



**THE CAREER SUPPORT CENTER OF
BAKU STATE UNIVERSITY**

1. General Provisions

- 1.1. The Career Support Center (hereinafter referred to as the "Center") is a structural unit of Baku State University (hereinafter referred to as "BSU") established to support students and graduates in selecting suitable jobs, finding employment in accordance with societal and labor market needs, and tracking graduates' employment status while fostering their professional development.
 - 1.2. The Center operates in accordance with the laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers, regulatory legal acts and recommendations of the Ministry of Science and Education of the Republic of Azerbaijan, BSU's Charter, decisions of the Scientific Council and Board of Trustees, the Rector's orders and instructions, and this Regulation.
 - 1.3. The Center performs its duties and exercises its rights in collaboration with other structural units of the University.
-

2. Main Activity Directions of the Center

- 2.1. Assisting graduates in accessing the labor market.
- 2.2. Supporting graduates in adapting to the labor market and planning successful careers in their respective specialties.
- 2.3. Analyzing and enhancing BSU's reputation among employers.
- 2.4. Establishing and developing partnerships with public and private organizations to facilitate graduates' labor market entry.
- 2.5. Monitoring graduates' employment status and conducting relevant analyses.
- 2.6. Developing soft skills among students.
- 2.7. Conducting surveys among graduates and employers.
- 2.8. Preparing proposals to optimize education in alignment with labor market demands.
- 2.9. Studying international practices for career support and implementing them in compliance with relevant legislation.

2.10. Developing proposals to improve academic programs based on labor market requirements.

3. Key Responsibilities of the Center

3.1. Monitoring and analyzing graduates' employment status and reporting to management.

3.2. Creating and regularly updating an electronic database on graduates' employment.

3.3. Conducting surveys among graduates and employers, analyzing results, and reporting findings to management.

3.4. Organizing training sessions, seminars, and informational meetings on effective career planning for students and graduates.

3.5. Establishing and strengthening collaboration with employers and labor market stakeholders.

3.6. Organizing training sessions to develop students' and graduates' soft skills.

3.7. Regularly informing graduates about job opportunities and vacancies.

3.8. Organizing career fairs, alumni days, and job exhibitions for students and graduates.

3.9. Ensuring timely and accurate reporting aligned with its activity direction.

3.10. Monitoring employment trends across faculties and disciplines using established criteria.

3.11. Coordinating activities with faculty career coordinators and advisors.

3.12. Analyzing official employment statistics and implementing necessary measures.

3.13. Creating an online platform for career-related services and activities.

3.14. Promoting career services through social media for enhanced accessibility.

3.15. Organizing networking events and career days with student and alumni participation.

3.16. Supporting students' and graduates' participation in internship programs.

3.17. Establishing alumni associations and organizing their activities.

3.18. Involving successful alumni in academic and social events and arranging alumni-student meetings.

- 3.19. Developing mentorship programs involving successful alumni to mentor current students.
 - 3.20. Organizing individual and group consultations with career advisors.
 - 3.21. Preparing and archiving documentation in accordance with legal requirements.
 - 3.22. Fulfilling other functions assigned by the Rector within the scope of this Regulation.
-

4. Rights of the Center

- 4.1. Request relevant information from other structural units to support its activities.
 - 4.2. Involve appropriate stakeholders to enhance career services and activities.
 - 4.3. Submit proposals for improving efficiency and effectiveness in its activities.
 - 4.4. Organize professional development opportunities for staff and ensure their participation in local and international events.
 - 4.5. Petition management for participation in international events related to career support.
 - 4.6. Conduct individual and group discussions regarding career and alumni-related issues.
 - 4.7. Conduct official correspondence within the scope of its authority.
-

5. Organization of the Center's Activities

- 5.1. The Center's activities are regulated by applicable laws, BSU's Charter, decisions of the Scientific Council and Board of Trustees, Rector's orders, BSU's Development Strategy, and this Regulation.
- 5.2. The structure and staffing of the Center are approved in accordance with BSU's Charter.
- 5.3. The establishment, reorganization, and dissolution of the Center are carried out per BSU's Charter.
- 5.4. The Center is headed by a Director appointed and dismissed by the Rector.
- 5.5. The Director's responsibilities include:

Organizing and managing the Center's activities.
Allocating tasks among staff, coordinating their work, and monitoring discipline.
Proposing rewards or disciplinary measures for staff.
Ensuring the timely handling of correspondence and proposals.
Planning and implementing the Center's activities.
Coordinating activities across all sub-units under the Center.
Taking full responsibility for the fulfillment of assigned duties.
5.6. The Center's staff are appointed and dismissed by the Rector.
5.7. Staff members are responsible for executing assigned tasks with quality, on time, and preserving all documents of the Center.
5.8. The Director ensures the implementation of the responsibilities set out in this Regulation.
5.9. The Director reports to the Rector and is accountable for the accuracy and validity of submitted reports.
5.10. Staff duties and responsibilities are defined by the legislation, this Regulation, and their job descriptions.
5.11. The Center's goals are aligned with quarterly and annual action plans.
5.12. Staff members are liable for violations of laws and regulations.

6. Final Provisions

6.1. This Regulation is adopted by the decision of the Scientific Council and approved by the Rector. Amendments are made in the same manner.
6.2. If legislative changes conflict with any provision of this Regulation, the conflicting provision is deemed void.
6.3. The Regulation does not affect rights, responsibilities, or liabilities determined by legislative acts.
6.4. The Regulation comes into effect upon its approval.