

**MINISTRY OF SCIENCE AND EDUCATION OF THE REPUBLIC
OF AZERBAIJAN MINGACHEVIR STATE UNIVERSITY**

**ON THE ACTIVITIES OF THE ETHICS COMMITTEE OF
MINGACHEVIR STATE UNIVERSITY FOR THE 2025–2026
ACADEMIC YEAR**

REPORT

INTRODUCTION

The effectiveness of modern higher education institutions is determined not only by indicators of teaching, science, and innovation, but also by the quality of institutional governance, the enforcement of labor and academic discipline, adherence to ethical norms, and the creation of a healthy academic environment. Upholding of the principles of academic integrity, transparency, accountability, the rule of law, and social justice in higher education institutions is one of the essential conditions for enhancing the quality of education.

The Constitution of the Republic of Azerbaijan, the Labor Code of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan “On Education”¹, the Law of the Republic of Azerbaijan “On Science”², the Charter of Mingachevir State University, approved by Decision No. 289 of the Cabinet of Ministers of the Republic of Azerbaijan dated August 9, 2022, the university's internal normative documents, the Internal Disciplinary Rules for Learners, the Rules of Ethical Conduct for Teachers, and other normative legal acts constitute the main legal basis for organizing labor, educational, and behavioral discipline at the university.

According to the Labor Code³ of the Republic of Azerbaijan, ensuring labor discipline in labor relations, the conscientious performance of labor functions by employees, adhering to internal disciplinary rules, and executing the lawful instructions of the employer are considered the primary duties of every employee. At the same time, the Law “On Education” requires ensuring the quality of the educational process in educational institutions, the balanced protection of the rights and duties of learners and educators, and adherence to academic ethics and educational legislation. The Law “On Science”, in turn, establishes the preservation of the principles of integrity, responsibility, and ethical conduct as an essential requirement during scientific and academic activities.

In its activities, Mingachevir State University has identified fostering a high academic culture, ensuring legality, strengthening labor and educational discipline, implementing standards of ethical conduct, and promoting relationships based on mutual respect within the university community as among its key priorities. To this end, the improvement of internal control mechanisms at the university, the prompt investigation of violations, and the implementation of preventive measures are constantly maintained as a central focus.

The Committee aims to ensure internal discipline at the university, strengthen labor discipline, investigate violations of the University's Charter, the Internal Disciplinary Rules for

¹ https://frameworks.e-qanun.az/18/c_f_18343.html

² <https://e-qanun.az/framework/33488>

³ <https://e-qanun.az/framework/46943>

Learners, the Rules of Ethical Conduct for Teachers, and other normative documents by university employees and students, make objective decisions, and ensure social justice. To serve these purposes, the Ethics Committee was established by Order No. 01-03/261 dated July 29, 2025, guided by sub-clauses 4.11.3 and 4.11.15 of the Charter of Mingachevir State University (approved by Decision No. 289 of the Cabinet of Ministers of the Republic of Azerbaijan dated August 9, 2022).

The activities of the Ethics Committee are aimed at preserving a healthy academic environment at the university, preventing disciplinary violations, increasing the sense of responsibility among employees and learners, developing a culture of ethical conduct, as well as strengthening transparency and accountability in university governance.

The report presented reflects the activities carried out by the Ethics Committee from July 29, 2025, to June 10, 2026, as well as the appeals reviewed, decisions made, disciplinary measures applied, and the results achieved.

1. Members of the Ethics Committee

The Ethics Committee of Mingachevir State University is a collegial governing body established to ensure the application of ethical governance principles at the university, the protection of academic integrity, oversight of compliance with codes of ethical conduct, and the objective investigation of appeals of an ethical nature. The committee's composition is approved by a relevant order of the university administration and is formed from representatives of various structural divisions. The committee includes a chairperson, a vice chairperson, a secretary, and members. Priority is given to including representatives from administration, law, education, research, quality assurance, human resources, and learner representation in its composition, which ensures the objectivity, impartiality, and transparency of the decisions made. Members of the Ethics Committee carry out their activities in accordance with the requirements of legislation, the university's internal normative documents, principles of ethical conduct, and confidentiality regulations.

1. Aida Mubariz Mustafayeva – Director of the Institute of Artificial Intelligence and Digital Technologies, Chairperson;

2.Elchin Muhammadiya Aliyev – Department of Business and Alumni Relations, Coordinator for Work with Martyr Families and Veterans, Secretary;

3.Elvin Maharat Mammadzada – Advisor to the Rector, Member;

4.Hamida Alik Zeynalzada – Head of the Internal Control Department, Member;

5. Shahin Movlud Mashayev – Head of the Education Department, Member;

6.Aygun Ragif Gadirova – Deputy Dean of the Faculty of Pedagogy, PhD, Member;

- 7. Polad Vidadı Atayev** – Lawyer, Member;
- 8. Elchin Naghi Taghiyev** – Chairman of the Trade Union Committee, Member;
- 9. Mahir Balaja İsmayilov** – Head of the Department of Mechanics, Associate Professor, Member;
- 10. Elmira Nariman İsrailova** – Associate Professor of the Department of Information Technology, Member;
- 11. Liliya Chingiz Suleymanova** – Senior Lecturer of the Department of Power Engineering, PhD, Member;
- 12. Farid Ramiz Aliyev** – Head of the Maintenance Department, Member.

2. Organization of Meetings of the Ethics Committee

The activities of the Ethics Committee of Mingachevir State University are organized systematically and in a planned manner. The Committee's regular meetings are held in accordance with a pre-approved annual schedule. The dates for meetings are confirmed by the university management, and, when necessary, extraordinary meetings may be convened by decision of the Committee Chairperson. The agenda for meetings is provided to members in advance, decisions made are minuted, and their implementation is monitored.

Table 1.

Regular Meeting Schedule of the Ethics Committee for the 2025–2026 Academic Year

No.	Date of Meeting	Agenda Items
1	17 september 2025	Approval of the action plan for the new academic year, and ethical risk assessment
2	15 october 2025	Investigation of received appeals, and the determination of preventive measures
3	19 novomber 2025	Discussion of academic integrity and ethical conduct issues
4	17 december 2025	Evaluation of monitoring results on ethical violations
5	14 january 2026	Discussion of the fall semester results
6	18 february 2026	Evaluation of the implementation status of ethical conduct rules
7	18 march 2026	Assessment of internal control mechanisms and ethical risks
8	15 april2026	Discussion of preventive measures for the prevention of ethical violations
9	20 may 2026	Analysis of the ethical situation in the spring semester and presentation of the overview of received appeals

10	17 june 2026	Final evaluation of annual activities and approval of the annual report of the Ethics Committee
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To ensure the flexibility and effectiveness of the Ethics Committee's activities, extraordinary meetings of the Committee are convened and appropriate decisions are made when urgent ethical appeals or matters of special significance arise.

3. OVERALL PERFORMANCE INDICATORS

From August 2025 to June 2026, the Ethics Committee received a total of **77 applications, submissions, internal memos, complaints, and monitoring documents**. The materials received covered the following areas:

- breaches of labor discipline;
- irregularities in class attendance and e-journal records;
- violations of the code of ethical conduct;
- violations in the teaching process;
- deficiencies in the assessment and examination process;
- appeals regarding student behavior;
- errors and technical problems associated with the use of electronic systems;
- investigations into teacher-student relationships

The monthly statistics of the received appeals are presented in Table 1 and Appendix 1."

Table 1.

Month	Number of Appeals Received
August 2025	1
September 2025	1
October 2025	-
November 2025	-
December 2025	1
January 2026	1
February 2026	1
March 2026	11
April 2026	38
May 2026	13
June 2026	10
Total	77

As shown in the table, of the 77 applications ⁴ received during the reporting period, 1 (1.3%) was recorded in August 2025, 1 (1.3%) in September, and 1 (1.3%) in December; 1 (1.3%) was recorded in January 2026, 1 (1.3%) in February, 11 (14.3%) in March, 38 (49.4%) in April, 13 (16.9%) in May, and 10 (13.0%) in June. Thus, 72 of all applications, or 93.5%, were received between March and June 2026, with 38 of them—or 49.4% of the total—occurring in April alone.

The analysis conducted indicates that the sharp increase in the number of appeals was not accidental; rather, it was primarily associated with the maintenance of e-journals at the university, monitoring of student attendance, comparative verifications conducted via the facial recognition (Face ID) system, monitoring of colloquium and exam results, as well as the strengthening of internal control mechanisms. The structural analysis of the appeals indicates that:

1. **46 appeals (59.7%)** concerned the incorrect recording of attendance, improper maintenance of electronic journal records, and deficiencies identified during monitoring;
2. **10 appeals (13.0%)** related to breaches of labor and academic discipline;
3. **8 appeals (10.4%)** related to violations of teacher ethics, relationships with students, and professional ethical standards;
4. **6 appeals (7.8%)** covered deficiencies in the examination and assessment process;
5. **4 appeals (5.2%)** related to student behavior and breaches of disciplinary regulations;
6. **3 appeals (3.9%)** were recorded in connection with technical problems in electronic systems and irregularities arising from the use of digital platforms.

As a result of the investigations, various disciplinary measures were applied by the Committee. Based on the decisions made during the reporting period:

- **More than 50 warnings were issued;**
- **More than 10 reprimands were administered;**
- **3 severe reprimands were declared;**
- In a number of cases, decisions were made to conduct further investigations and verify the facts.

Overall, the analyses conducted show that the overwhelming majority of violations detected during the reporting period (approximately 60%) were in the area of electronic journal maintenance and attendance record-keeping. This indicates that alongside the expanding implementation of digital management systems at the university, there is a clear need to further enhance staff members' skills in utilizing these systems.

⁴It is detailed in Appendix 1

At the same time, the investigations conducted identified a number of systemic issues concerning ethical conduct, assessment procedures, and the organisation of the teaching process. To address these, appropriate recommendations were submitted to the relevant structural divisions, and the implementation of preventive measures was ensured.

3. MAIN ISSUES INVESTIGATED

3.1. Deficiencies in the teaching and documentation processes

The Committee investigated numerous instances of improper preparation of academic plans, incorrect placement of subjects, inconsistencies in electronic journal records, incorrect entry of colloquium and examination results, and inaccurate recording of attendance data. As a result of the investigations conducted in this regard, disciplinary measures of warning and reprimand were imposed on staff, while in some cases, it was decided to conduct further investigations and clarifications.

3.2. Attendance and e-journal monitoring

Based on the materials provided by the Examinations Organization and Monitoring Department, numerous cases were investigated concerning incorrect attendance registration, marking absent students as present, failure to correct data in a timely manner, and inaccurate records in electronic systems.

The majority of staff members who committed violations in this area were issued warnings, while more severe disciplinary measures were applied in cases of repeated violations.

3.3. Breaches of the Code of Ethical Conduct

During the reporting period, a number of complaints were received regarding the ethical conduct of academic and administrative staff. Investigations identified cases of unethical conduct towards students, breaches of professional ethics, and misconduct in professional relationships. A number of staff members were subjected to disciplinary measures under this category, including severe reprimands, reprimands, and warnings.

3.4. Investigations into student conduct

The Committee investigated complaints concerning students' breaches of the disciplinary code, irregularities in the examination process, unethical conduct, and other matters. As a result of the investigations, appropriate disciplinary measures were taken against the students, and in some cases, reprimands were issued.

3.5. Violations in the examination and assessment process

Facts concerning the unjustified alteration of grades during the evaluation of examination materials, violations of the rules for processing examination scripts, and other irregularities were investigated.

Disciplinary measures were taken against the responsible personnel for the identified cases, and appropriate instructions were issued to prevent such incidents in the future.

3.6. Disciplinary measures applied

Based on the findings of the investigations, the following disciplinary measures were applied:

- warning;
- reprimand;
- severe reprimand;
- further investigation and verification measures;
- provision of methodological and organizational recommendations to structural divisions.

The primary aim of the applied disciplinary measures has been to strengthen labor and academic discipline, prevent recurring violations, and foster a responsible governance environment within the university, rather than merely imposing punitive actions.

CONCLUSION AND RECOMMENDATIONS

The analyses conducted show that, during the 2025–2026 academic year, the appeals submitted to the Ethics Committee of Mingachevir State University were examined promptly, and significant work was carried out to ensure labor and academic discipline, uphold ethical conduct standards, and strengthen internal control mechanisms within the university.

The analysis of the 77 appeals reviewed during the reporting period indicates that a significant portion of the violations was related to electronic journal maintenance, improper recording of student attendance, processing of academic documentation, breaches of labor discipline, non-compliance with ethical conduct rules, and shortcomings in the assessment process. In particular, the numerous deficiencies identified in the electronic journal and attendance records underscored the critical need to further improve internal control mechanisms.

As a result of the Committee's activities, the identified violations were legally assessed, appropriate disciplinary measures were applied, methodological instructions were provided to structural units, and preventive measures were implemented to avoid the recurrence of similar cases in the future. Based on the results of the conducted investigations, it is considered appropriate to implement the following recommendations:

1. **Weekly monitoring should be ensured** in all faculties, departments, and structural units of the university in order to assess the state of labor and academic discipline.
2. The mechanism for the prompt and timely submission of information to the management by **relevant structural units regarding the deficiencies identified during monitoring should be further improved.**

3. Regular training should be organized for employees using the electronic journal system, and methodological support should be strengthened regarding journal maintenance, attendance recording, and assessment procedures.
4. Measures should be taken to improve the integration between the facial recognition (Face ID) system, the electronic journal, and other digital systems during monitoring of the educational process.
5. The organization of educational seminars and training sessions for academic and administrative staff in the fields of ethical conduct, anti-corruption, academic integrity, and professional relations should be continued.
6. Awareness-raising activities among students regarding internal university disciplinary regulations, academic ethical behavior, and principles of responsibility should be expanded.
7. In order to increase transparency in the examination and assessment process, monitoring mechanisms should be strengthened, and immediate action should be ensured upon the detection of any deficiencies.
8. To prevent recurring disciplinary violations, risk groups should be identified, and individualized preventive work should be conducted with the respective staff members.
9. To increase the accountability of structural unit heads in supervising labor and academic discipline, a separate evaluation of disciplinary indicators should be incorporated into their performance assessments.
10. The preventive and educational activities of the Ethics Committee should be further expanded to foster a healthy academic environment, strengthen transparent governance, and uphold the principles of social justice within the university.