

Khazar University Ethics Committee
Annual Anonymized Report on Ethics, Disciplinary Matters
and Student Academic Misconduct (2024-2025)

1. Purpose

This Annual Anonymized Report provides an overview of reports and cases processed during the 01 September 2024–01 August 2025 academic year under the University’s ethics and disciplinary framework. The Report supports transparency, institutional learning, and prevention by summarizing case volumes and categories for employees and students, processing timelines and outcomes, systemic issues, and prioritized recommendations.

2. Scope and governance basis

The Committee operates under the Constitution of the Republic of Azerbaijan, the Labor Code of the Republic of Azerbaijan, and Khazar University’s internal normative documents, including:

- Code of Ethics and Conduct
- Human Rights and Modern Slavery Ethical Conduct Policy
- Student Disciplinary Regulations
- Ethical Employment Practices and the Internal Reporting Procedure

Scope of the Report:

- Employee ethics and workplace conduct matters
- Student disciplinary matters
- Student academic misconduct, including academic integrity and examination/assessment misconduct

Excluded from scope: research ethics matters (handled under the University’s Research Ethics Committee).

3. Methodology, counting rules, and anonymization

Case definition: A “case” is a report/complaint registered and assigned a case record under the Internal Reporting Procedure and/or Student Disciplinary Regulations.

Counting rule:

- Primary statistics are reported by case (one case per registered report).
- Where a case involves multiple issues, it is recorded under the primary case category used for case management.

Anonymization and data protection:

- The Report contains no personal data and does not disclose information that could reasonably identify individuals.
- Reporting is subject to confidentiality, data protection, and protection against retaliation for good-faith reporting.

4. Reporting channels

Reports were submitted via channels specified in Khazar University's Ethical Employment Practices and Internal Reporting Procedure:

- Email: report@khazar.org
- Sealed written submission to the Office of the Vice-Rector for Administrative Affairs
- In-person report to the Human Resources Office or the Quality Assurance Center
- Anonymous suggestion/report boxes located on campus
- Online form

5. Case volumes (employee vs student)

During 2024-2025 academic year, a total of 41 cases were registered, including 2 employee cases and 39 student cases.

6. Case categories

6.1 Employee case categories (ethics/workplace)

Employee cases were grouped into the following categories:

- Professional conduct and workplace ethics
- Misuse of resources

6.2 Student case categories (disciplinary and academic misconduct)

Student cases were grouped into:

A) Academic misconduct (academic integrity and assessment misconduct)

- Plagiarism
- Cheating in exams/assessments
- Falsification of academic work
- Misuse of IT systems for academic advantage

B) Non-academic disciplinary misconduct

- Moral/ethical behavior violations
- Forgery/falsification of documents or records

7. Case category statistics (aggregated tables)

7.1 Employee cases by category

Employee case category	Count
Professional conduct/workplace ethics	1
Misuse of resources	1
Total employee cases	2

7.2 Student academic misconduct by type

Student academic misconduct type	Count
Plagiarism	11
Cheating in exams/assessments	15
Falsification of academic work	6
Misuse of IT systems for academic advantage	3
Total academic misconduct cases	35

7.3 Student non-academic disciplinary cases by type

Student non-academic disciplinary type	Count
Moral/ethical behavior violations	3
Falsification of documents or records	1
Total non-academic student cases	4

8. Outcomes and measures applied

Measures were applied proportionately and in accordance with applicable University regulations and due process requirements.

Employee measure	Count
Warning Issued	1
Reprimand Announced	1
Total employee measures	2

Student outcomes (academic + disciplinary)

Because student academic misconduct may result in academic outcomes and/or disciplinary sanctions, student outcomes are reported in two dimensions:

A) Academic outcomes:

- Educational measure (resubmission permitted under conditions)
- Academic penalty (grade reduction, zero for assessment, failure of course)

B) Disciplinary sanctions:

- Disciplinary sanctions

Student outcome type	Count
Educational measures (academic integrity)	13
Academic penalties	22
Disciplinary sanctions (non-expulsion)	4
Total student outcomes recorded	39

9. Recommendations and prevention actions

Priority 1: Strengthen academic integrity culture and assessment design

- Implement a mandatory Academic Integrity module for students (and onboarding briefing for new staff).
- Standardize integrity statements in syllabi and student handbook, including rules on collaboration and AI/tool usage.
- Provide faculty workshops on assessment design that reduces misconduct (authentic assessment, incremental drafts, oral checks, in-class components).

Priority 2: Improve reporting confidence and accessibility

- Increase visibility of channels (intranet, posters, onboarding, student portal), emphasizing confidentiality protection.
- Introduce clear “what happens next” guidance (acknowledgement time, review steps, approximate timelines).

Priority 3: Prevent conduct violations

- Annual training on respectful conduct and dignity at work/study, with a short module for student orientation.
- Strengthen preventive measures for property protection (awareness, access control where relevant, clear accountability and restorative approaches when appropriate).

10. Limitations

This Report is anonymized and aggregated. Small-number suppression may be applied to protect confidentiality. Some matters are handled through other University procedures and therefore may be reported only as referrals, without case-specific detail.