY DOCUMENT

PUBLIC DISCLOSURE AND TRANSPARENCY POLICY

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Purpose:

The main purpose of this policy is to ensure the systematic implementation of the principles of public openness, transparency, and accountability across all stages of governance, academic, and administrative activities at Mingachevir State University. The policy aims to make decision-making processes more open, well-justified, and traceable, while also ensuring that stakeholders have timely, accurate, and complete access to information about the university's activities.

MINGACHEVIR STATE UNIVERSITY

PUBLIC DISCLOSURE AND TRANSPARENCY POLICY
Openness. Accountability. Trust.

At Mingachevir State University, we are committed to openness and transparency in our decision-making, operations, and communication. This Policy ensures timely and accurate disclosure of relevant information to our students, staff, partners, and the public to strengthen trust, accountability, and engagement.

- ACCESS TO INFORMATION**
We provide timely, accurate, and relevant information about our programs, services, performance, and governance in formats that are accessible and understandable.
- TIMELY DISCLOSURE**
We disclose information proactively and on time, in compliance with legal and regulatory requirements and best practices.
- ACCURACY AND INTEGRITY**
All disclosed information is honest, complete, and reliable, reflecting our commitment to accuracy and integrity.
- ACCOUNTABILITY**
We take responsibility for our decisions and actions and welcome feedback from our stakeholders to continuously improve.
- PUBLIC ENGAGEMENT**
We value open dialogue and encourage participation from students, staff, partners, and the broader community.

TRANSPARENCY IS OUR COMMITMENT. PUBLIC TRUST IS OUR RESPONSIBILITY.

The policy is aimed at strengthening trust both within and outside the university, improving the efficiency of management processes, and promoting a responsible approach to the use of resources. In this context, it supports the development of a culture of openness and accountability in areas such as financial management, academic activities, research, and human resources administration.

At the same time, this policy supports the university's alignment with modern governance principles and contributes to more transparent and effective communication with stakeholders.

Ultimately, the purpose of the policy is to foster a culture of open governance, strengthen the legitimacy of decision-making, and enhance public trust in the university.

Mingachevir State University (MSU) is one of the higher education institutions in the country that places special emphasis on the application of modern governance principles, the improvement of the quality of teaching and research activities, and the strengthening of mutual trust with society. The University recognizes transparency, accountability, and public openness as key governance approaches in its operations.

In the contemporary higher education environment, universities are expected to function not only as centers of education and research but also as socially responsible institutions. In this regard, the open sharing of information, the justification of decisions, and ensuring stakeholders' access to institutional processes are essential conditions for sustainable development.

The academic, administrative, and research activities carried out at MSU involve a wide range of stakeholders, including students, academic and administrative staff, alumni, the labor market, and the wider public. Therefore, the systematic, accurate, and accessible presentation of information about the university's activities plays a crucial role in building mutual trust.

Through its official communication platforms (including the official website and other information channels), the University ensures the dissemination of information about its activities, thereby promoting public awareness and fostering open dialogue in governance processes. At the same time, this approach contributes to making internal decision-making processes more transparent and participatory.

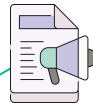
Key Definitions



Transparency: Transparency refers to the open, accurate, and timely provision of information regarding the university's governance, academic, and administrative activities. This concept makes decision-making processes visible and enables stakeholders to properly assess the university's performance.



Accountability: Accountability refers to the responsibility of the university leadership and structural units for the decisions they make and the activities they implement.



Public Openness: Public openness refers to the systematic and accessible provision of information about the university's activities to a broad audience.



Stakeholders: Stakeholders include all groups that either influence or are influenced by the university's activities.



Access to Information: Access to information refers to the provision of university-related information in an easily accessible format in accordance with relevant regulations.

Scope of Application

Policy applies to all structural units and areas of activity of Mingachevir State University and ensures the integration of the principles of transparency, accountability, and public openness into the university's daily governance and operational processes. It covers the following key areas:

1. **Governance and decision-making processes** - The policy applies to the decision-making processes of university governing bodies (Rectorate, faculties, departments, and other structural units).
2. **Academic activities and teaching process** - This area includes the transparent presentation of information related to curricula, academic programs, assessment methods, examination results, and academic quality assurance. It facilitates students' access to academic information and strengthens academic trust.
3. **Research and development activities** - The policy covers the open dissemination of information on research projects, scientific outputs, grants, and academic collaborations conducted at the university.
4. **Financial management and resource utilization** - Transparency is ensured in the planning, allocation, and reporting of university budgets and expenditures.
5. **Human resources and personnel management** - This includes transparent and fair management of recruitment processes, staff appointments, career development, working conditions, and performance evaluation. It supports equal opportunity and fairness within the university.
6. **Public communication and information dissemination** - This area covers the dissemination of information through the university's official website, social media platforms, and other communication channels. The main objective is to ensure timely, accurate, and consistent communication with the public.
7. **Quality assurance and monitoring** - This includes institutional evaluation processes, internal audits, student and staff satisfaction surveys, and accountability mechanisms. These processes support continuous improvement in university performance.

Core Principles

Transparency Principle

The university ensures that information related to its governance, academic, financial, and administrative activities is openly accessible, clear, and timely. Decisions and processes are communicated in a way that allows stakeholders to understand the rationale behind them.

Accountability Principle

The university administration and relevant structural units are responsible for their decisions, actions, and use of resources.

Public Openness Principle

The university actively promotes the dissemination of institutional information to the wider public.

Accuracy and Reliability Principle

All information disclosed by the university must be accurate, verified, and based on reliable data sources.

Accessibility Principle

Information is provided in a user-friendly and easily accessible format through official communication channels, ensuring equal access for all stakeholders, regardless of their background or affiliation.

Compliance with Legal and Ethical Standards Principle

The university ensures that all transparency and communication activities comply with national legislation, internal regulations, and generally accepted ethical standards in higher education governance.

Strategic Objectives



Strengthening transparent governance systems - To ensure that all management and decision-making processes within the university are open, evidence-based, and clearly documented, enabling stakeholders to understand how and why decisions are made.



Enhancing institutional accountability - To reinforce the responsibility of academic and administrative units for their actions, ensuring that decisions, resource use, and outcomes are properly justified and can be reviewed when necessary.



Improving access to institutional information - To expand the availability and accessibility of accurate and timely information through official communication channels, ensuring equal access for students, staff, and the wider public



Developing a culture of open communication and participation - To encourage active engagement and feedback from stakeholders, promoting dialogue between the university administration and its internal and external communities in decision-making and institutional development.



Ensuring data quality and compliance with governance standards - To guarantee that all published information is accurate, verified, and consistent, while aligning institutional practices with recognized principles of good governance and ethical standards in higher education.

Key Performance Indicators (KPIs)

Objective	Indicator (KPI)	Baseline (2024)	Target (2027)	Timeline	Responsible Unit
Timeliness of information disclosure	Share of official documents published on time.	75%	90%	2024–2027	Public Relations and Marketing Department; Document and Appeals Management
Update frequency of official platforms	Regularity of updates on website and social media.	every 2–3 days	every day	2024–2027	Public Relations and Marketing Department
Response time to information requests	Average time to respond to stakeholder requests.	3–7 working days	2 working days	2024–2027	Document and Appeals Management Department
Satisfaction with transparency and access to information	Stakeholder satisfaction level based on surveys.	70%	85%	2024–2027	Quality Assurance and Accreditation Department
Availability of open reports	Share of key reports (annual, financial, etc.) publicly accessible.	80%	95%	2024–2027	Rectorate; Quality Assurance and Accreditation Department; Finance and Procurement Department

Implementation Mechanism

The implementation of the “Public Disclosure and Transparency Policy” at Mingachevir State University is carried out through a coordinated institutional framework designed to ensure effective execution, monitoring, and continuous improvement. The overall responsibility for implementing the policy lies with the University Rectorate, while faculties, departments, and administrative units are responsible for applying its principles within their respective areas of activity and ensuring compliance with transparency requirements. A designated coordinating body, such as the Quality Assurance and Accreditation unit, oversees the implementation process, ensures alignment between units, and consolidates relevant information for reporting purposes.

The university applies standardized procedures for information management, including the collection, verification, approval, and dissemination of data through official communication channels such as the university website and internal systems. This ensures that all published information is accurate, consistent, and timely. Implementation is further supported by regular monitoring and evaluation activities, where key performance indicators (KPIs) are used to assess compliance, identify gaps, and guide improvements in transparency practices.

Structural units are required to prepare periodic reports on their transparency-related activities, which are submitted to the coordinating body and the Rectorate for review and decision-making. In addition, consolidated annual reports may be prepared to provide a comprehensive overview of policy implementation at the institutional level. The university also incorporates stakeholder feedback obtained through surveys and communication channels to improve transparency practices and address emerging needs.

Governance and Responsibilities

Structure / Role	Responsibilities
Academic Council	Ensures the integration of transparency and openness principles into academic activities; oversees that academic decisions are made in a transparent and well-justified manner; approves reporting mechanisms for teaching and research activities; and provides overall guidance on academic governance and transparency.
Public Relations and Marketing Department	Ensures timely and accurate dissemination of information through official communication channels; manages the university website and social media platforms; promotes transparent communication with stakeholders; and strengthens the university's public image.
Quality Assurance and Accreditation Department	Monitors KPIs related to transparency and accountability; conducts internal quality evaluations; ensures compliance with accreditation standards; prepares periodic implementation reports; and provides recommendations for continuous improvement.
Ethics and Discipline Committee	Investigates cases of violations of transparency and ethical standards; reviews complaints related to mobbing, discrimination, and misconduct; ensures enforcement of ethical rules; and promotes a fair and responsible institutional culture.
Document and Appeals Management Department	Manages official documentation and archiving processes; registers and responds to public information requests; ensures proper handling of appeals in accordance with regulations; and supports access to institutional information.

Monitoring and Evaluation

The monitoring and evaluation of the “Public Disclosure and Transparency Policy” at Mingachevir State University is carried out to ensure the effective implementation of its principles, measure progress, and support continuous improvement in governance practices.

Monitoring activities are conducted on a regular basis by the designated coordinating body, in collaboration with relevant structural units. These activities include the collection and analysis of data related to key performance indicators (KPIs), the review of information disclosure practices, and the assessment of compliance with established transparency requirements across all university units.

Evaluation is based on both quantitative and qualitative indicators, including the timeliness and completeness of published information, the level of stakeholder satisfaction, the responsiveness to information requests, and the consistency of reporting practices. Internal audits and periodic reviews are also used as tools to assess the effectiveness of policy implementation.

The results of monitoring and evaluation processes are documented in periodic reports and submitted to the University Rectorate for review. These reports highlight achievements, identify gaps or weaknesses, and provide evidence-based recommendations for improvement.

Where deviations or shortcomings are identified, corrective and preventive actions are developed and implemented by the responsible units within defined timelines. Follow-up mechanisms are applied to ensure that such actions are effectively executed and lead to measurable improvements.

Stakeholder Engagement

At Mingachevir State University, the effective implementation of the “Public Disclosure and Transparency Policy” is ensured through the active participation and continuous engagement of stakeholders. The University considers the involvement of stakeholders in decision-making, information exchange, and institutional development processes as a key priority.

Stakeholders include students, academic and administrative staff, alumni, parents, employers, government bodies, and the wider public. The University maintains open and two-way communication with these groups and takes their feedback and suggestions into account in institutional decision-making processes.

Stakeholder engagement is implemented through various mechanisms, including regular surveys, public consultations, focus group discussions, official feedback platforms, meetings with students and staff, and digital communication channels. These mechanisms ensure continuous dialogue between the University and its stakeholders.

Within the University, representative structures and advisory bodies support the participation of students and staff in decision-making processes. At the same time, cooperation with external stakeholders helps ensure that labor market needs, societal expectations, and institutional development priorities are properly considered.

Collected feedback and suggestions are systematically analyzed and integrated into decision-making and planning processes by relevant structural units. This approach contributes to making the University’s activities more inclusive, transparent, and responsive to stakeholder needs.



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Alignment with Sustainable Development Goals

SDG 16 as it promotes transparent decision-making, accountability in governance, and open access to institutional information. By strengthening ethical standards, reporting mechanisms, and public oversight, the University contributes to the development of effective, responsible, and trustworthy institutions.

SDG 4 - Open access to academic policies, assessment criteria, and institutional data enhances trust in the education system and contributes to continuous improvement in teaching and learning quality.

SDG 17 - Through stakeholder engagement and open communication mechanisms, the policy strengthens collaboration with external partners, including public institutions, employers, and society at large.

Evidence and Reporting

The implementation of the “Public Disclosure and Transparency Policy” at Mingachevir State University is supported by an evidence-based reporting system that ensures all institutional activities are systematically documented, verifiable, and regularly assessed in accordance with established governance standards. Evidence is collected from a wide range of official and reliable sources, including administrative records, academic information systems, financial statements, internal and external audit reports, digital communication platforms, and structured stakeholder feedback mechanisms. Structural units are required to maintain comprehensive and accurate documentation of all relevant activities, including decision-making processes, information disclosures, implementation actions, and responses to formal information requests, ensuring traceability and institutional accountability at every level.

Regular reporting is conducted by all university units on a defined periodic basis, covering key areas such as transparency-related activities, KPI performance, stakeholder engagement outcomes, and identified challenges or gaps in implementation. These reports are submitted to the designated coordinating body and subsequently reviewed by the University Rectorate to support informed decision-making and strategic oversight. In addition, consolidated institutional reports are prepared at specified intervals to provide a comprehensive overview of overall progress, performance trends, and compliance with policy requirements across the university.

All submitted data undergoes a structured internal verification and validation process to ensure its accuracy, consistency, and reliability before being used for evaluation or publication purposes. This mechanism strengthens institutional accountability, enables continuous monitoring of policy implementation, and provides a solid evidence base for corrective and preventive actions. Overall, the evidence and reporting framework ensures that transparency practices are not only formally established but also systematically documented, critically assessed, and continuously improved across all levels of the university.