



**BAKU STATE UNIVERSITY
ETHICS COMMITTEE
ANNUAL REPORT**

Baku State University Ethics Committee

Annual Report

Year: 2024

Introduction

The Ethics Committee of Baku State University is committed to fostering a culture of integrity, respect, and accountability within the university. This annual report highlights the committee's activities, key decisions, and resolutions achieved during 2024, reflecting its dedication to promoting ethical behavior across all levels of the university community.

1. Overview of Committee Activities

- **Number of Meetings Held:**
12 (monthly meetings from January to December).
- **Total Cases Addressed:**
32 cases were reviewed by the committee during the year.
- **Workshops and Training:**
 - Conducted 5 training sessions for students and staff on ethical policies and procedures.
 - Hosted 2 awareness programs on anti-discrimination and workplace ethics.
- **Policy Development:**
 - Reviewed and updated the

- **Policy on Prevention of Human Trafficking and Protection of Victims**
- **Holistic Ethical Organizational Culture Policy**
- **Anti-Harassment and Anti-discrimination Policy**
- **Equality, Diversity, and Inclusion Policy.**

2. Summary of Complaints and Resolutions

Type of Case	Number Cases	of Resolution Rate
Workplace Ethics (e.g., harassment, discrimination)	16	95%
Professional Misconduct	11	100%
Miscellaneous (e.g., disputes)	5	80%

Total Resolved Cases: 30

Cases Pending Review: 2

3. Key Decisions and Outcomes

- Launched a **mediation program** to handle minor workplace disputes amicably.
- Established an **online complaint submission**, improving accessibility for students and staff.
- Strengthened collaboration between the committee and external ethics organizations for best practice benchmarking.

5. Goals for 2025

- Enhance ethical awareness through more frequent training programs and workshops.
- Achieve a **100% resolution rate** by reducing complaint review timelines.
- Monitor the impact of new policies and revise them as necessary.

6. Contact Information

For inquiries or to submit complaints, stakeholders can use the following channels:

- **Website:** www.bsu.edu.az
- **Email:** info@bsu.edu.az
- **Physical Address:** Ethics Committee Office, Main Administration Building, Baku State University.

7. Acknowledgments

The Ethics Committee extends its gratitude to all members of the Baku State University community for their cooperation and commitment to fostering an ethical workplace environment.

About Ethics committee

Baku State University (BSU) is a prestigious institution that emphasizes not only academic excellence but also upholding the highest ethical standards within its community. The university's Ethics Committee plays a vital role in fostering a culture of integrity, transparency, and accountability. This section outlines key aspects of the Ethics Committee, including its activities, regular meeting schedule, reporting practices, and accessible mechanisms for submitting claims and complaints. Additionally, it highlights the committee's commitment to consistent operations, including holding monthly meetings over the past year.

Activities of the Ethics Committee

The Ethics Committee at Baku State University focuses on:

- Promoting ethical behavior and fostering an organizational culture of integrity among students, faculty, and staff.
 - Addressing cases of ethical misconduct and ensuring compliance with the university's code of conduct.
 - Reviewing and resolving complaints or disputes related to unethical practices within the university.
 - Providing guidance on ethical decision-making and conducting awareness sessions or workshops on ethical policies and standards.
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Regular Meeting Schedule

The committee operates on a regular meeting schedule, convening **once a month** to review claims, discuss ethical challenges, and provide resolutions. Meeting dates and agendas are typically pre-planned, ensuring consistent monitoring and enforcement of ethical standards.

Reporting Practices

- The Ethics Committee publishes an **annual report** summarizing its activities, decisions, and outcomes of addressed cases.
 - This report is made available to the university community through the official university website, ensuring transparency and accountability.
 - The report serves as a tool for assessing the committee's effectiveness and areas for improvement.
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Accessible Mechanisms for Submitting Claims and Complaints

- The submission process includes:
 - **Online Forms:** A dedicated section on the website for complaints.
 - **Email Submission:** A direct email address for ethics-related concerns (info@bsu.edu.az).
 - **Physical Submission:** A drop-box or office for in-person submissions within the university premises.

- Clear guidelines are provided to help stakeholders understand how to file complaints, what information to include, and the expected response timeframe.