



Anti-Bribery and Corruption Policy

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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. Introduction

Corruption can be defined as a form of misbehavior includes dishonesty or a criminal offense that is committed by an individual, who is in a position of authority, and as a result, acquire illegal benefits through abusing power for his or her personal gain. Corruption threatens trust, democracy, and increases inequality, poverty, and social division. In the modern world, contemporary institutions endeavor to operate in line with international standards and ensure having transparent and accountable process. Thus, Baku State University (hereinafter – BSU) endeavors to ensure that all employees, including academic and administrative staff approach their work with total integrity, fairness, and professionalism.

1.2. Current situation

The current situation is as follows:

- Action plan for combating against corruption was prepared and all responsible structures were determined.
- All students can get in touch with the rector directly via website and address their appeals and grievances according to any kind of misbehavior including any kind of corruption.
- All students can appeal and state grievances in person in a written form to the respective Unit and demand to act for misbehaviors including any kind of corruption.
- The Ethic Code for Academicians and Employees was accepted by Scientific Council and according to the respective provision(s), any kind of corruption attempt(s) is(are) taken as a violation of provisions of abovementioned Code. In this case, it is needed to put sanctions or take preventive actions with the decision of The Disciplinary Committee.
- The Disciplinary Committee performs autonomously according to its statute, and audits the violations of the abovementioned Code provisions, including any kind of corruption, and makes binding decisions.
- Holds training courses, seminars, and other informative sessions for students regarding anti-bribery actions.

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- During examination period, The Appeal Commission is formed, and students can address The Appeal Commission in any case of grievances.
- Throughout the exam session, BSU establishes an examination oversight body composed of students. Students can reach out to this oversight body in case of exam-related complaints, and it also serves as the monitory authority for the examinations.

1.3. Legal base:

The legal base of the **Anti-bribery and Corruption Policy** (hereinafter – ABCP) is provisions of the respective Laws of the Republic of Azerbaijan on combating corruption, Decrees and (or) the orders of the President and the Cabinet of Ministries of the Republic of Azerbaijan, and other related legal documents (this policy, internal regulations, and Codes).

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. Mission of the policy:

The mission of this policy is to prevent any action regarding bribery and corruption through making transparency and strict reporting system in all processes complying with local legislation and international standards on combating any kind of corruption.

Objectives of the ABCP

2.2. Objectives of ABCP are as follows:

- To implement preventive measures and raise awareness regarding bribery and any kind of corruption.
- To ensure that academicians and administrative staff are fully informed on what bribery is, the different forms of corruption, and how an offence should be reported.
- To promote values of integrity, honesty, trust, and accountability.
- To increase transparency and reporting system and leave no room for any attempt regarding bribery.
- To promote student-centered, competence-based education system through fair knowledge and competence assessment system.
- To promote transparent recruitment process on competence and merit based.

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- To provide and facilitate procedures for handling corruption complaints through online platforms

Scope of the ABCP:

- 2.1. ABCP concerns all individuals representing BSU, including employees such as academicians, administrative staff, technical staff, and students.

SECTION 3. PLANNED ACTIVITIES, MONITORING AND REPORTING

Planned activities:

- 3.1. Planned actions in for the short-term and long-term period are as follows:

SHORT-TERM PERIOD ACTIONS (within 3 years)

Action 1: To make an action plan on combating bribery and any kind of corruption in line ABCP policy and determine respective responsible units or structures of BSU for execution.

Action 2: To make amendments and updates of The Disciplinary Committee's statue regarding combating bribery and any kind of corruption and analyze any kind of violations.

Action 3: To organize trainings, seminars, and other such kind of informative sessions for students and employees on the importance of achieving set objectives of anti-bribery and corruption policy.

Action 4: To increase efficiency of students' appeal handling process and make sure that grievances are resolved align with internal regulation (on yearly basis).

Action 5: To conduct anonymous survey on a semi-year basis among students and academicians regarding transparency and reporting system efficiency and make corrections after survey results.

Action 6: To increase efficiency of recruitment system for administrative and academic staff on pre-determined selection methodology and criteria (on yearly basis).

LONG-TERM PERIOD ACTIONS (within 10 years)

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Action 7: To allocate funds for continuous monitoring, auditing, and inspection to encounter potential violations and set resources for EBCP development and enforcement

Action 8: To promote e-learning platforms

Action 9: To initiate partnership with other government bodies on anti-bribery

Action 10: To review and update all internal regulations and Codes considering analysis results of violations.

Execution, monitoring and reporting:

3.2. Execution, monitoring and reporting actions will be taken as the follows:

- The Disciplinary Committee is performing according to its statute in line with local legislation.
- An action plan on combating bribery and any kind of corruption was prepared, and each responsible unit was determined.
- On a yearly basis, the respective responsible unit reports to the Rector about the implementation of the action plan regarding combating bribery and any kind of corruption.
- An Appeal Commission performs daily and investigates any kind of appeals and grievances from students regarding violations of the provisions of internal agreed Codes.
- During the final assessment period in each semester, An Appeal Commission is established by the order of the Rector and investigates any kind of appeals of students regarding unfair assessment.
- The above-mentioned Commissions prepare reports regarding violations and misbehaviors, analyze them, put sanctions, and take preventive actions in the probability of its occurrence in the future.

SECTION 4: RESOURCE ALLOCATION

4.1. For achieving the objectives of ABCP, below-mentioned resources will be used by respective units, committees, and respective working groups:

- Experienced and qualified human resources.
- Adequate financial resources.
- Sufficient infrastructure.
- Legal support.
- Awareness campaigns

History and Updates

Date	Updates	Page	Purpose
20/12/2022	Issue date Revision date Revision number	All pages. Footer	To show the history and updates
25/09/2023	Page number	All pages. Header	To define the information spot
25/09/2023	History and Updates table	8	To illustrate changes and corrections

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