

KHAZAR UNIVERSITY
UNIVERSITY ACADEMIC COUNCIL
REGULATION

I. General Provisions

The general management of Khazar University is carried out by the Academic Council, which is organized in accordance with the current procedures and headed by the Rector. The term of office of the Academic Council is a year. The Academic Council may be re-established early upon the request of at least two-thirds (2/3) of its members.

1. By virtue of their positions at Khazar University, the Academic Council shall include the Rector (Chairman), Vice-Rector for Academic Affairs (Deputy Chairman), Vice-Rectors, Secretary of the Council, Deans, Directors of the research centers operating within the University, Chairman of the Trade Union, Department Heads, and the President/Vice President of the Student Council.

Other members of the Academic Council shall constitute 3-10% of the total number of professors, teachers, and scientific staff of the University. This proportion is determined by the Rector based on the total number of professors, teachers, and scientific staff. Candidates for the Academic Council are elected by secret ballot among the professors, teachers, and scientific staff of each faculty. In addition, up to 10% of the total composition of the Academic Council may be appointed by the head of the higher education institution.

A meeting is considered authorized when at least two-thirds (2/3) of the total number of professors, teachers, and scientific staff are present. Those who receive

more than 50% of the votes from the participants for the positions allocated to the faculty are considered elected members of the Academic Council.

If a member resigns from the Council, the respective faculty or department may fill the vacant position through early elections held in accordance with the existing procedure.

The Academic Council of Khazar University is established based on the Rector's instruction, and its composition is approved by the Rector.

II. Duties of the Academic Council

The Academic Council of Khazar University:

1. Adopts the Charter of Khazar University, introduces amendments and additions to it, and approves internal rules and regulations for students, instructors, employees, doctoral students, and listeners;
2. Approves the development program of Khazar University;
3. Listens to the Rector's annual report on the activities of the higher education institution;
4. Addresses issues related to the training of specialists and scientific-pedagogical staff, their qualification improvement and retraining, and resolves matters concerning all educational and research activities;
5. Elects the Secretary of the Council from among its members; establishes commissions on education and science, socio-economic and administrative affairs; hears their reports and makes appropriate decisions;

6. Elects the Academic Secretary from among its members to organize the Council's work, prepare meetings, and monitor the implementation of decisions;
7. Resolves matters regarding the establishment, liquidation, and reorganization of faculties, departments, and other structural units of the University;
8. Periodically hears reports on teaching, research, and educational activities from deans, department heads, and heads of centers, as well as, if necessary, from members of faculty councils and teaching staff;
9. Nominates candidates for academic titles such as Professor and Associate Professor, as well as for honorary titles, state awards, orders, and medals;
10. Elects department and center heads, professors, and senior academic staff, and considers their early dismissal if necessary;
11. In exceptional cases—such as the absence of faculty Academic Councils or in case of conflict—elects faculty deans, associate professors, senior lecturers, assistants, and academic staff upon the Rector's decision, and addresses issues regarding their early dismissal;
12. Operates according to an annual and semester-based work plan. The work plan is discussed and adopted at a meeting and approved by the Rector;
13. Makes decisions on matters related to education, research, and administration by a simple majority in open voting; decisions on elections and recalls of teaching staff, department heads, deans, and nominations for

academic or honorary titles are made by secret ballot in accordance with established procedures;

14. A quorum of at least two-thirds (2/3) of members is required for decisions to be made. A decision is considered adopted if more than 50% of the present members vote in favor;

15. Decisions of the Academic Council come into effect only after approval by the Rector;

16. Minutes of Council meetings are recorded, signed by the Chairman and the Secretary, and kept by the Secretariat;

17. The Chairman organizes regular monitoring of the implementation of Council decisions and informs members of the implementation status;

18. If a decision made by the Academic Council is found to be invalid or inconsistent with legislation, it may be annulled by the Board of Directors and the Board of Trustees.