

“Approved”

Sumgayit State University

Public Legal Entity

Chairman of the Scientific Council, Acting Rector

Corresponding Member of ANAS, Doctor of Technical Sciences, Professor



A.B. Sadigov

DECISIONS

of the Scientific Council of **Sumgayit State University**
dated **December 17, 2025** (Protocol No. 4)

On December 17, 2025, the regular meeting of the Scientific Council of Sumgayit State University was held. The agenda included 4 issues (agenda attached). Out of 33 members of the Scientific Council, 31 members participated in the meeting. The Scientific Council adopted the following decisions through open voting (Protocol No. 4 attached):

Issue I: On the state of preparation for the examination session of the Fall semester of the 2025/2026 academic year

(Reporter: Vice-Rector for Science and Innovation, Assoc. Prof. Elshad Abdullayev)

1.1. The report of Vice-Rector for Science and Innovation Assoc. Prof. Elshad Abdullayev on the state of preparation for the examination session of the Fall semester of the 2025/2026 academic year shall be taken into consideration.

1.2. Heads of departments, faculty deans, and other structural leaders shall ensure that all necessary documents related to the examination session are completed by December 26.

1.3. Faculty deans shall ensure that students with outstanding tuition fees settle their payments before the start of the examination session.

1.4. Supervision over the implementation of tasks and recommendations arising from the order of the Ministry of Science and Education of the Republic of Azerbaijan regarding the organization and conduct of the Autumn semester examination session of the 2025–2026 academic year in higher education institutions shall be assigned to Vice-Rector for Science and Innovation Assoc. Prof. E.T. Abdullayev.

1.5. The prompt review of students' feedback, suggestions, and complaints and the implementation of appropriate measures shall be assigned to Vice-Rector for Science and Innovation Assoc. Prof. E.T. Abdullayev.

1.6. During the examination session, complaints from students dissatisfied with their exam grades shall be reviewed objectively, accurately, and promptly by the SSU Appeals Commission with the participation of the course instructor and the head of the department.

Issue II: Results of the attestation of master's students, doctoral candidates, and dissertation candidates

(Reporter: Vice-Rector for Science and Innovation, Assoc. Prof. Elshad Abdullayev)

2.1. The report of Assoc. Prof. Elshad Abdullayev on the results of attestation of master's students, doctoral candidates, and dissertation candidates shall be taken into consideration.

2.2. It shall be noted that out of 234 master's students at the university, 224 successfully passed the attestation, while 10 students did not pass due to non-attendance.

2.3. Out of 9 doctoral candidates, 7 successfully passed the attestation, while 2 were granted an additional period of one month.

2.4. Faculty deans, heads of departments, and scientific supervisors of doctoral and dissertation candidates shall ensure continuous monitoring of dissertation work in accordance with individual plans and ensure that such work is discussed at department meetings when necessary.

2.5. Heads of departments, faculty deans, and scientific supervisors shall conduct individual work with doctoral and dissertation candidates who fail to defend their dissertations on time and assist them in presenting their dissertations for preliminary discussion.

Issue III: Activities carried out and future tasks in fostering patriotism among students and youth

(Reporter: Vice-Rector for Social Affairs and Public Relations, Assoc. Prof. Elmar Khalilov)

3.1. The report of Vice-Rector for Social Affairs and Public Relations Assoc. Prof. Elmar Khalilov on the activities carried out and future tasks in fostering patriotism among students and youth shall be taken into consideration.

3.2. It shall be noted that strengthening the patriotic spirit among students and youth remains a constant priority of the university administration, and systematic activities are carried out in this direction, including sessions of the Heydar Aliyev School and other events held with the participation of students at the SSU Heydar Aliyev Center.

Issue IV: Current Issues

(Scientific Secretary: Prof. Mukhtar Samadov)

4.1. Approval of the working curriculum and tuition fee for preparatory courses for foreign citizens (for all specialties)

4.1.1. The working curriculum for preparatory courses for foreign citizens shall be approved.

4.1.2. The tuition fee for preparatory courses for foreign citizens shall be approved.

4.2. Amendments to the requirements for promotion of SSU staff to the position of Associate Professor

4.2.1. The following additions shall be made to the REQUIREMENTS for promotion of SSU staff to the position of Associate Professor:

- a) An opinion based on the results of surveys conducted by the Quality Assurance and Strategy Department.
- b) A substantiated opinion of the head of department and the dean regarding the candidate's promotion to the position of Associate Professor.
- c) An expert opinion of the Editorial and Publishing Council (relevant to the scientific field) confirming the compliance of the candidate's scientific and educational-methodological works with the specialty indicated in their abstract.

4.3. Approval of the "Professional Development Policy" of SSU

4.3.1. The "Professional Development Policy" document of SSU shall be approved, and within one month, the Rules for the Implementation of the Continuous Professional Development System shall be prepared and submitted to the Scientific Council for approval.

4.4. Approval of Regulations for certain structural units of SSU

4.4.1. The Regulation of the Documentation Department of Sumgayit State University shall be approved.

4.4.2. The Regulation of the Human Resources Department of Sumgayit State University shall be approved.

4.4.3. The Regulation of the Information Technologies Department of Sumgayit State University shall be approved.

4.4.4. The Regulation of the Public Relations and Communication Department of Sumgayit State University shall be approved.

4.4.5. The Regulation of the Library Information Center of Sumgayit State University shall be approved.

4.4.6. The Regulation of the Artistic Creativity Sector of Sumgayit State University shall be approved.

4.5. Establishment of paid short-term courses at Sumgayit State University

(Reporter: Advisor to the Rector Prof. Tamella Ahmadova)

4.5.1. The report of the Rector's Advisor Prof. Tamella Ahmadova shall be taken into consideration.

4.5.2. Permission shall be granted for the establishment of paid short-term courses at SSU for training specialists in the following areas:

- "Electrical Specialist in Lighting"
- "Installation and Operation of Electrical Equipment"
- "Introduction to SCADA Systems in the Field of Electric Power Engineering"

(SCADA – Supervisory Control and Data Acquisition System)

Basis: Protocol No. 31 dated December 2, 2025, of the meeting of the Technical Sciences Section of the Editorial and Publishing Council of SSU.

2. Babayeva Tunzala Mammad gizi. *Melioration, Reclamation and Ecological Foundations of Soils*. Teaching aid. Sumgayit: SSU Publishing Department, 2025. (For bachelor training in Ecology Engineering specialty – 6006007).

Basis: Protocol No. 32 dated December 2, 2025, of the meeting of the Biology, Geography and Agricultural Sciences Section of the Editorial and Publishing Council of SSU.

3. Abdulova Nafisa Abdulfaz gizi, Shirinova Aynur Yashar gizi, Aliquliyeva Khayala Vagif gizi. *Renewable Energy Sources*. Teaching aid. Sumgayit: SSU Publishing Department, 2025. (For bachelor training in Physics – 6005005 and Energy Engineering – 6006009 specialties).

4. Allahverdiyeva Natavan Ahmadali gizi. *First-Order Ordinary and Partial Differential Equations*. Methodological guide. Sumgayit: SSU Publishing Department, 2025. (For bachelor training in Energy Engineering – 6006009, Mathematics – 6005011, and History and Geography – 6001019 specialties).

5. Hajibalayev Nadir Mirzabala oglu, Shirinova Aynur Yashar gizi. *Long-Distance Electric Power Transmission*. Teaching aid. Sumgayit: SSU Publishing Department, 2025. (For master's training in Electrical and Electronics Engineering – 7006008 specialty, specialization in Power Supply).

6. Imanov Elmar Vagif oglu, Aliyeva Azada Shukur gizi. *Introduction to Chemical Engineering*. Teaching aid. Sumgayit: SSU Publishing Department, 2025. (For bachelor training in Chemical Engineering – 6006020 specialty).

7. Ganiyeva Afaq Abdul gizi. *The Role of Music in Preschool Institutions*. Methodological guide. Sumgayit: SSU Publishing Department, 2025. (For bachelor training in Preschool Education – 6001012 specialty).

8. Hashimova Aynur Ikhtiyar gizi. *Theoretical Foundations of Thermal Parameters*. Course program. Sumgayit: SSU Publishing Department, 2025, 12 pages. (For master's training in Physics – 7005005 specialty, specialization in Thermal Physics and Molecular Physics).

9. Pashayeva Gunel Bakhshayish gizi, Musayeva Ilaha Ilham gizi. *Ecological Aspects of Philological Sciences*. Course program. Sumgayit: SSU Publishing Department, 2025, 19 pages. (For master's training in Philology – 060201 specialty, Azerbaijani Language and Literature specializations).

10. Balayeva Afila Hasanbala gizi, Aliquliyeva Khayala Vagif gizi. *Technology and Physics of High Voltages*. Course program. Sumgayit: SSU Publishing Department, 2025, 13 pages. (For bachelor training in Physics – 050505 specialty).

Scientific Secretary:



Prof. M.M. Samadov