



Baku State University

POLICIES OF BAKU STATE UNIVERSITY

SUSTAINABLE DEVELOPMENT GOALS





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TABLE OF CONTENT

INTRODUCTION

ACCOMMODATION POLICY

ANTI-BRIBERY AND CORRUPTION POLICY

ANTI-HARRASMENT AND ANTI-DISCRIMINATION POLICY

CLEAN WATER POLICY

CLIMATE ACTION POLICY

DISABILITY SUPPORT POLICY

EQUALITY, DIVERSITY AND INCLUSION POLICY

HEALTH, SAFETY AND WELL-BEING POLICY

HOLISTIC ETHICAL ORGANISATIONAL CULTURE POLICY

LOCAL STAKEHOLDER ENGAGEMENT POLICY

POLICY ON ACADEMIC FREEDOM

POLICY ON PREVENTION OF HUMAN TRAFFICKING AND
PROTECTION OF VICTIMS

QUALITY ASSURANCE POLICY

STUDENT LED SOCIETY POLICY

SUSTAINABLE INVESTMENT POLICY

SUSTAINABLE PROCUREMENT POLICY



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Introduction

At Baku State University (BSU), our commitment to fostering a dynamic, inclusive, and sustainable academic environment is reflected in the comprehensive policies that guide our operations and interactions. These policies are designed to ensure the highest standards of integrity, equality, and responsibility, providing a robust framework for the university community's growth and well-being.

Each policy outlined in this document serves a crucial role in upholding our values and advancing our mission. From safeguarding academic freedom to promoting diversity and inclusion, and from ensuring sustainable practices to preventing misconduct, these policies are integral to the functioning of BSU as a leading educational institution.

The following sections provide detailed insights into each policy, outlining our commitments, the standards we adhere to, and the measures we take to ensure compliance and excellence in every aspect of university life. These policies not only govern our actions but also embody our dedication to creating a safe, ethical, and forward-thinking community where every member can thrive.



Baku State University

ACCOMMODATION POLICY

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

- 1.1. INTRODUCTION
- 1.2. CURRENT SITUATION
- 1.3. LEGAL BASE

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

- 2.1. MISSION
- 2.2. OBJECTIVES
- 2.3. SCOPE OF THE POLICY

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

- 3.1. PLANNED ACTIVITIES
- 3.2. EXECUTION OF THE POLICY
- 3.3. MONITORING AND REPORTING
- 3.4. COMPLIANCE WITH THE SDGs
- 3.5. BSU'S COMMITMENT TO ACCOMMODATION FOR PERSONS WITH DISABILITIES

SECTION 4: RESOURCE ALLOCATION

- 4.1. RESOURCE ALLOCATION



SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

The accommodation policy delineates the procedures and criteria for providing support to university students and staff, both within the workplace and in university dormitories. This policy functions as a framework for crafting an effective accommodation strategy that aligns with the interests of the institution, students, and staff alike. Baku State University provides a variety of healthy and affordable food options for all students, staff, and visitors on campus to ensure well-being and accessibility. Baku State University offers sustainable food choices on campus, including a range of vegetarian and vegan options to cater to diverse dietary preferences.

1.2. Current situation

Current situation is as the following:

- A modern five-story dormitory spanning 5,100 square meters has been meticulously designed to accommodate 220 students. Beyond its fully furnished 104 bedrooms, this dormitory boasts an array of contemporary amenities. These include several spacious living guest rooms, a well-appointed reading hall with library and separate meeting room with necessary electronic facilities, a welcoming dining room, kitchens in each floor, a convenient laundry and ironing facility, a tranquil relaxation area, an equipped medical aid room, wash machine and drying room and, small shop, a designated sports equipment area, so on. The dormitory's mansard roof has been specially designed to provide an ideal space for students to enjoy their free time and engage in various leisure activities. There are several alcoves and benches in the territory surrounded by fruit and other different types of trees.



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GOALS



Located just 300 meters away from the University, 2 modern state-of-the-art residential complexes consisting of 4 buildings each with 16 floors have been inaugurated. These modern complexes are fully equipped with all the essential amenities tailored for the faculty members of Baku State University. The complexes, known as "Kainat" ("Universe") providing housing for 300 families, and "Baku University," capable of accommodating 360 families, represent a substantial and noteworthy enhancement to the University's infrastructure. As University faculty members live in the same area and are neighbours, spending time together, celebrating birthdays, attending weddings and so on, it affects positively forming staff and social atmosphere.



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University faculty staff live in another 2 buildings located in different places of Baku, not far from University campus.



Furthermore, the completion of a five-story Educational-practical and 400 individuals (separate rooms with own showers and toilets) about 165 km from Baku), capable of serving about 400 individuals (separate rooms with own showers and toilets), has laid a solid

foundation for fostering the scientific-practical creativity of both teachers and students and for their recreation and relax, especially during summer period. Additionally, a portion of the faculty and staff families have chosen to reside on campus. This Centre has furnished rooms, a large canteen with all facilities, sportive areas, stadiums, big modern conference room, some educational rooms, hundreds of fruit trees in the large territory - harvest is usually delivered to university staff, river and forest nearby. University provides its own buses and rented vehicles for students and staff to travel to the Center.



- In the Baku State University, discrimination based on sex, nationality and religion is prohibited in accommodation settings.



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- The University's advantageous proximity to the “Elmler Akademiyası” (“Academy of Sciences”) metro station, combined with the nearby location of the Student Town, plenty of shops, markets and restaurants, and green parks around campus presents an exceptional level of convenience for both students and faculty members. This strategic positioning not only streamlines daily commutes but also cultivates a dynamic and closely-knit campus community. It ensures that educational resources and extracurricular activities are effortlessly within reach for all, enriching the overall university experience. The availability of parking for car owners, a gazebo, various fruit trees, and a lawn in the vicinity of the dormitory and campus is appealing to University staff and students.

The application process for the dormitory is as follows:

- Interested students and employees must begin by completing and submitting the official dormitory application form. This form can typically be obtained from the housing office or through an online portal. The application process for the dormitory offers various methods, including:
 - Sending an e-mail to: info@bsu.edu.az
 - Utilizing the electronic “Student-to-Rector” Portal through University web site
 - Submitting a Written Application by Students through Sector of work with citizens' appeals under HR and Juridical Department



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Once the application is received, the Commission for Social Affairs of Baku State University will review it to ensure that the applicant meets all the necessary eligibility criteria, which may include academic enrolment status, payment of housing fees, and any specific requirements set by the Baku State University. Room allocation is typically based on various factors, including availability, priority groups (such as students and employees of martyrs, veterans, orphans, and international students or those with specific needs).

Students and employees who receive an assignment for a dormitory room must typically submit payment for housing fees within a specified period to secure their spot in the dormitory. However, it's important to note that Baku State University has policies in place to provide exceptions or financial assistance to students and employees from socially vulnerable groups. These policies are often designed to ensure that housing remains accessible to a diverse range of people, regardless of their financial circumstances. According to the decision made by the University Scientific Council in 2019, the University covers some part of the fee (about 35%) and therefore fee level stays unchanged from 2019.



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- Along with the application form, you may be required to submit certain documents, such as proof of enrolment, identification, and any other documents specified by the University.
- Prior to moving in, the University may provide an orientation session for new residents. This can include information about dormitory rules, facilities, and any other important guidelines.
- On the designated move-in date, you can collect your dormitory keys and settle into your new living space.
- It's essential to closely follow the University's instructions throughout the application process to ensure a smooth transition into the dormitory. Additionally, there are no restrictions on time to ask any questions or seek clarification from the University's housing office if needed.
- Dormitory area is guarded by the special team based on a procurement contract for 24/7.
- To facilitate the construction of modern dormitories for about 3500 individuals with all facilities at 2025-2027 years through a Public-Private Partnership (PPP) model, preliminary feasibility studies have been developed as part of the technical assistance project supported by the Asian Development Bank with participation of KPMG-Azerbaijan. Currently, efforts are underway to prepare the necessary documentation for submission to the Ministry of Economy, which is a crucial step in organizing the competition for this project's execution.

- Monitoring of emergency situations, such as natural disasters, fires, and other emergencies, is crucial for the safety and well-being of students and staff within the campus buildings, as well as the dormitories of Baku State University. Management of the University typically plays a vital role in overseeing and coordinating emergency response efforts. The Baku State University, the Ministry of Education and Science (MES) and Ministry of Emergency Situations have implemented an emergency notification system. This system sends alerts via various communication channels, particularly via loudspeakers in each room to



inform residents about any impending or ongoing emergencies. This could include severe weather alerts, fire alarms, or evacuation orders. Surveillance cameras, smoke detectors, fire alarms, and other monitoring equipment were installed throughout the dormitories. These devices detect and alert authorities to potential emergency situations.

The University has well-defined emergency evacuation plans in places which are in special places on walls. These plans include escape routes, assembly points, and procedures for safely evacuating residents during various emergencies.

Regular drills and training sessions have been conducted by the Civil Defense Headquarters of Baku State University to ensure everyone knows what to do in case of an emergency. Campus and dormitory security personnel and Civil Defence Headquarters teams are trained to handle several types of emergencies. The University administration collaborates closely with local authorities, including the MES, to stay updated on potential threats and receive guidance on responding to emergencies. Clear communication protocols have been established between the university, the MES, and other relevant agencies. This ensures that information flows smoothly during an emergency, allowing for a coordinated response.

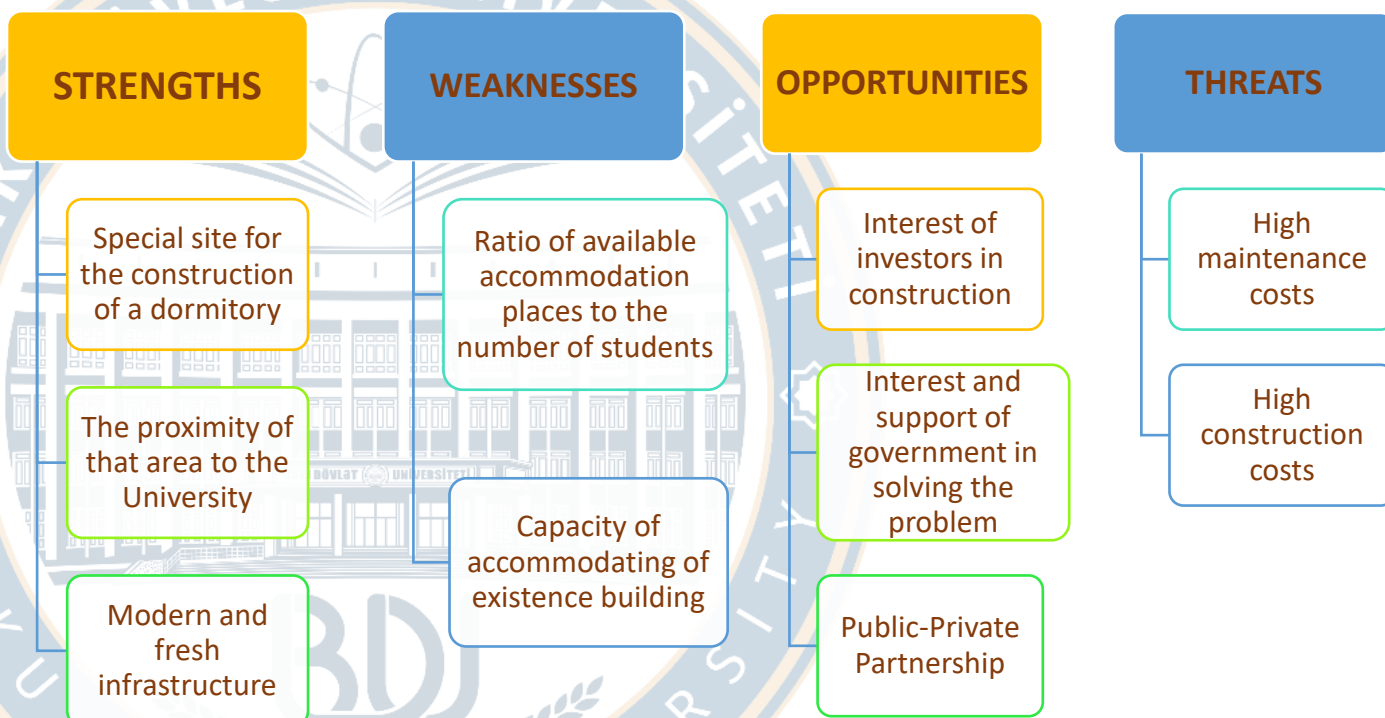
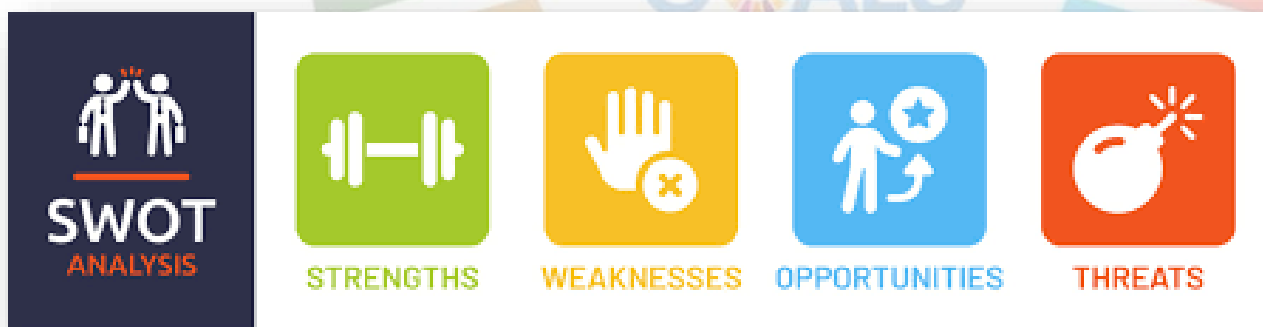
Adequate emergency supplies, such as first aid kits, fire extinguishers, and emergency lighting, should be available throughout the dormitories. Designated emergency shelters or safe areas have also been established.



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The Department of Safety Precautions of Baku State University conducts awareness campaigns and training sessions for residents to educate them on how to respond to several types of emergencies. This includes information on staying safe during earthquakes, fires, floods, etc. Staff of Department of Safety Precautions and Civil Defense Headquarters are usually professionals and pass yearly training.





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1.3. LEGAL BASE

The legal foundation of the Accommodation Policy is established through the relevant provisions of the Constitution of the Republic of Azerbaijan, the Laws of the Republic of Azerbaijan, Presidential Decrees, Cabinet of Ministries' orders, Baku State University's Charter, Decisions of the Baku State University Scientific Council, as well as international standards applicable to Baku State University's accommodation policies and other pertinent legal documents.





SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. Mission

The primary aim of this policy is to offer secure, reasonably priced, and all-encompassing lodging options to the students enrolled at Baku State University (BSU). This policy seeks to establish a living environment that promotes both personal and academic development while adhering to sustainability principles, such as good health and well-being, quality education, planned facilities with green building standards and water conservation measures. This policy also ensures that the university provides support (e.g. food, housing, transportation, legal services) for students from low-income families to enable them to complete university.



Mission

2.2. Objectives

SDG-aligned 2030 targets for Accommodations

a. Good Health and Well-being (SDG 3)





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- Objective 1: Ensure that all university accommodations comply with health and safety regulations at a rate of 100%.
- Objective 2: Implementation of fundamental healthcare amenities or initial medical assistance within each lodging establishment.
- Objective 3: Support (e.g. food, housing, transportation, legal services) for students from low income families to enable them to complete university.



b. Affordable and Clean Energy (SDG 7)



- Objective 3: Achieve a 60% utilisation of renewable energy sources in University dormitories.
- Objective 4: Achieving a 40% decrease in energy use within dormitories by implementing energy-efficient strategies.

c. Reduce inequality (SDG 10)

- Objective 5: Ensure that people with disabilities have equal access to all services, facilities, programs, and activities, whether in education, employment, public services, or public spaces.
- Objective 6: Promote inclusivity and diversity by creating an environment where individuals with disabilities are fully integrated into all aspects of society, including education, employment, and community life.





d. Sustainable Cities and Communities (SDG 11)

- Objective 5: Achieve a trash recycling rate of 80% in all university housing.
- Objective 6: Establish green spaces or recreational places within a minimum of 50% of the lodging facilities.
- Objective 7: Ensure to have “smoke free” campuses.

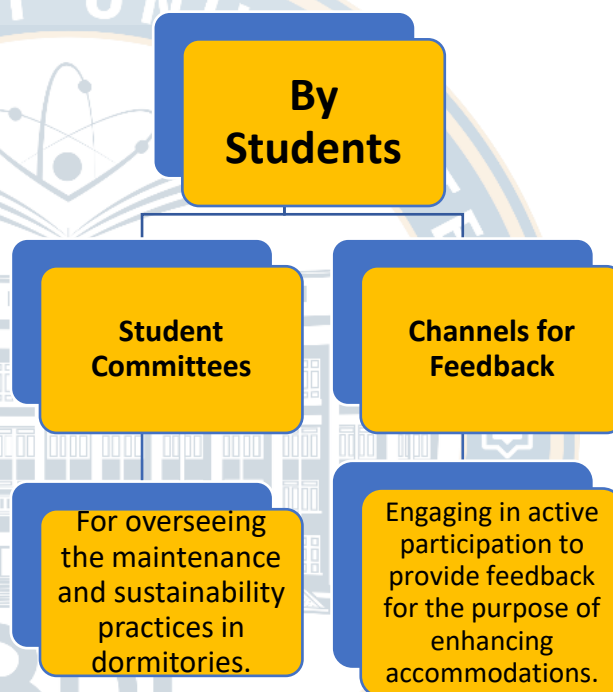
2.3. Scope of the Policy

The Accommodation Policy encompasses all placement-related decisions made by BSU's university administration, relevant departments, and other decision-makers regarding investments.

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

Planned activities.

3.1. Planned activities are as the following:





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a. By University Management

Regular internal audits

- Of university accommodations to ensure they meet standards.

Safety regulations

- It is imperative to ensure that all accommodations adhere to the required fire safety and other essential regulations.

Collaborations

- Engage in partnerships with local enterprises to develop sustainable strategies in the realm of accommodations, such as garbage management.

Training Sessions

- Designed for the purpose of enhancing the skills and knowledge of hostel management and staff members.

Community Engagement

- Initiatives aimed at fostering meaningful connections between students and local communities to enhance their overall living experience.

Socially vulnerable groups

- Policy also ensures provision of exceptions and financial assistance to students and employees from socially vulnerable groups signifies a commendable commitment to fostering inclusivity and accessibility in higher education and employment



3.2. Execution of the Policy:

Enhancement of Infrastructure

Implement measures to improve and contemporize university facilities.

Collaboration

Establishing partnerships with accredited private accommodation providers.

Training

Consistent training sessions are conducted for the management and personnel of the hostel, focusing on the implementation of optimal practices.

Establishing Feedback Mechanisms

Implementing platforms to facilitate students' provision of feedback regarding accommodations.

Sustainability

Incorporate environmentally conscious practices into all lodging establishments.



3.3. Monitoring and reporting:



3.4. Compliance with the SDGs:

Good Health and Well-being (SDG 3):	Affordable and Clean Energy (SDG 7)	Reduce inequality (SDG 10)	Sustainable Cities and Communities (SDG 11)
<input type="checkbox"/> <p>The health and well-being of students are closely associated with the provision of a secure and sanitary living environment.</p>	<input type="checkbox"/> <p>The promotion of energy efficiency in dorms and university-provided lodgings can be congruent with the objectives outlined in Sustainable Development Goal 7.</p>	<input type="checkbox"/> <p>To establish accessibility standards for buildings, websites, and digital content, ensuring that they meet the needs of individuals with disabilities. (Wheelchair ramps, elevators, adaptive educational materials, and tools for individuals with disabilities and so on).</p>	<input type="checkbox"/> <p>To establish accommodations for students that are sustainable, resilient, and inclusive in nature</p>



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3.5. BSU's Commitment to Accommodation for Persons with Disabilities

Baku State University is dedicated to creating an inclusive environment that provides equal access and opportunities for all students, faculty, and staff, including those with disabilities. Our commitment to diversity and inclusion is reflected in our comprehensive reasonable accommodation policy and strategy, which ensures that the university is a welcoming and supportive place for everyone.



Reasonable Accommodation Policy

1. Policy Framework



Equality and Non-Discrimination

- BSU adheres to principles of equality and non-discrimination, ensuring that individuals with disabilities receive fair treatment and have access to all programs, services, and activities offered by the university.



Accessibility Standards

- The university complies with national and international standards for accessibility, ensuring that facilities, technology, and materials are accessible to all.

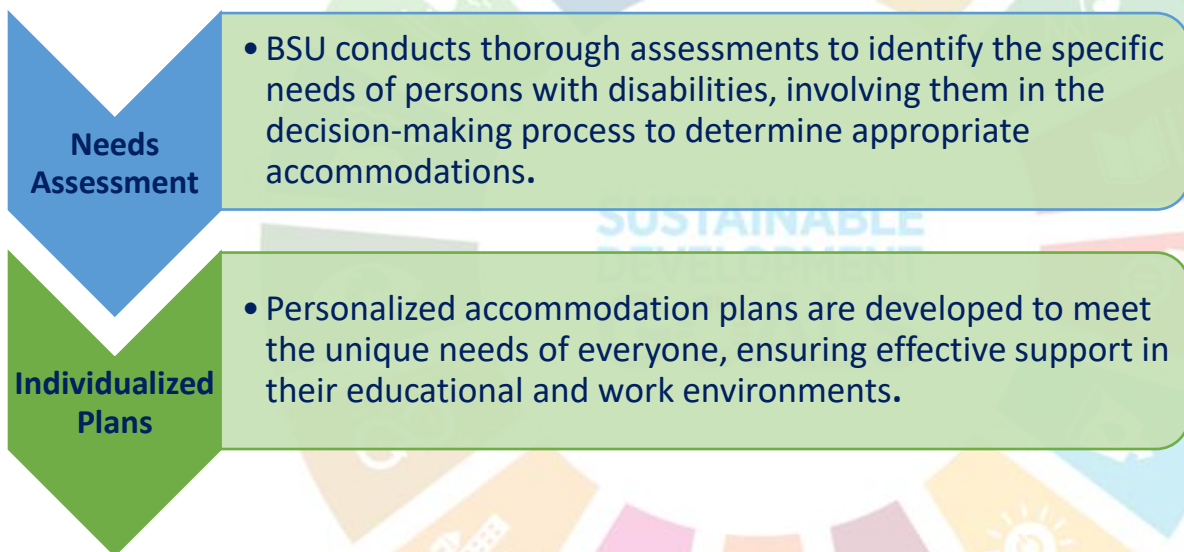


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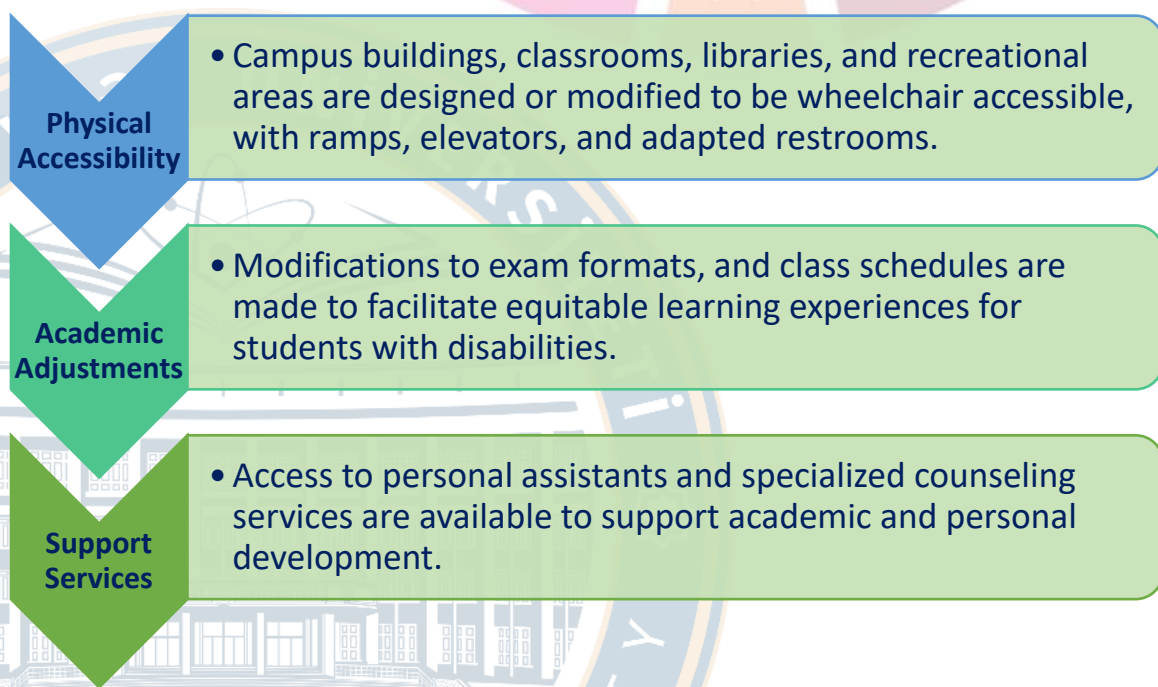
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2. Identification and Assessment



3. Types of Accommodations





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Strategy and Implementation

1. Funding and Resources



Adequate Funding: The university allocates sufficient resources to ensure the continuous development and implementation of its accommodation policies. Funding is directed towards infrastructure improvements, assistive technologies, and support services.

- **Partnerships and Grants:** BSU actively seeks partnerships with governmental and non-governmental organizations to enhance funding opportunities and share best practices in disability support.



2. Training and Awareness

Staff Training: Faculty and staff receive regular training on disability awareness, inclusive teaching practices, and legal responsibilities to foster a supportive environment.

Student Engagement: Workshops and seminars are organized to educate students about diversity, inclusion, and the importance of supporting peers with disabilities.



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3.

Monitoring & Evaluation

Continuous Improvement: The university regularly evaluates its accommodation strategies through feedback from students, faculty, and external audits to identify areas for improvement.

Feedback Mechanisms: A dedicated office for disability support collects feedback and grievances, ensuring that concerns are addressed promptly and effectively.



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SECTION 4: RESOURCE ALLOCATION

Resource allocation is as the following.

Accommodation Development Fund

refers to the allocation of financial resources dedicated to the ongoing enhancement and upkeep of lodging facilities.

Technological Advancements: The integration of sustainable technologies, such as solar panels, into various systems and processes.

Personnel: The recruitment of competent individuals to oversee and uphold the management of accommodation.



Baku State University

ANTI-BRIBERY AND CORRUPTION POLICY

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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT

- 1.1. Introduction
- 1.2. Current situation
- 1.3. Legal base

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF

- 2.1. Mission
- 2.2. Objectives
- 2.3. Scope of the policy

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

- 3.1. Planned activities for short-term and long-term period
- 3.2. Execution, monitoring and reporting

SECTION 4: RESOURCE ALLOCATION

- 4.1. Resource allocation





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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.





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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.

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.





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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.





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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 promote transparent recruitment process on competence and merit based.

To promote student-centered, competence-based education system through fair knowledge and competence assessment system.

To increase transparency and reporting system and leave no room for any attempt regarding bribery.

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

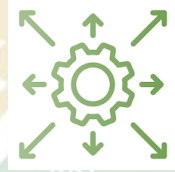


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2.3 Scope of the ABCP

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).



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LONG-TERM PERIOD ACTIONS (within 10 years)

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

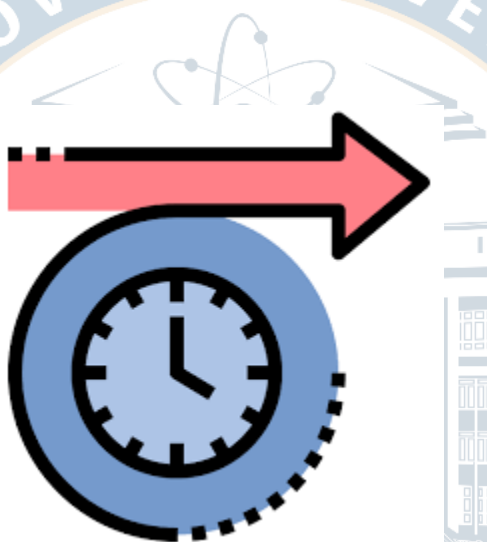
To promote e-learning platforms

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



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.

An action plan on combating bribery and any kind of corruption was prepared, and each responsible unit was determined.

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.

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.

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.





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SECTION 4: RESOURCE ALLOCATION

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



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ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

- 1.1. Introduction
- 1.2. Definitions
- 1.3. Current situation
- 1.4. Legal base

SECTION 2: MISSION, OBJECTIVES AND THE SCOPE OF THE POLICY

- 2.1. Mission
- 2.2. Objectives
- 2.3. Policy statement and scope of the policy
- 2.4. Guaranteeing equivalent rights of workers when outsourcing activities
- 2.5. Pay scale equity and commitment to eliminating gender pay gaps
- 2.6. Process for employees to appeal on employee rights and/or pay

SECTION 3: POSITIVE DISCRIMINATION, ACTION PLAN, MONITORING AND REPORTING

- 3.1. Positive discrimination
- 3.2. Non-discrimination against women
- 3.3. Action plan
- 3.4. Monitoring, reporting and appeal

SECTION 4: RESOURCE ALLOCATION

- 4.1. Resource allocation



SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. Introduction

Baku State University (BSU) is dedicated to maintaining an academic and working environment free from discrimination and harassment. This policy outlines BSU's commitment to promoting equal opportunities and ensuring that all members of the university community are treated with respect and dignity. The meaning of the harassment and discrimination is the differential treatment according to their races, colors, national origins, religions, gender, age, marital and parental status, disability, or genetic information. Baku State University (hereinafter – BSU) has comprehensive policy and committed Leadership, which endeavors to foster ethical culture and promote diversity, inclusive and engaged student-centered education system.





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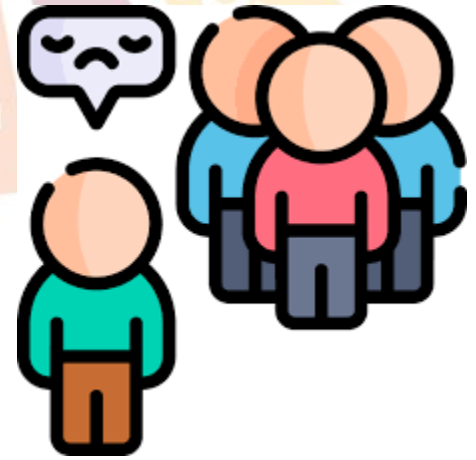


Public Posting

This Anti-Harassment and Anti-Discrimination Policy is publicly available on the Baku State University website and can be accessed by all members of the university community and the public. BSU is committed to transparency and accountability in its efforts to maintain a safe and inclusive environment.

1.2. Definitions

Discrimination: Discrimination involves treating someone less favorably based on a protected characteristic, which can impact their opportunities, access to resources, and overall experience at BSU.



**STOP
DISCRIMINATION**



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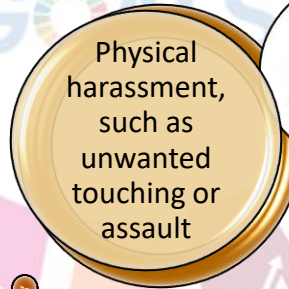
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Harassment: Harassment is any unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:



Verbal harassment, such as derogatory comments or slurs



Physical harassment, such as unwanted touching or assault



Visual harassment, such as displaying offensive images or symbols



Verbal



Physical



Visual

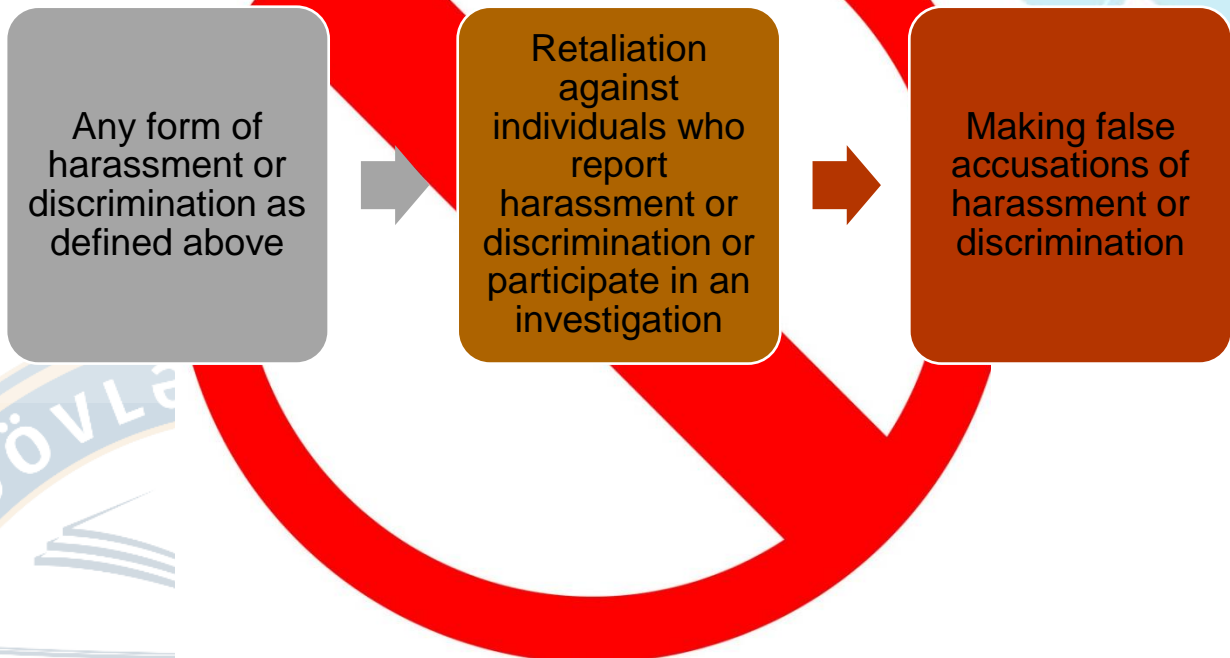
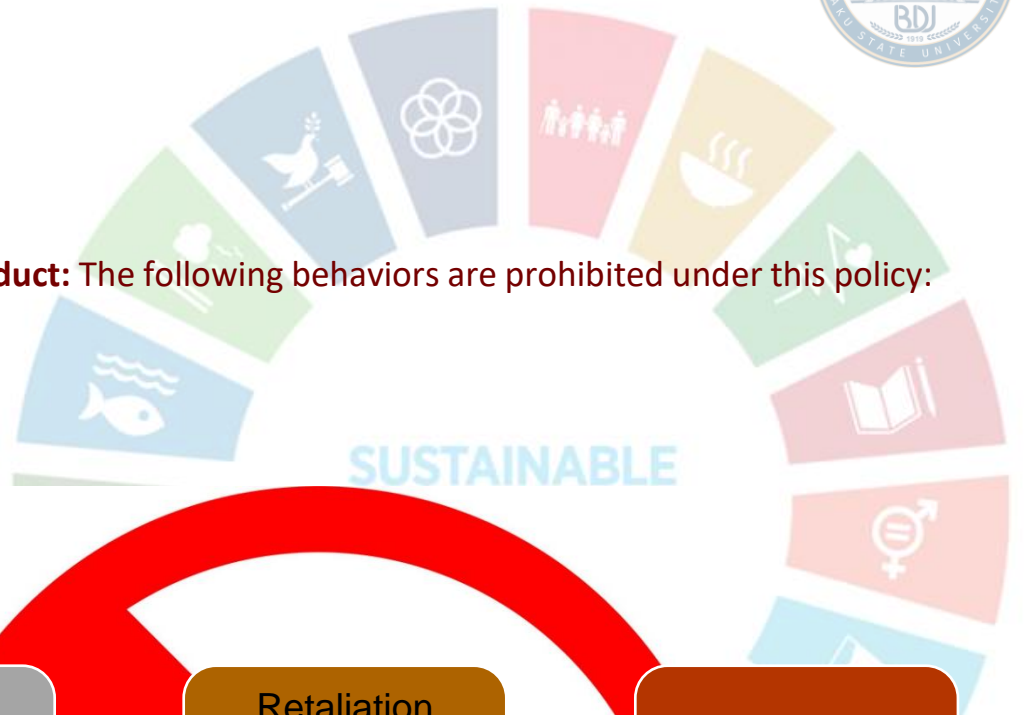


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Prohibited Conduct: The following behaviors are prohibited under this policy:





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1.3. Current situation

The current situation is as follows:

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 harassment and discrimination.

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 harassment and discrimination.

The Ethic Code for Academicians and Employees was accepted by the Scientific Council and according to the respective provision(s), any kind of harassment and discrimination 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 harassment and discrimination, and makes binding decisions.

Holds training courses, seminars, and other informative sessions for students regarding harassment and discrimination.

During examination period, The Appeal Commission is formed, and students can address The Appeal Commission in any case of grievances.

Conduct survey on monthly basis among students and according to the results preventive actions are taken regarding concerning issues and launch a prompt and in-depth examination into the claims following a report of harassment and discrimination. Then, take immediate measures and report the issues to responsible bodies.

Community members who violate this policy may face sanctions, including expulsion of students or termination of workers. Employees who believe they are the victims of harassment or discrimination should report it right away.

In cases where it has a good reason to assume that harassment has occurred, the University has the right to investigate the circumstances, even if no official or informal complaint has been made.

Acts are therefore forbidden, even if they are not unlawful, if they: Limit employment opportunities, access to university housing, or participation in academic, athletic, social, cultural, or other university activities inappropriately based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, or weight; or Harass any University community member(s) based on their age, race, religion, veteran status, height, marital status, country origin, gender identity, disability status, or weight.



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1.4. Legal base



The Anti-Harassment and Anti-discrimination policy (hereinafter – AHAD) carries out the respective Laws of the Azerbaijan Republic, Decrees and (or) the orders of the President and the Cabinet of Ministries of the Azerbaijan Republic, The Law of the Republic of Azerbaijan on Social Service, The Law of the Republic of Azerbaijan on Guarantees of Gender (men and women) Equality, The Law of the Republic of Azerbaijan on Prevention of Domestic Violence, The Law of the Republic of Azerbaijan on the Rights of Persons with Disabilities, this other related internal and external legal documents and regulations.

SECTION 2: MISSION, OBJECTIVES AND THE SCOPE OF THE POLICY

2.1. Mission of the AHAD Policy:

AHAD Policy mission is to ensure that all the individuals of the University, regardless of their races, colors, national origins, religions, gender, age, marital and parental status, disability, or genetic information, acknowledge the right to dignity and respect.

2.2. Objectives of the AHAD Policy

Objectives of AHAD Policy are as follows:



Prevent differential treatment according to their races, colors, national origins, religions, gender, age, marital and parental status, disability, or genetic information.

To foster ethical culture and promote diversity, inclusive and engaged student-centered education system.

Educate individuals about the types of harassment and discrimination.

To ensure a safe environment for all people.

To conduct fair and impartial investigations.

To hold ongoing trainings and seminars.

To encourage the awareness of dignity and a sense of responsibility for all.

To ensure the accessibility of all events for every student, regardless of their social status or background, and to provide a comfortable environment for our invited guests.



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2.3. Policy Statement and scope of the Policy

BSU prohibits all forms of harassment and discrimination based on race, color, ethnicity, national origin, gender, gender identity, sexual orientation, age, religion, disability, socio-economic status, or any other characteristic protected by law. The university is committed to creating an inclusive environment where diversity is valued, and every individual can thrive.

Scope of the Policy

This policy applies to all members of the BSU community, including:



It covers conduct that occurs on university premises, at university-related events, and off-campus conduct that may affect the university environment



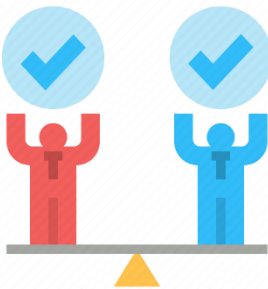
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2.4. Guaranteeing Equivalent Rights of Workers When Outsourcing Activities

Baku State University (BSU) recognizes the importance of protecting workers' rights, including those involved in outsourced activities. The university strives to ensure that third-party contractors adhere to the following principles:



Equal Rights and Fair Treatment

- BSU requires third-party contractors to provide workers with rights equivalent to those enjoyed by direct employees. This includes ensuring fair wages, safe working conditions, and protection from discrimination.



Compliance with National Laws

- All outsourcing agreements must comply with Azerbaijani labor laws, ensuring that workers' rights are upheld.



Monitoring and Evaluation

- BSU has established monitoring mechanisms to ensure that third-party contractors adhere to these standards and address any discrepancies promptly.



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2.5. Pay Scale Equity and Commitment to Eliminating Gender Pay Gaps

Baku State University is committed to promoting pay scale equity and eliminating gender pay gaps through the following measures:

Transparent Pay Structures

The university has implemented transparent pay structures that are based on qualifications, experience, and performance, without gender bias.

Regular Reviews

BSU conducts regular reviews of pay scales to identify and address any gender disparities, ensuring fair compensation for all employees.

Commitment to Equity

The university is dedicated to fostering an inclusive and equitable work environment where employees are valued and rewarded equally, regardless of gender.



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Measuring/Tracking Pay Scale Gender Equity

Data Collection and Analysis



BSU systematically collects and analyzes data related to employee compensation, focusing on gender pay equity.

Continuous Improvement



By tracking pay scale gender equity, BSU identifies areas for improvement and implements necessary changes to ensure fairness.

Reporting and Transparency



The university prepares regular reports on gender pay equity and shares findings with relevant stakeholders to promote transparency and accountability.

SUSTAINABLE
DEVELOPMENT
GOALS



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2.6. Process for Employees to Appeal on Employee Rights and/or Pay

Baku State University's Process:

Baku State University provides a clear and accessible process for employees to appeal on matters related to employee rights and pay:

Grievance Redressal Mechanism

BSU has established a formal grievance redressal mechanism that allows employees to raise concerns and seek resolutions regarding their rights and pay issues.

Confidentiality and Impartiality

The university ensures that all appeals are handled with confidentiality and impartiality, providing a fair hearing to all parties involved

Support and Guidance

BSU offers support and guidance to employees throughout the appeal process, ensuring that they understand their rights and options.



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SECTION 3. POSITIVE DISCRIMINATION, ACTION PLAN, MONITORING AND REPORTING

3.1. Positive Discrimination (Affirmative Action) Policy

BSU recognizes the value of a diverse student body and, where legally permissible, implements positive discrimination measures to promote equal opportunities for underrepresented groups. This approach may include:

Targeted Outreach

Engaging with communities underrepresented in higher education to inform them about opportunities at BSU.

Admission Priorities

Giving priority to international applicants from underrepresented backgrounds who meet the minimum admission criteria.

Scholarship Programs

Offering scholarships and financial aid specifically for students from disadvantaged backgrounds.

Support Services

Providing additional support to students from underrepresented groups to help them succeed academically and socially at BSU.

Rationale for Positive Discrimination

The aim of positive discrimination is to:

- Address historical and systemic inequalities.
- Foster a diverse and inclusive learning environment.
- Reflect the societal diversity within the student population.
- Enhance the educational experience for all students by exposing them to diverse perspectives.



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Admissions Criteria

International students' admissions decisions at BSU are based on a holistic assessment of each applicant's:



Extracurricular involvement and leadership experiences.

Recommendations from educators or professionals

Personal statement and motivation for the chosen field of study.

Contextual information relevant to the applicant's background and circumstances.

DÖVLƏT
İMTAHAN
MƏRKƏZİ

Local students' admission is centralized, and examination is conducted by State Examination Committee.



3.2. Non-Discrimination Against Women

Baku State University (BSU) is committed to fostering an inclusive and equitable environment for all members of its community. Our university upholds a strict policy of non-discrimination against women and is dedicated to ensuring that all individuals, regardless of gender, are treated with respect and fairness in all aspects of university life.



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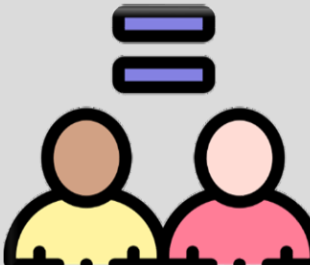








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Key Principles:

<p>Equal Opportunities</p>  <p>BSU is committed to providing equal opportunities for women in admissions, employment, academic programs, and extracurricular activities. We actively work to eliminate any barriers that may hinder the participation and advancement of women in our university community</p>	<p>Inclusive Environment</p>  <p>We strive to create a supportive and inclusive environment where women feel valued and empowered. BSU promotes diversity and inclusion by celebrating the contributions and achievements of women across all fields and disciplines.</p>	<p>Prevention of Harassment and Discrimination</p>  <p>BSU has zero tolerance for harassment or discrimination of any kind. We have established clear policies and procedures for addressing any incidents of gender-based discrimination, ensuring that all complaints are handled promptly and impartially.</p>
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<p>Support Services</p>  <p>The university offers a range of support services for women, including counseling, mentorship programs, and career development opportunities. We provide resources and support to help women succeed academically and professionally.</p>	<p>Education and Awareness</p>  <p>BSU conducts regular training and awareness programs to educate students, faculty, and staff about gender equality and non-discrimination. We aim to foster a culture of respect and understanding, promoting gender equity at all levels.</p>
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Planned actions in for the short-term and long-term period are as following:

SHORT-TERM PERIOD ACTIONS (within 3 years)

- Action 1**
To conduct regular trainings and workshops to increase awareness
- Action 2**
To establish transparent and classified reporting mechanisms
- Action 3**
To outline a mechanism of the investigation process
- Action 4**
To offer support centers for victims (counseling, legal advice, etc.)
- Action 5**
To have systematic monitoring of policy and actions
- Action 6**
To make surveys and analyze feedback
- Action 7**
To initiate mentoring programs and roundtable discussions



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LONG-TERM PERIOD ACTIONS (within 10 years)

Action 1

To update the policy and regulations for effective results

Action 2

To create an environment with a sense of belonging for all

Action 3

To enhance the reporting mechanisms

Action 4

To promote equal chances for all individuals

Action 5

To establish an Anti-harassment and Anti-discrimination Center and Student Assistance Programs

Action 6

To prepare an interactive e-learning modules of prevention of harassment and anti-discrimination

Action 7

To establish an Anti-harassment and Anti-discrimination Center and Student Assistance Programs



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3.4. Monitoring, Reporting and Appeal

MONITORING AND EVALUATION

BSU regularly reviews and updates this policy to ensure its effectiveness and compliance with legal requirements. The university monitors reports of harassment and discrimination to identify trends and areas for improvement.

Reporting Procedures

How to Report?



Members of the BSU community are encouraged to report any incidents of harassment or discrimination. Reports can be made to:

The Office of
Human
Resources

The Office of
Student Affairs

Any university
official or
supervisor

Reports can be made in person, by phone, or via email. Anonymous reports are also accepted.



Investigation Process

Upon receiving a report, BSU will promptly and thoroughly investigate the allegations.

The investigation process includes:

- Conducting interviews with the complainant, respondent, and any witnesses
- Reviewing relevant documents and evidence
- Maintaining confidentiality to the extent possible

Monitoring and Reporting actions is taken as the following

The Disciplinary Committee is performing according to its statute in line with local legislation.	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 harassment and discrimination.	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.	The responsible bodies create a group of people to investigate the reported violence.
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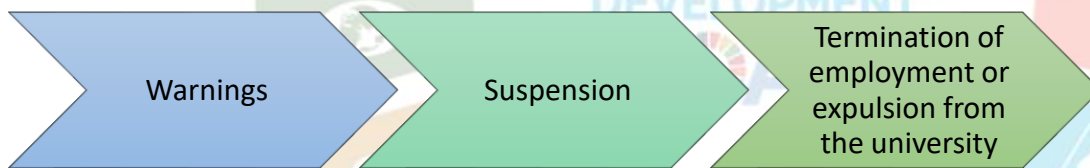


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DISCIPLINARY ACTION

BSU will take appropriate disciplinary action against individuals found to have violated this policy. Disciplinary actions may include, but are not limited to:



Application Process

Transparency and Accessibility

BSU ensures that the admissions process is transparent and accessible to all applicants by:

Providing clear and detailed information on application procedures and deadlines.



Offering application support and guidance for individuals who may face challenges in accessing higher education.



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REVIEW AND DECISION-MAKING

Admissions decisions are made by a diverse committee trained to evaluate applications fairly and consistently. The committee considers all aspects of an application to make informed and unbiased decisions.

APPEALS PROCESS

Applicants who believe they have been treated unfairly or have experienced discrimination in the admissions process may appeal the decision. BSU is committed to a fair and transparent appeals process

Submission

- Applicants can submit a written appeal within 30 days of receiving the admission decision.

Review

- Appeals are reviewed by a separate committee to ensure impartiality.

Resolution

- A final decision is communicated to the applicant within 60 days of the appeal submission.



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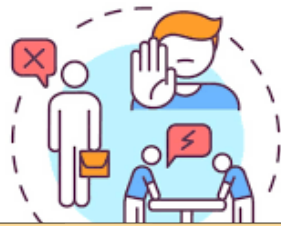
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Protecting Those Reporting Discrimination

Baku State University is committed to creating a safe, inclusive, and equitable environment for all students, faculty, and staff. To uphold this commitment, the university has implemented a comprehensive policy that protects individuals who report discrimination from facing any educational or employment disadvantage.

1. Protection Against Retaliation



Zero Tolerance for Retaliation

The university strictly prohibits any form of retaliation against individuals who report discrimination or participate in investigations. Retaliatory actions, including intimidation, harassment, or adverse changes in educational or employment status, are not tolerated.



Confidential Reporting

Reports of discrimination can be made confidentially, and the university ensures that the identity of the reporter is fully protected possible.



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2. Investigation Process

Fair and Impartial Investigations



All reports of discrimination are investigated promptly and impartially. The university ensures that investigations are conducted by trained professionals who understand the nuances of discrimination cases.

Support for Complainants



Complainants are provided with resources and support throughout the investigation process, including counseling services, academic accommodations, and legal guidance if needed.

3. Educational and Employment Protections



Academic Protections

Students who report discrimination are protected from any academic disadvantage, including grading bias, loss of scholarship opportunities, or exclusion from academic programs.



Employment Protections

Faculty and staff are protected from employment disadvantages such as unfair dismissal, denial of promotion, or unfavorable work assignments due to reporting discrimination.



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4. Training and Awareness Programs

Training

- All university members, including students, faculty, and staff, are required to undergo training on discrimination, harassment, and the importance of reporting incidents.

Awareness Campaigns

- Regular campaigns are conducted to raise awareness about discrimination issues and promote a culture of inclusivity and respect within the university community.



5. Continuous Monitoring and Evaluation

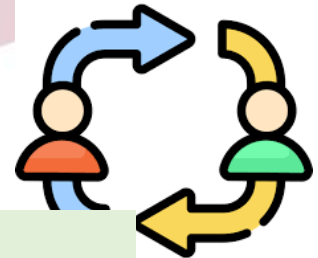
Policy Review

The university regularly reviews and updates its anti-discrimination policies to ensure alignment with legal standards and best practices.



Feedback Mechanisms

A system for feedback from the university community is in place to identify areas for improvement and to ensure the policy's effectiveness in protecting reporters of discrimination.





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SECTION 4: RESOURCE ALLOCATION

4.1. Resource Allocation

For achieving the goal of this policy, below-mentioned resources will be used by respective units, comities and working groups:

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

Awareness campaigns.
Counseling services
Academic support
Legal advice



Baku State University

CLEAN WATER POLICY

SUSTAINABLE DEVELOPMENT GOALS





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INTRODUCTION



At Baku State University, we recognize the critical importance of water as a fundamental resource for sustaining life and supporting our educational mission. Our commitment to environmental stewardship and sustainable practices drives our Clean Water Policy. This policy outlines our approach to managing water resources, treating wastewater, preventing pollution, and promoting conservation efforts across campus and in the broader community.





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Wastewater Treatment

1. Wastewater Treatment

We are dedicated to responsible wastewater management to protect water quality and the environment:



Collection and Initial Treatment

- Our campus is equipped with a comprehensive system for collecting wastewater from all university facilities. The initial treatment phase involves the removal of large solids and debris to prevent clogging and damage to our infrastructure.



Primary and Secondary Treatment

- Wastewater undergoes primary treatment to remove larger particles and organic matter. Secondary treatment employs biological processes to further break down organic pollutants, ensuring the water is treated effectively.



Advanced Treatment and Reuse

- Our tertiary treatment processes include advanced filtration and disinfection to meet stringent environmental and health standards. Treated water is either safely disposed of or repurposed for non-potable uses such as irrigation and cooling systems.





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2. PREVENTION OF POLLUTION



To safeguard our water systems from pollution:

Preventative Measures

- We implement robust measures to prevent polluted water from entering our water system, including protocols for managing pollution resulting from accidents and incidents.

Monitoring and Response

- Regular monitoring and maintenance activities help identify and mitigate potential sources of pollution. In case of incidents, immediate response procedures are in place to contain and address any contamination.



3. Provision of Drinking Water

Ensuring access to safe and clean drinking water for our campus community:

Free Drinking Water: We provide free drinking water dispensers across campus. This initiative supports health and hydration for students, staff, and visitors.





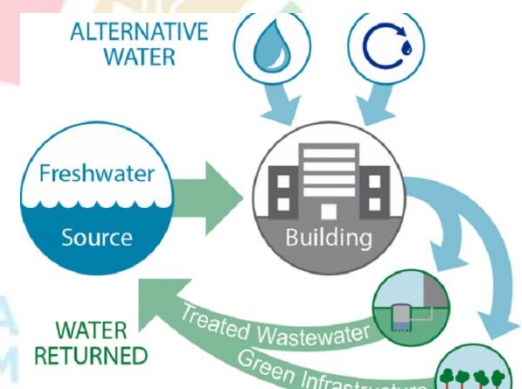
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4. Building Standards for Water Efficiency

- We incorporate water-saving measures into our infrastructure:
- **Sustainable Design:** Our buildings are designed and constructed following recognized standards to minimize water consumption and promote efficiency.



5. Landscaping for Water Efficiency



Our landscaping practices are designed to conserve water:

- **Drought-Tolerant Planting:** We use drought-tolerant and low-water plants in our campus landscaping to reduce the need for irrigation and support sustainable landscaping practices.

6. Water Reuse Policy

Maximizing the reuse of water across our campus:

Policy and Practice: We have established a comprehensive policy to maximize water reuse. This includes systems for capturing and reusing water wherever possible, reducing our overall consumption and environmental impact.

- **Measurement and Monitoring:** We actively measure and track water reuse to ensure our practices are effective and aligned with our conservation goals.





7. Educational Opportunities

We are committed to educating our community about water management:

Community Engagement: We provide educational programs and workshops to local communities, focusing on best practices for water management and conservation.



Community Engagement

8. Promotion of Conscious Water Usage

Promoting responsible water use on campus and beyond:

Awareness Campaigns: We run ongoing campaigns to encourage conscious water usage among students, staff, and the wider community. Our efforts include educational materials, events, and initiatives aimed at fostering a culture of water conservation.





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9. Support for Off-Campus Conservation

Extending our commitment to water conservation outside the university:

Community Support: We support local water conservation initiatives and collaborate with community organizations to promote sustainable water practices in the wider region.



10. Sustainable Water Extraction

- Where applicable, we use sustainable methods for water extraction:
- **Responsible Practices:** In cases where we extract water from, we employ sustainable extraction technologies and practices to ensure minimal environmental impact and preserve water resources.



**Sustainable
Water Usage**



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11. Waste Disposal Policy

BSU ensures the safe and responsible disposal of waste, including hazardous materials, to protect human health and the environment.

Waste Segregation

The university implements a waste segregation system, separating hazardous and non-hazardous waste for proper disposal.

Hazardous Waste Management

BSU adheres to strict guidelines for the storage, handling, and disposal of hazardous materials.

Sustainable Waste Practices

The university promotes recycling, composting, and other sustainable waste management practices.



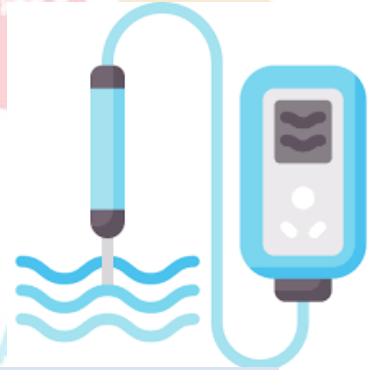


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12. Water Quality Standards and Guidelines

Baku State University (BSU) is dedicated to maintaining high water quality standards to protect ecosystems, wildlife, and human health. Our key initiatives include:



- Water Quality Standards**
We adhere to national and international standards, regularly monitoring indicators like pH, turbidity, and contaminants.
- Effluent Treatment**
BSU uses advanced wastewater treatment systems to minimize environmental impact before discharge.
- Environmental Protection**
We prevent pollutants from entering natural water bodies, protecting local ecosystems and wildlife.
- Research and Innovation**
Our research focuses on improving water treatment technologies and developing sustainable solutions.
- Education and Awareness**
We offer programs to educate the campus community on water conservation and pollution prevention.
- Partnerships**
We collaborate with organizations to align our efforts with broader environmental goals and participate in sustainable water management initiatives.



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13. Cooperation on Water Security

Collaborating with various stakeholders on water security:

- **Partnerships and Collaboration:** We engage with local, regional, national, and global governments and organizations to address water security challenges, share knowledge, and advance sustainable water management practices.



Water Security





Baku State University

CLIMATE ACTION POLICY

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

- 1.1. Introduction
- 1.2. Current situation
- 1.3. Legal base

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

- 2.1. Mission
- 2.2. Objectives
- 2.3. Scope of the policy
- 2.4. Energy efficiency of new builds
- 2.5. Low-carbon energy use
- 2.6. Reducing plastic waste

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

- 3.1. Planned activities
- 3.2. Execution of the policy
- 3.3. Monitoring and reporting
- 3.4. Compliance with the SDGs

SECTION 4: RESOURCE ALLOCATION

- 4.1. Resource allocation



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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

Introduction

The Climate Action Policy for Baku State University (hereinafter - BSU) outlines the aim of addressing the pressing environmental challenges and promoting sustainable practices within the university community. By adopting this policy, BSU seeks to contribute to global efforts in mitigating climate change and fostering a sustainable future. This climate action policy is developed from an academic perspective, emphasizing research, education, and engagement as key pillars for achieving meaningful change.





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Current situation

1.1. Current situation is as the following:

The International Engagement of BSU:

BSU demonstrates a dedication to sustainability that transcends geographical boundaries. BSU actively engages in regional and international networks that prioritize sustainability and higher education. These networks include esteemed associations and institutions such as the Eurasian Universities Union (EURAS), the Eurasian Universities Association (EUA), The Association of State Universities of Caspian Region Countries, the Black Sea Universities Network, CIS International Innovation Centre for Nanotechnology, and EIFL (Electronic Information for Libraries) and so on. These affiliations serve to emphasize our dedication and offer opportunities for cooperation and the sharing of knowledge on the most effective sustainability measures with similar organizations globally.



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Eurasian Universities Union





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Sustainable Procurement and Collaboration: BSU's involvement in sustainable procurement encompasses not just its campus activities but also extends to collaborative endeavours with federal and international entities, alongside non-governmental organizations (NGOs). The dedication to sustainable practices at BSU is demonstrated through the active participation of its employees, including the chair of hydrometeorology, in various projects carried out by esteemed organizations such as the UN Development Program, the TACIS Program of the European Commission, the Ministry of Ecology and Natural Resources of the Republic of Azerbaijan, and the Melioration and Water Industry Open Joint-Stock Company. These collaborative efforts exemplify our commitment to promoting sustainability within and outside the realm of academia.



Ministry of
Ecology and Natural Resources
of Azerbaijan Republic





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Research and Innovation in Sustainability

BSU is actively engaged in cutting-edge research and innovation pertaining to sustainability and the attainment of the Sustainable Development Goals (SDGs). The Department of Gender and Applied Psychology, for example, actively engages in international conferences such as the Worldwide Feminine International Conference.



In addition, the institution organizes a multitude of training and educational initiatives that are specifically focused on the Sustainable Development Goals (SDGs). The programs encompass a diverse array of subjects, such as "An Overview of Gender Studies," "The Implementation of Sustainable Development Goals in Azerbaijan," "The Concept of Green and Blue Economy," "The Interplay between Food Security and Sustainable Development," "The Phenomenon of Urbanization and its Implications for Urban Planning," and other related topics. These programs not only possess theoretical foundations but also equip students with practical knowledge and skills necessary to effectively tackle sustainability concerns in the real world.





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Emissions Reduction



The heating systems in BSU buildings have been transitioned to a clean and sustainable heating system, specifically the Modul type. According to the University Purchasing policy hybrid cars have been purchased and are currently in use for our service needs. There is a plan in place to gradually replace all other BSU vehicles with sustainable hybrid cars.



Renewable Energy

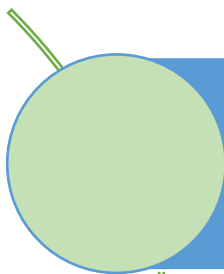
A single solar panel has been installed at BSU, and there are plans to install additional solar panels across the campus to promote sustainability.



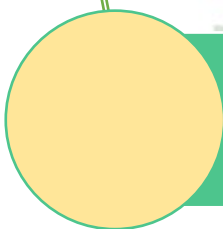


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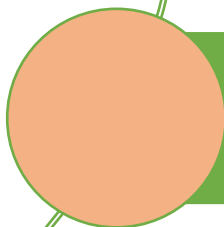
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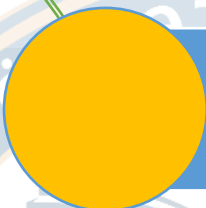
All new construction projects at Baku State University incorporate sustainable building design principles. This includes the use of energy-efficient materials, natural lighting, and advanced insulation techniques to minimize energy consumption.



The university actively explores integrating renewable energy sources such as solar panels and geothermal systems into building designs to reduce reliance on non-renewable energy.



Regular energy audits are conducted to assess the energy performance of existing buildings. This helps identify areas for improvement and ensures that renovations are aligned with energy efficiency goals.



The university provides training programs for staff and students to raise awareness about energy efficiency practices and the importance of sustainability in building management.



Baku State University collaborates with local and international experts to ensure that all projects comply with the latest energy efficiency standards and technologies.



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Legal base

The legal foundation Climate Action Policy for BSU is based on a combination of national and international laws and regulations, as well as the Laws of the Republic of Azerbaijan, Presidential Decrees, Cabinet of Ministries' orders, BSU's Charter, Decisions of the BSU Scientific Council and this Climate Action Policy.





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SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY



The Climate Action Policy of BSU is founded on a profound dedication to promoting a sustainable future, which entails the integration of rigorous scholarly research and active engagement with the community. Recognizing its position as the foremost educational establishment in Azerbaijan, BSU understands the profound impact of academics in fostering resilience, fostering creativity, and cultivating a clear comprehension of global environmental concerns. Our primary objective is to lead in academic-based sustainability projects, employing knowledge to generate practical solutions that surpass geographical limitations and contribute to worldwide environmental sustainability.





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OBJECTIVES

1.3. SDG-aligned short-term and long-term 2030 targets

2030



GOAL 4

a. Quality Education (SDG 4)

b.

Short-Term (By 2025)

Objective 1

By the year 2025, the aim is to create and execute a minimum of one course with a primary focus on sustainability within each academic department.

Objective 2

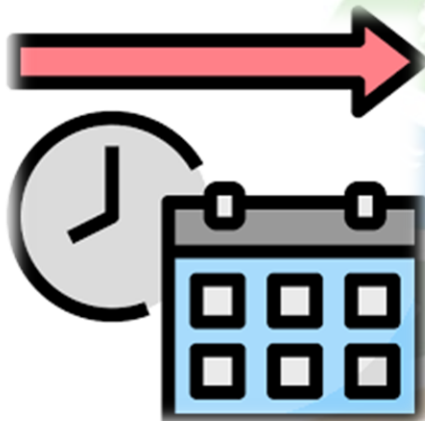
By the year 2025, it is imperative to incorporate modules on sustainability and climate change into all teacher training programs.

Objective 3

To establish a fully operational sustainability club with robust student engagement by the year 2025.



Long-Term (By 2030)



Objective 4

By the year 2030, aims to provide funding and resources for a minimum of 10 research projects focused on sustainability, each supervised by academic members.

To establish a minimum of 50 scholarships focused on sustainability each year by the year 2030.

Objective 5



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C.



Short-Term (By 2025):

Objective 1

Achieve a 20% reduction in water consumption relative to the baseline level by the year 2025.

Objective 2

Implement a comprehensive schedule of at least two annual water conservation seminars and four workshops by the year 2025.





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Long-Term (By 2030)



Objective 3

By the year 2030, establish active involvement in water conservation endeavours with a minimum of five local communities.



Objective 4

By the year 2030, the aim is to form collaborative alliances with a minimum of three universities within the region, with the purpose of exchanging information and expertise.





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Climate Action (SDG 13)



Short-Term (By 2025)

Objective 1: Develop and implement a climate research centre by the year 2025.

Objective 2: Organize and convene the inaugural global conference on climate action, aiming to attract delegates from a minimum of five nations, to be accomplished by the year 2025.

Long-Term (By 2030)

Objective 3: To attain a 30% decrease in greenhouse gas emissions relative to the baseline by the year 2030.

Objective 4: Achieve active membership in a minimum of three international climate accords or initiatives by the year 2030, thereby gaining recognition as a prominent participant.



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1.4 Scope of the Policy

The scope of the Climate Action Policy for BSU outlines the areas and activities within the university that the policy covers. It defines the boundaries and focus of the policy's implementation. Some key elements of the scope of the policy:



Campus Operations

The policy will cover all aspects of BSU's campus operations, including energy use, transportation, waste management, water conservation, building design and construction, and the maintenance of green spaces.



Academic Programs

The policy will extend to academic programs and research activities related to climate change, sustainability, and environmental conservation. Acting in educational programmes for sustainably manage and protection of aquatic and coastal ecosystems to escape significant conflicting impacts, their restoration with the intention of achievement healthy and productive environment.



Community Engagement

BSU's policy may include efforts to engage with the wider community, including residents, businesses, and organizations, to promote sustainability, share knowledge, and collaborate on climate-related projects.



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Emissions Reduction

In short term and long-term objectives is defined specific emissions reduction targets that the policy aims to achieve.



Renewable Energy

In short term and long-term objectives is specified the transition to renewable energy sources for all campus energy needs, including electricity, heating, and cooling.



Student Involvement

students will actively participate in climate action efforts, through extracurricular activities, and student-led initiatives..



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2.4. Energy Efficiency of New Builds at Baku State University

Baku State University is committed to promoting sustainability and energy efficiency in its infrastructure development and deeply committed to sustainability and energy conservation, recognizing the importance of upgrading existing buildings to higher energy efficiency standards. This commitment is part of the university's broader strategy to reduce its carbon footprint and promote a more sustainable campus environment.

The university recognizes the importance of adhering to energy efficiency standards for all renovations and new construction projects to contribute to environmental sustainability and energy conservation.

Key Initiatives

Sustainable Building Design

All new construction projects at Baku State University incorporate sustainable building design principles. This includes the use of energy-efficient materials, natural lighting, and advanced insulation techniques to minimize energy consumption.



Renewable Energy Integration

The university actively explores integrating renewable energy sources such as solar panels and geothermal systems into building designs to reduce reliance on non-renewable energy.



Energy Audits and Monitoring:

Regular energy audits are conducted to assess the energy performance of existing buildings. This helps identify areas for improvement and ensures that renovations are aligned with energy efficiency goals.

Green Building Training Programs:

The university provides training programs for staff and students to raise awareness about energy efficiency practices and the importance of sustainability in building management.



GREEN BUILDING



Collaboration with Experts:

Baku State University collaborates with local and international experts to ensure that all projects comply with the latest energy efficiency standards and technologies.



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2.5. Low-Carbon Energy Use at Baku State University

Baku State University recognizes the importance of transitioning to low-carbon energy sources and is dedicated to implementing comprehensive strategies to achieve this goal. By investing in renewable energy, promoting energy efficiency, and fostering a culture of sustainability, BSU is committed to reducing its environmental impact and contributing to a more sustainable future.



Low-Carbon Future



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Commitment to Sustainability

Baku State University is committed to reducing its carbon footprint and promoting sustainability across all its operations. This commitment is reflected in our efforts to transition to low-carbon energy sources.

Energy Audits and Monitoring

BSU regularly conducts energy audits to assess and monitor energy consumption across campus facilities. These audits help identify areas where energy efficiency can be improved, and low-carbon alternatives can be implemented.

We utilize energy management systems to track and analyze energy usage patterns, allowing for more informed decision-making in energy consumption and conservation efforts.

Renewable Energy Sources

BSU has initiated projects to integrate renewable energy sources, such as solar panels and wind turbines, into the campus energy infrastructure. These initiatives aim to reduce dependency on fossil fuels and increase the share of renewable energy in our energy mix.

We are exploring partnerships with local and international organizations to further expand our renewable energy capabilities and expertise.



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Energy Efficiency Programs

Energy efficiency is a cornerstone of our sustainability strategy. BSU has implemented energy-saving measures such as LED lighting, efficient HVAC systems, and smart building technologies to minimize energy waste

The university promotes energy conservation awareness among students, faculty, and staff through workshops, campaigns, and educational programs.

Low-Carbon Transportation

To reduce emissions associated with transportation, BSU encourages the use of public transportation, cycling, and carpooling. We have established dedicated cycling lanes and bike-sharing programs on campus.

The university is exploring options for electric vehicle charging stations to support the adoption of electric vehicles among our community members.



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Collaborative Research and Innovation

BSU actively engages in research projects focused on low-carbon technologies and sustainable energy solutions. Our faculty and students are involved in cutting-edge research to develop innovative approaches to energy conservation and carbon reduction.

Collaboration with industry partners and government agencies enhances our ability to implement and scale low-carbon energy solutions.

Reporting and Transparency

BSU is committed to transparency in our sustainability efforts. We regularly publish reports on our energy consumption, carbon emissions, and progress toward sustainability goals.

The university participates in national and international sustainability initiatives and benchmarks its performance against global standards.



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2.6. Reducing Plastic Waste

Baku State University (BSU) is committed to reducing plastic waste on campus through several initiatives:

Awareness and Education

- We conduct workshops and campaigns to educate students and staff about the impact of plastic waste and promote sustainable alternatives.

Plastic-Free Initiatives

BSU is minimizing the use of single-use plastics, promoting reusable bottles, and providing water refill stations across campus.

Waste Management

The university has a recycling program with designated bins for plastic waste and collaborates with local companies for proper recycling.





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Research and Innovation

We support research into sustainable materials and biodegradable alternatives to plastic.

Partnerships

- BSU collaborates with organizations to align with environmental standards and participates in community projects to reduce plastic pollution.

Monitoring and Incentives

A dedicated team monitors our initiatives' progress, and we offer incentives for using reusable containers at campus facilities.

Stakeholder Engagement

We work with students, staff, and the community to promote collective responsibility for reducing plastic waste.



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SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

Planned activities

3.1. Planned activities are as the following:

By Students:

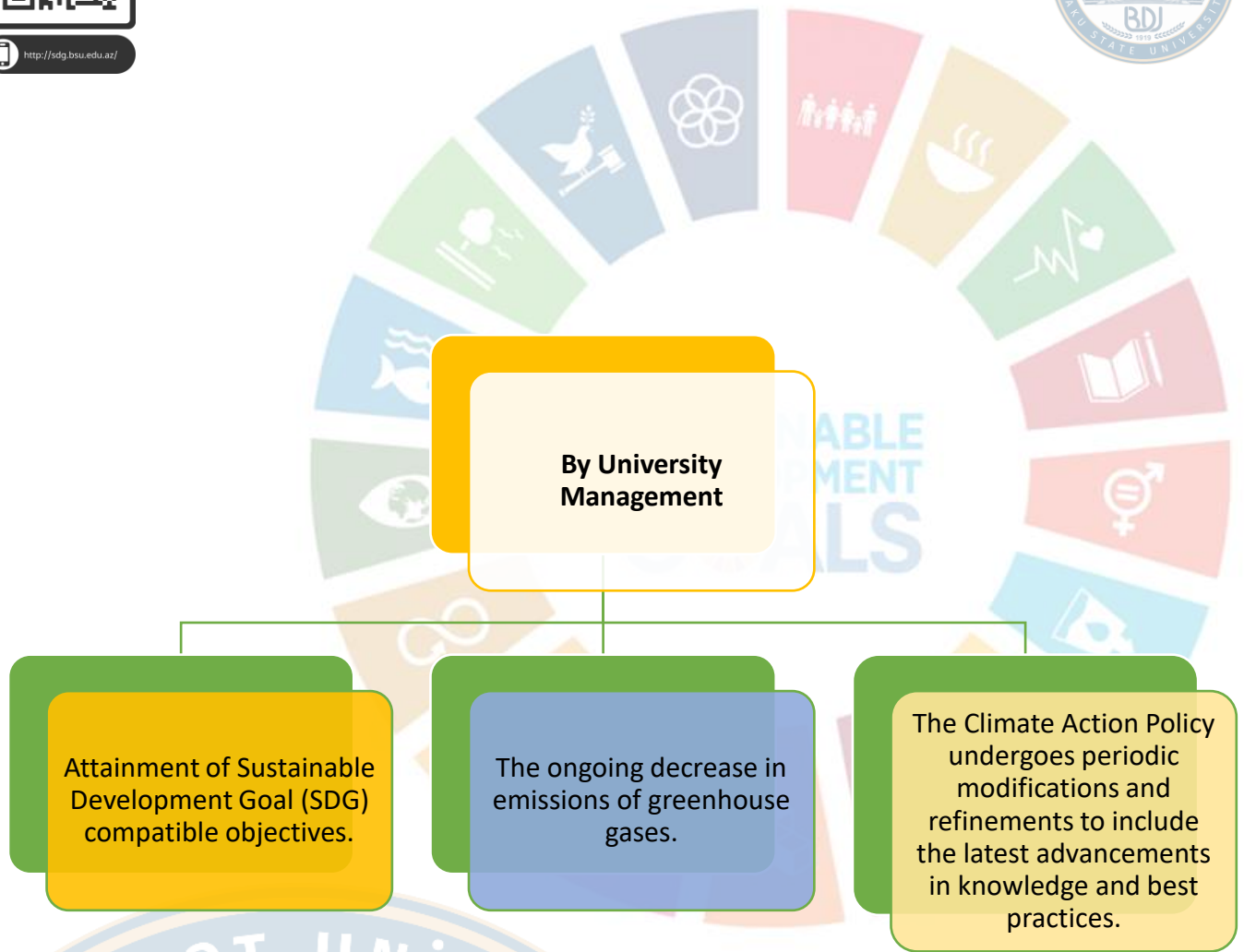
Regular sustainability awareness efforts should be conducted, with a focus on achieving measurable outcomes.

Encouraging and fostering student engagement in sustainability initiatives both within the campus community and in external contexts.



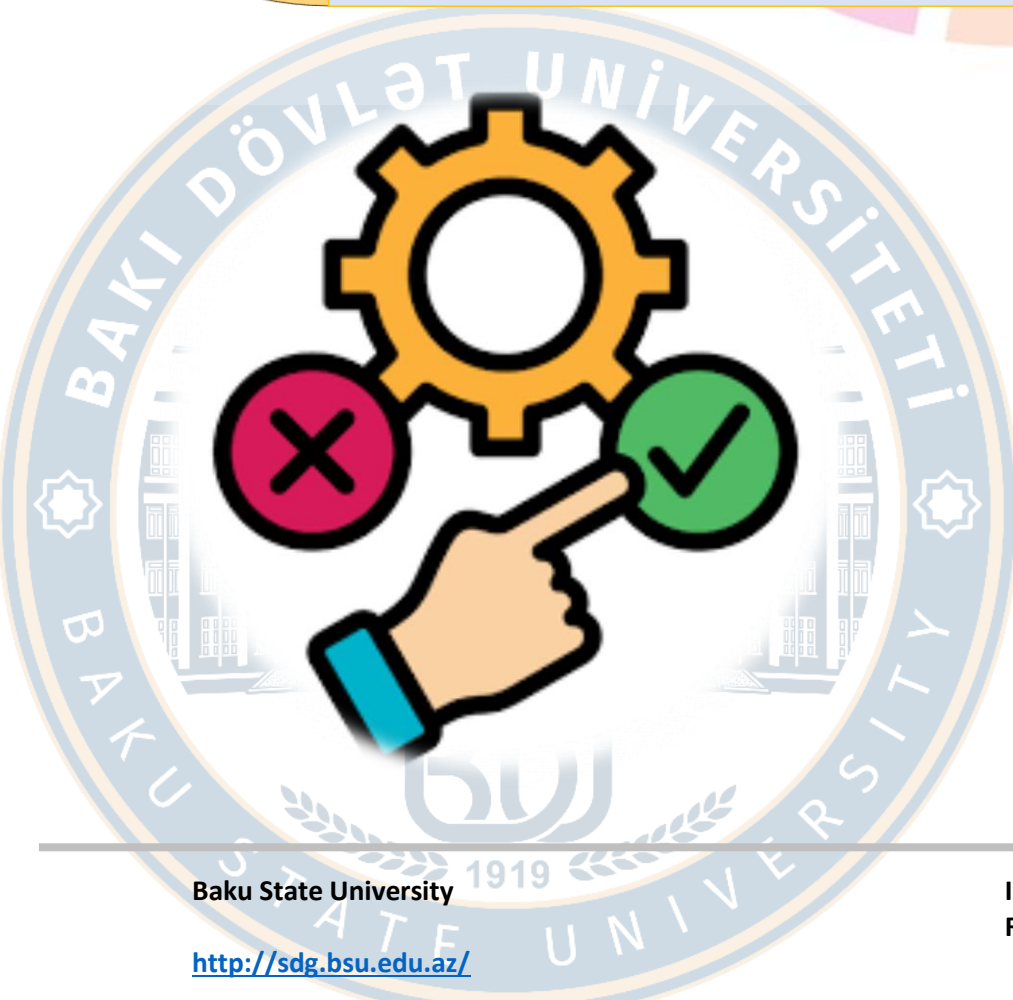
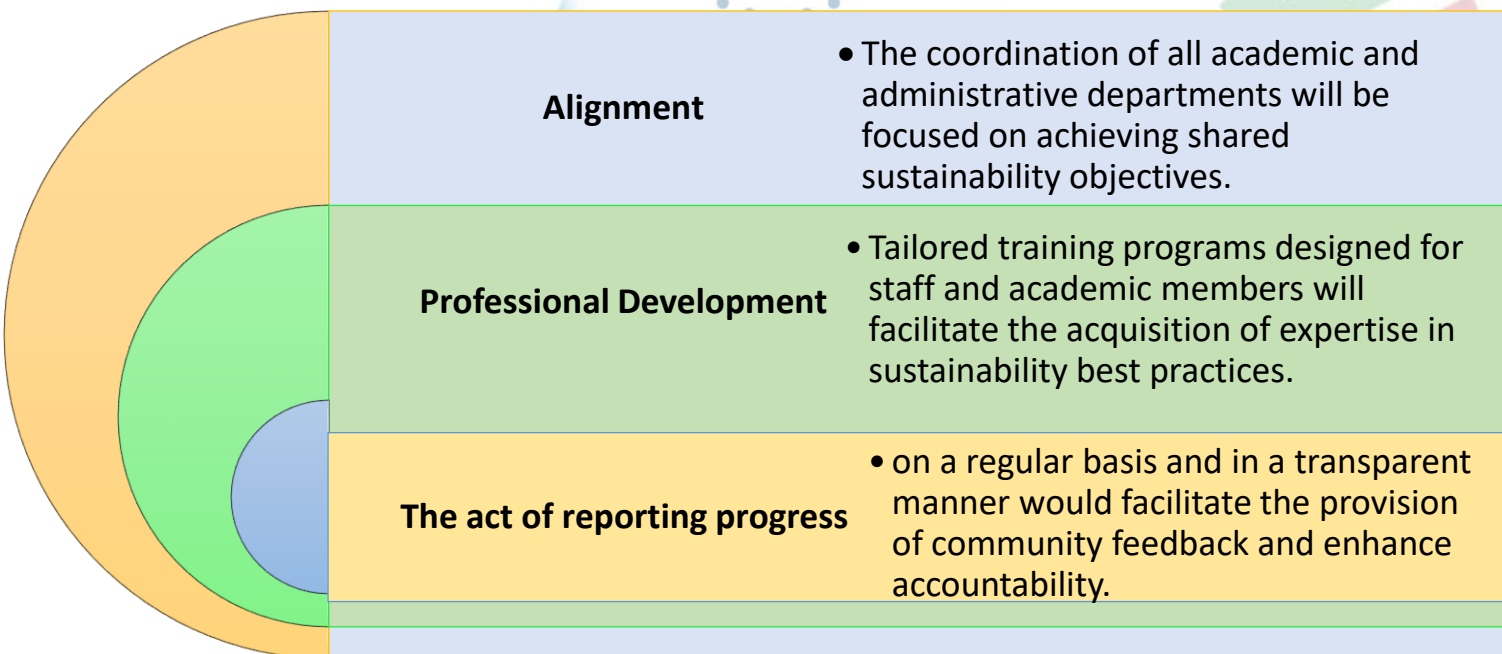
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3.2. Execution of the Policy



Professional Development



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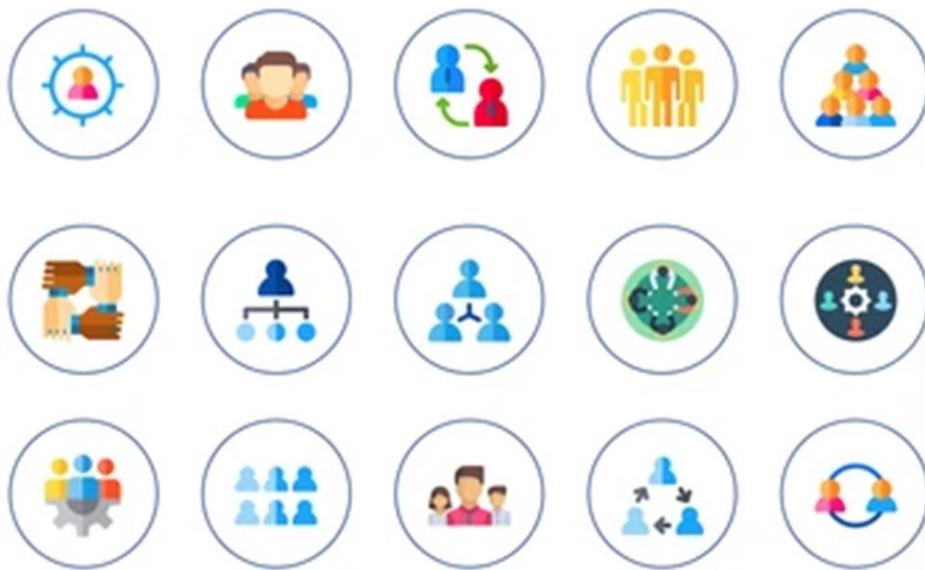


Collaboration

- has a vital role in enhancing sustainability programs, since it fosters interdisciplinary collaborations that extend beyond the confines of the university.

Stakeholder Engagement

- The prioritization of inclusive engagement from students, staff, alumni, and the community in the processes of policy development, execution, and feedback.





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3.3. Monitoring and reporting

The Climate Action Committee advocates for the implementation of a comprehensive monitoring protocol that incorporates third-party organizations to conduct impartial annual audits. This protocol also emphasizes the integration of stakeholders into feedback loops.





3.4. Compliance with the SDGs

Clean Water and Sanitation (SDG)

BSU actively collaborates with the Water Experts Union and the IHP Azerbaijan NGO, in accordance with the objectives outlined in Sustainable Development Goal 6, which emphasizes the importance of clean water and sanitation. These collaborations play a crucial role in tackling the ramifications of climate change on water

The involvement of our team in initiatives related to flood protection, early warning systems, and catastrophe avoidance serves as a testament to our dedication towards the implementation of sustainable water management strategies. To significantly promote water conservation, we are undertaking a comprehensive and diverse approach. This encompasses the deployment of sophisticated irrigation systems to optimize water utilization, the integration of low-flow fixtures to minimize water loss, and educational initiatives targeting the promotion of conscientious water consumption. Through the adoption of these measures, BSU is actively making a valuable contribution towards the achievement of Sustainable Development Goal 6.

Furthermore, the university is effectively demonstrating itself as an exemplar for sustainable water management methods within our local community.



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Climate Action (SDG 13)



BSU's dedication to SDG 13, which centers on climate action, underscores the necessity of addressing climate change. Although a particular goal date for reaching carbon neutrality has not been established, our continued study in this area demonstrates our commitment to mitigating greenhouse gas emissions. Furthermore, it is imperative to acknowledge the necessity of customizing climate change information, factual data, consequences, and adaptation strategies to effectively cater to distinct target populations. In pursuit of this objective, we are currently engaged in the active development and customization of climate-related initiatives, considering many elements like age demographics, types and degrees of educational institutions, and unique requirements within diverse contexts. BSU demonstrates a steadfast dedication to establishing ambitious and quantifiable objectives for the reduction of greenhouse gas (GHG) emissions, thereby aligning our endeavors with global climate objectives. Our organization will conduct regular and transparent evaluations of our greenhouse gas (GHG) emissions and provide comprehensive reports to track our advancements in meeting these objectives. Furthermore, our dedication encompasses the safeguarding and augmentation of environmentally friendly areas inside the university grounds. By actively advocating for the





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preservation of biodiversity and establishing suitable habitats for indigenous fauna, we are making a significant contribution to the achievement of Sustainable Development Goal 13 and the overarching objective of environmental sustainability.

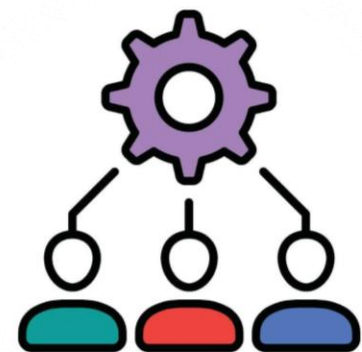
Quality Education (SDG 4)



SDG 4, which focuses on Quality Education, entails our commitment to include sustainability, environmental ethics, and aggressive climate action into the curricula of many academic fields. The commitment of our organization is in fostering a culture of environmental responsibility through extensive research and community-based initiatives, in alignment with Sustainable Development Goal 13 (Climate Action).

SECTION 4: RESOURCE ALLOCATION

Resource Allocation: To ensure the successful implementation of the proposed projects, it will be imperative to establish firm financial obligations. This will necessitate a combination of internal resources, external grants, and strategic partnerships with international institutions and industry stakeholders to jointly support the targeted initiatives.



Resource Allocation



Baku State University

DISABILITY SUPPORT POLICY

SUSTAINABLE DEVELOPMENT GOALS





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Disability Support Policy



INTRODUCTION

ABLE
MENT
ALS

BSU is dedicated to promoting diversity, equality of opportunity, and eliminating discrimination as outlined in its Equality, Diversity and Inclusion Policy. This policy underscores the University's commitment to fostering an environment where students, staff, and visitors are treated fairly and not disadvantaged due to disability. The University proactively addresses the needs of its community and establishes inclusive practices, policies, and procedures accordingly.





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Definitions

Disability: Defined as a physical or mental impairment with a substantial and long-term adverse effect on normal day-to-day activities, lasting 12 months or more. The definition encompasses various impairments, such as physical, sensory, mental health conditions, and learning differences.



Reasonable adjustments: Positive measures taken by the University to ensure disabled individuals can fully participate in educational opportunities and other benefits provided. These adjustments aim to minimize disadvantages caused by disability.

Inclusive practice: A teaching approach that recognizes student diversity and uses this to ensure all children receive equal treatment, opportunities, and respect.

Scope

The policy aims to promote values such as love, compassion, equality, and justice by eliminating social exclusion and raising awareness among students about the challenges faced by disadvantaged sections of society. It specifically focuses on promoting the rights and dignity of individuals with disabilities. This policy applies to disabled students (prospective, current, and alumni), disabled staff (including permanent, fixed-term, associate, temporary, or other employees), and visitors to the University. Our disability support policy encompasses a range of services and facilities designed to accommodate and empower those with diverse needs. Below are key aspects of our approach to disability support:



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Accessible Facilities

1. Campus Accessibility:

Objectives

Objective: To ensure that all university facilities are accessible to individuals with physical disabilities.



Features:

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GOALS



Wheelchair Ramps

All main entrances and buildings are equipped with wheelchair-accessible ramps.

Elevators

Elevators in multi-story buildings have been fitted with braille buttons.

Accessible Restrooms

Some restrooms are equipped with facilities to accommodate individuals with mobility impairments.

Parking

Designated accessible parking spaces are available close to all major buildings and facilities.



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2. Classroom Accessibility:



- **Objective:** To make educational spaces inclusive for all students, including those with disabilities.
- **Features:**

Adjustable Desks

Classrooms have seating arrangements to accommodate wheelchair users.

Audio-Visual Aids

Equipped with hearing loops and screen magnifiers for students with auditory and visual impairments.

3. Library and Resource Centers:

- **Objective:** To provide equal access to academic resources.
- **Features:**

Digital Resources



E-books and online databases accessible via screen readers.

Assistance



Staff trained to assist students with disabilities in accessing resources and materials.



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Support Services

1. Personal Assistance:

- **Objective:** To offer personalized support to students and staff with disabilities.
- **Services Provided:**

Personal Assistants

- Available to help with daily activities and academic tasks.

Mobility Support

- Assistance for navigating campus facilities.

2. Counseling and Mental Health Support:

- **Objective:** To provide emotional and psychological support tailored to the needs of individuals with disabilities.
- **Services Provided:**

Individual Counseling

- Sessions focusing on coping strategies and personal development.

Support Groups

- Peer support groups for shared experiences and community building.



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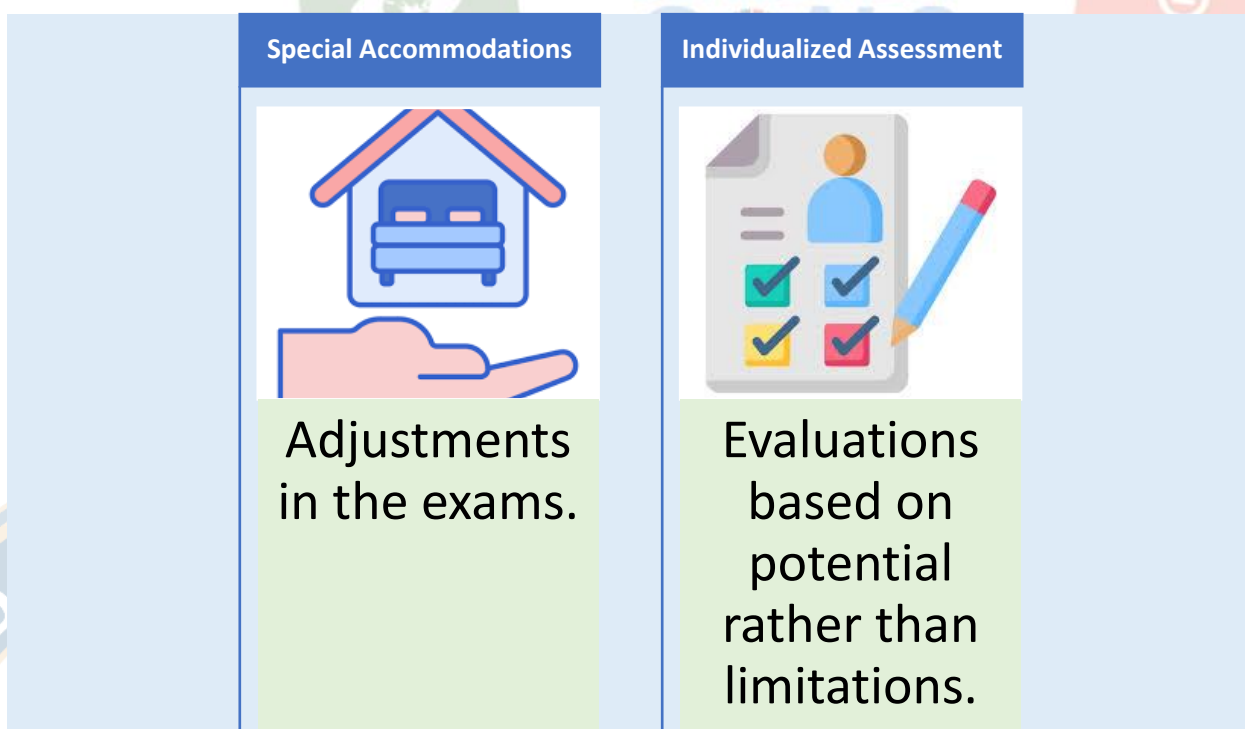
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Access Schemes

1. Admission and Evaluation Support:

- **Objective:** To ensure a fair and equitable admissions process for international applicants with disabilities (local admission is conducted by State Examination Center).
- **Features:**





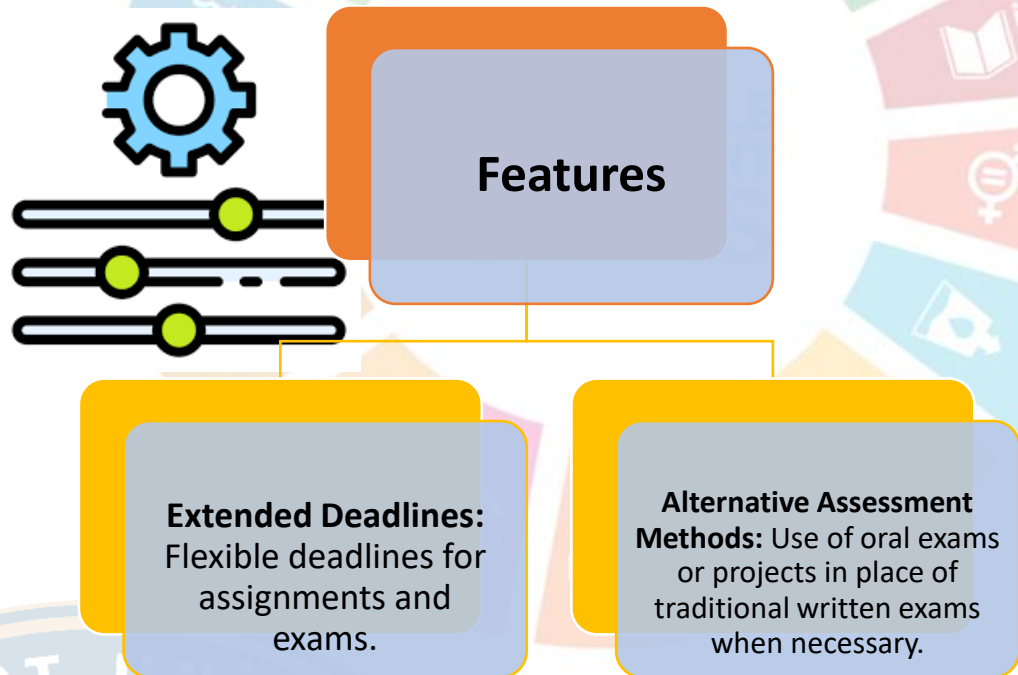
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2. Academic Adjustments:

- **Objective:** To provide necessary accommodations that enable students with disabilities to succeed academically.



3. Inclusive Education Initiatives:

- **Objective:** To promote an inclusive educational environment that respects and values diversity.
- **Programs:**

Awareness Campaigns

- Regular workshops and seminars on disability awareness and inclusion.

Faculty Training

- Training for faculty and staff on inclusive teaching practices and accessibility awareness.



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The objective of the policy is to transform BSU into a disabled-friendly institution known for its suitable infrastructure, supportive facilities, and sensitized atmosphere, enabling individuals with disabilities to thrive and pursue their aspirations.

Inclusion and Anti-Discrimination



Stop
Discrimination

Ensuring admission of students from diverse social backgrounds and providing them with intensive mentoring and counseling.

Strictly adhering to admission policies for individuals with disabilities.





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Infrastructure Support

Upgrading campus infrastructure to enhance accessibility for individuals with disabilities, including the installation of elevators, ramps, railings, accessible washrooms, and tactile pathways.

Providing and upgrading mechanical and technological support such as disabled-friendly software, wheelchairs, and accessible signposts.

Offering sports and wellness facilities tailored to the needs of students with disabilities.



Sensitization and Awareness

Organizing awareness and sensitization programs and events for the able-bodied staff and students to foster a safe and inclusive environment.

Hosting academic and cultural activities, as well as training, short-term courses, and workshops designed to meet the needs of students with disabilities.





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Providing training for college staff on disabled-friendly teaching practices both inside and outside the classroom.

Collaborating with external agencies and organizations to expand learning and vocational training opportunities for students with disabilities.



Counseling and Additional Support

Offering counseling facilities to address the mental health needs of individuals with disabilities.

Conducting remedial classes to support students with disabilities.



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Disabled Students Admissions



The University ensures that disabled students are admitted based on academic merit and ability. Reasonable adjustments are considered to support disabled students, with complex cases reviewed by a panel of senior members.



Disclosure, confidentiality, data protection



The University encourages students to disclose disabilities early, ensuring confidentiality and compliance with data protection laws. Students decide what information is shared and with whom, with options to keep specific details





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Inclusive practice

The University adopts inclusive practices to support all students, with individual adjustments made where necessary.



Teaching and Learning

The University promotes inclusive teaching and learning practices, with support provided to staff through resources, forums, and training. Universal design for learning ensures accessibility for all students throughout the educational process.

Mitigating Circumstances

Disabled students may apply for extensions on coursework based on their disability. Decisions regarding extensions consider factors such as coursework context, parity across student cohort, and exam board demands. Each disabled student is granted a single extension for each piece of coursework, with further extensions requiring additional evidence of extenuating personal circumstances.



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Alternative Assessment

In exceptional cases where reasonable adjustments are ineffective, alternative forms of assessment may be considered. These alternatives are tailored to meet student needs while ensuring fairness.



Competence Standards

The University aims to develop non-discriminatory competence standards. While adjustments cannot be made to competence standards themselves, the assessment methods may be adjusted to accommodate disabled students.





Off-Campus Activities



Modules with field trips ensure inclusivity for all students. Alternative experiences are provided for students unable to attend due to

Placement

The University works with placement providers to accommodate disabled students. Students are encouraged to disclose their disability and discuss adjustments with providers.





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Study Abroad

Disabled students are supported in participating in Study Abroad programs, with adjustments arranged in consultation with partner institutes.



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Student Experience



The University aims for an inclusive student experience across teaching, learning, service provision, information access, facilities, and extracurricular activities. All staff share responsibility for ensuring equal access to opportunities.

Retention

The University endeavors to support disabled students in continuing their studies. Measures include making reasonable adjustments, exploring alternative programs, and offering support through Fitness to Study procedures.





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Disabled applicants meeting the person specification are entitled to interviews. Applicants are invited to request reasonable adjustments to prevent disadvantage.

Staff Retention



The University supports disabled staff in their roles by making reasonable adjustments. If necessary, alternative roles are sought to accommodate their abilities.

Technology

The University employs technology to aid inclusion and support for disabled individuals. Measures include e-learning resources, assistive technology, lecture capture policies, web accessibility standards, and provision of alternative formats.





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Estates and Campus

Accessibility and inclusion are integral to campus design and maintenance. Regular access audits are conducted to identify and address barriers. Facilities such as accessible accommodations and rest spaces are provided to support disabled individuals.



Training for All Staff

All staff receive training on meeting the needs of disabled students and are encouraged to signpost to relevant services. Training covers disability awareness and inclusive practice.



Monitoring and Review

The University regularly reviews and monitors the implementation of this policy to ensure effectiveness and compliance with legislative requirements and equality objectives. Stakeholder consultation and engagement are key components of the review process.



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Future Actions

To further enhance the Disability Support Policy at Baku State University, you may consider incorporating the following elements:

Peer Support Programs

- Establish programs where disabled students can receive peer support from fellow students who have similar experiences. This could include mentorship, study groups, or social activities.

Accessible Transportation

- Ensure that transportation services provided by the university are accessible to students with disabilities, both on and off-campus.

Accessible Communication

- Implement strategies to ensure that all communication from the university, including notices, announcements, and online materials, are accessible to students with disabilities, such as providing alternative formats or utilizing accessible technologies.



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Accessible Events

- Ensure that all university events, including academic lectures, social gatherings, and extracurricular activities, are accessible to students with disabilities by providing accommodations such as sign language interpreters, captioning, or assistive listening devices.

Career Support

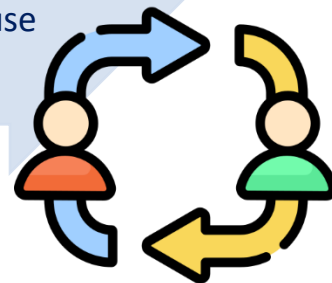
- Provide specialized career support services for disabled students, including assistance with job searches, resume writing, and interview preparation, to ensure their successful transition into the workforce.

Emergency Evacuation Plans

- Develop and implement comprehensive emergency evacuation plans that take into account the needs of students with disabilities, ensuring their safety and well-being in the event of an emergency situation.

Feedback Mechanisms

- Establish regular feedback mechanisms, such as surveys or focus groups, to solicit input from disabled students, staff, and visitors on their experiences with accessibility and support services, and use this feedback to continuously improve policies and practices





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Research and Innovation

- Support research and innovation initiatives focused on improving accessibility and inclusion for individuals with disabilities, both within the university community and beyond.



Community Engagement

- Foster partnerships with local disability advocacy organizations and community groups to enhance support services and promote inclusion for individuals with disabilities within the broader community.



Promotion of Disability Rights

- Actively promote awareness of disability rights and advocate for the rights and inclusion of individuals with disabilities within the university and society at large.

By incorporating these additional elements, the Disability Support Policy at Baku State University can further strengthen its commitment to providing comprehensive support and fostering a truly inclusive environment for individuals with disabilities.





Baku State University

EQUALITY, DIVERSITY AND INCLUSION POLICY

SUSTAINABLE DEVELOPMENT GOALS

1 NO POVERTY 	2 ZERO HUNGER 	3 GOOD HEALTH AND WELL-BEING 	4 QUALITY EDUCATION 	5 GENDER EQUALITY 	6 CLEAN WATER AND SANITATION
7 AFFORDABLE AND CLEAN ENERGY 	8 DECENT WORK AND ECONOMIC GROWTH 	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 	10 REDUCED INEQUALITIES 	11 SUSTAINABLE CITIES AND COMMUNITIES 	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
13 CLIMATE ACTION 	14 LIFE BELOW WATER 	15 LIFE ON LAND 	16 PEACE, JUSTICE AND STRONG INSTITUTIONS 	17 PARTNERSHIPS FOR THE GOALS 	



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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

- 1.1. Introduction
- 1.2. Definitions
- 1.3. Current situation
- 1.4. Legal base

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

- 2.1. Mission
- 2.2. Objectives
- 2.3. Policy statement and the scope of the policy

SECTION 3: ACTION PLAN, MONITORING AND REPORTING

- 3.1. Action plan
- 3.2. Execusion, monitoring and reporting
- 3.3. Measuring and tracking diversity
- 3.4. Recruitment of underrepresented groups
- 3.5. Diversity and equality committee

SECTION 4: RESOURCE ALLOCATION

- 4.1. Resource allocation



SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. Introduction

Baku State University (BSU) is committed to fostering a diverse, inclusive, and equitable environment for all students, faculty, and staff. This policy outlines BSU's dedication to promoting equality and diversity, ensuring that every individual is respected, valued, and given equal opportunities. Good equality, diversity and inclusion practices make sure that the University services provided to internal and external stakeholders are transparent, fair and accessible. It is necessary to ensure that people are treated as equals, they get the dignity and respect that they deserve and that their differences are celebrated. Main belowmentioned protected characteristics are included in this policy are (hereinafter all unfair behaviors due to these characteristics are defined as “unfair behaviors” in this policy):

Gender

Age

Gender
reassignment

Marriage or civil
partnership

Financial
disadvantages

Religion
and belief

Disability

Pregnance
or
maternity

Race

Sexual
orientation

Freedom to choose areas of
research and to speak and teach
publicly about the area of their
research



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1.2. Definitions

EQUALITY

Equality involves treating everyone fairly and providing equal opportunities to succeed, regardless of their background or characteristics.



DIVERSITY

Diversity encompasses recognizing, respecting, and valuing differences among individuals, including ethnicity, gender, age, disability, sexual orientation, and socio-economic background.

INCLUSION

Inclusion ensures that individuals from diverse backgrounds feel welcomed, respected, and able to participate fully in university life.





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1.3. CURRENT SITUATION

The current situation is as follows:

University promotes equality, diversity, and inclusion policy among academic, administrative staff and students.

University raises awareness for equal rights and encourages individuals to show off for the injustice.

University conducts regular workshops, training and informative sessions for employees and students.

University set merit-based recruitment procedure for academic, administrative, and technical staff.

All students can get in touch with the Rector directly via website and address their appeals and grievances according to any kind of unfair behaviors.

The Ethic Code for Academicians and Employees was accepted by the Scientific Council and according to the respective provision(s), any kind unfair behavior is taken as a violation of the provisions of the abovementioned Code. In this case, it is needed to put sanctions or take preventive actions with the decision of The Disciplinary Committee.

University created a mechanism for reporting any unfair actions.

All students can appeal and state grievances in person in a written form to the respective Unit and demand to act for any kind of unfair behaviors.

The Disciplinary Committee performs autonomously according to its statute, and audits the violations of the abovementioned Code provisions, including any kind of unfair behavior, and makes binding decisions.



Conduct survey on monthly basis among students and according to the results preventive actions are taken regarding concerning issues and launch a prompt and in-depth examination into the claims following a report of unfair behavior. Then, take immediate measures and report the issues to responsible bodies.

During examination period, The Appeal Commission is formed, and students can address The Appeal Commission in any case of grievances.

During policy making process and other related activities, different internal and external stakeholders are included within the process.

Holds training courses, seminars, and other informative sessions for students regarding their rights and responsibilities.

Community members who violate this policy may face sanctions, including expulsion of students or termination of workers. Employees who believe they are the victims of unfair behavior should report it right away.

There is the Disciplinary Committee which performs and investigates any violation cases on equality, diversity and inclusion and monitors the implementation of the policy.

Providing academic and administrative staff and students with trainings are planned on Quality Assurance Center's action plan.



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1.4. LEGAL BASE

The legal base of the **Equality, Diversity, and Inclusion Policy (hereinafter – EDI)** is based on the respective provisions of the respective legislations of the Republic of Azerbaijan, Decrees and (or) the orders of the President and the Cabinet of Ministries of the Republic of Azerbaijan, the Labor Code and the Law on Education and other related legal documents.





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SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. Mission of the Policy



The Equality, Diversity, and Inclusion Policy (hereinafter - **EDI**), aims to maintain equal rights for representatives from various races, genders, religions, ages, ethnical diversities, socioeconomic backgrounds, and people with disabilities. The policy ensures that individuals are treated fairly and even within the University community according to a set of principles, guidelines, and other state legislative acts. The mission of the Policy is to promote even chances, eliminate discrimination, and reform biases regardless of background. Moreover, EDI policy aims to foster inclusivity and create an equitable community that gives a sense of respect and belonging. Additionally, this policy sets the targets for admission and graduation/completion of students who fall into the bottom 20% of household income group. Moreover, this policy support academic freedom (freedom to choose areas of research and to speak and teach publicly about the area of their research).



2.2. Objectives of the Policy

To make sure that all there are equal rights for representatives from various races, genders, religions, ages, ethnical diversities, socioeconomic backgrounds, and people with disabilities.

To foster inclusivity and create an equitable community that gives a sense of respect and belonging.

Set targets for admission and graduation/complition of students who fall into the bottom 20% of household income group.

To make sure that individuals are treated fairly and even within the University community according to a set of principles, guidelines, and other state legislative acts.

To refer point and framework, also increase consciousness and awareness on equality, diversity, and inclusion.

Support academic freedom (freedom to choose areas of research and to speak and teach publicly about the area of their research).

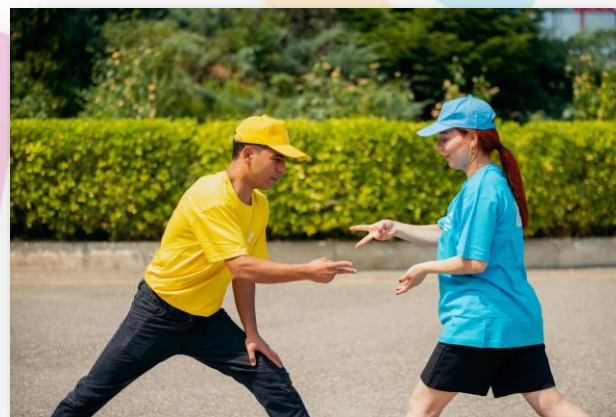
To promote even chances, eliminate discrimination, and reform biases regardless of background.

To ensure participation from different academic and administrative roles but also includes student representatives and voices from various committees and organizations.



2.3. Policy statement and Scope of the Policy

BSU values diversity as an essential component of academic excellence and is dedicated to creating an environment where everyone feels welcome, respected, and supported. This policy aims to promote equality and eliminate discrimination across all university activities. This policy applies to all BSU community members, including students, faculty, staff, visitors, and contractors. It covers all aspects of university life, including admissions, employment, academic programs, and extracurricular activities.





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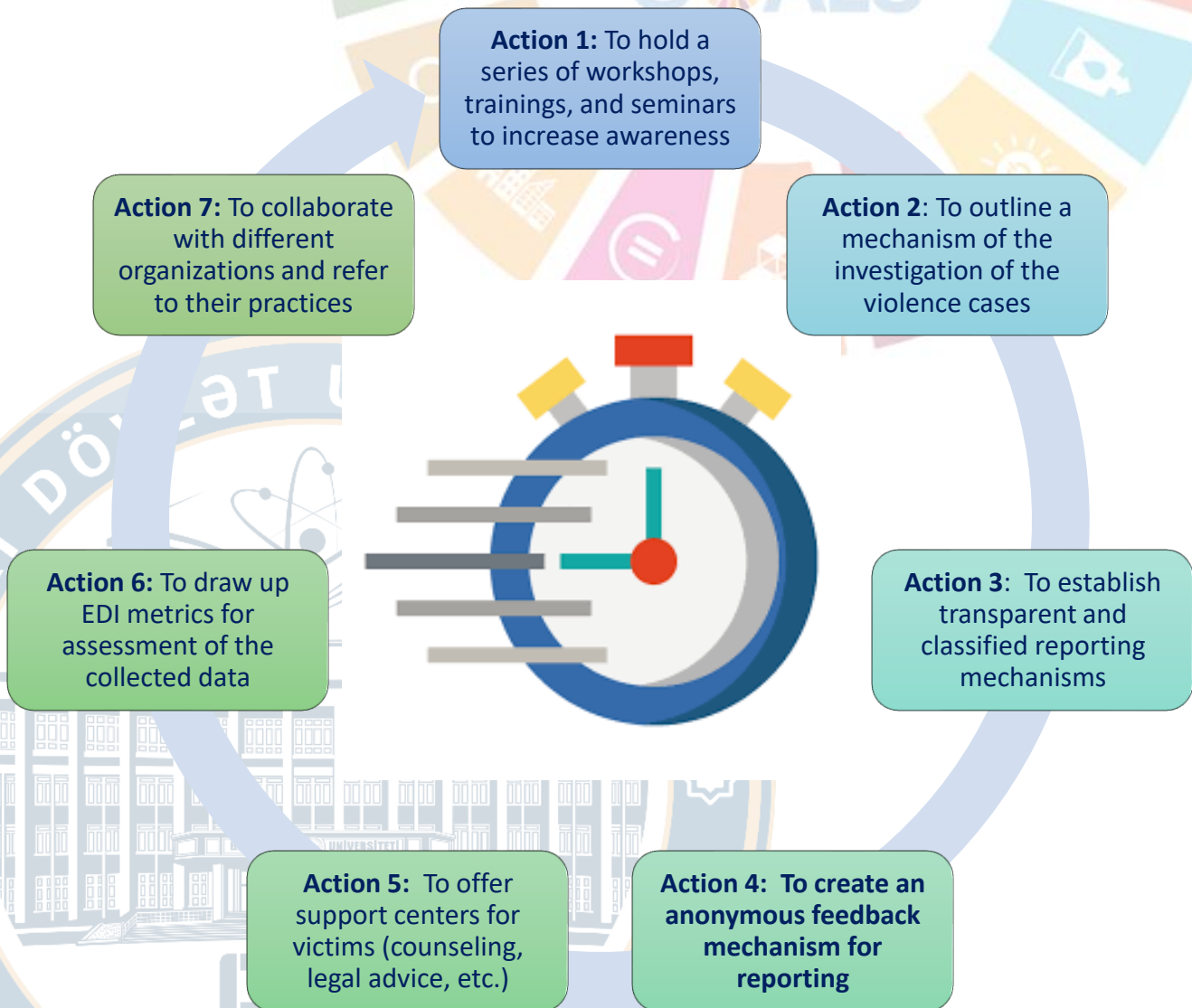


SECTION 3. ACTION PLAN, MONITORING, AND REPORTING

3.1. Action plan

Planned actions in for the short-term and long-term period is as follows:

SHORT-TERM PERIOD ACTIONS (within 3 years)





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LONG-TERM PERIOD ACTIONS (within 10 years)





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3.2. Execution, Monitoring and Reporting

Execution, Monitoring and Reporting actions will be taken as the following:



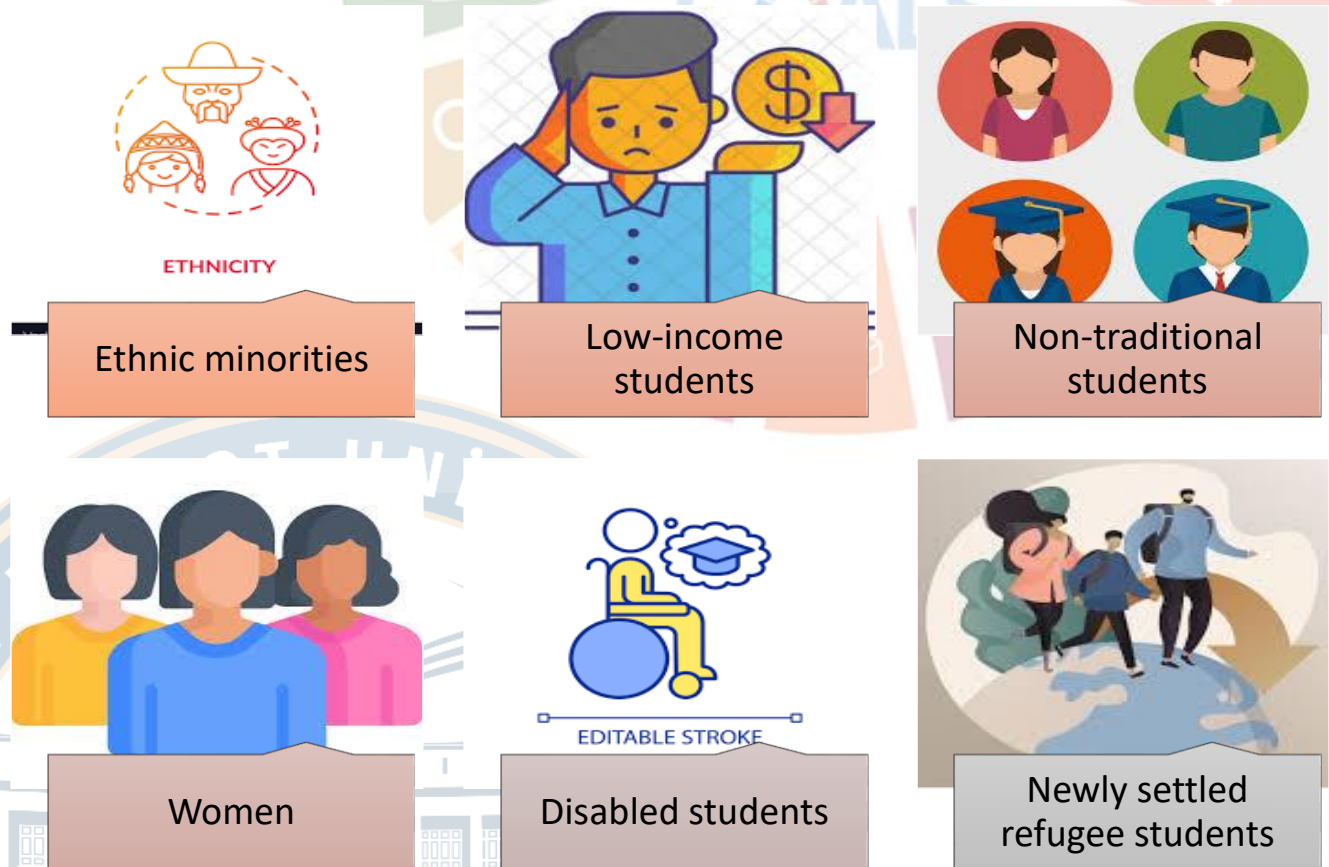


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3.3. Measuring and Tracking Diversity

BSU actively measures and tracks applications and admissions of underrepresented groups, including:



Data collected is used to analyze trends, identify areas for improvement, and develop targeted initiatives to increase diversity.



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3.4. Recruitment of Underrepresented Groups

BSU takes planned actions to recruit students, staff, and faculty from underrepresented groups by:

Targeted Outreach Programs

- Engaging with schools, communities, and organizations serving underrepresented groups to promote opportunities at BSU.

Scholarship and Financial Aid

- Offering financial support specifically for students from disadvantaged backgrounds to encourage their participation in higher education.

Inclusive Recruitment Practices

- Ensuring that job postings, selection criteria, and interview processes are designed to attract diverse candidates and mitigate biases.

Partnerships and Collaborations

- Collaborating with local, national, and international organizations to create pathways for underrepresented individuals to join the university community.



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3.5. Diversity and Equality Committee

BSU has established a Diversity and Equality Committee tasked with advising the administration and governing body on policies, programs, and training related to diversity, equity, inclusion, and human rights on campus.

Responsibilities of the Committee:



Policy Development and Implementation: Develop and oversee the implementation of policies that promote diversity, equity, and inclusion across the university.

Training and Education: Organize workshops, seminars, and training sessions to raise awareness and educate the university community about diversity and inclusion issues.



Monitoring and Reporting: Regularly monitor diversity metrics and report findings to the university leadership, identifying areas for improvement and recommending strategies.

Community Engagement: Foster an inclusive campus culture by promoting open dialogue, understanding, and respect among all members of the university community.





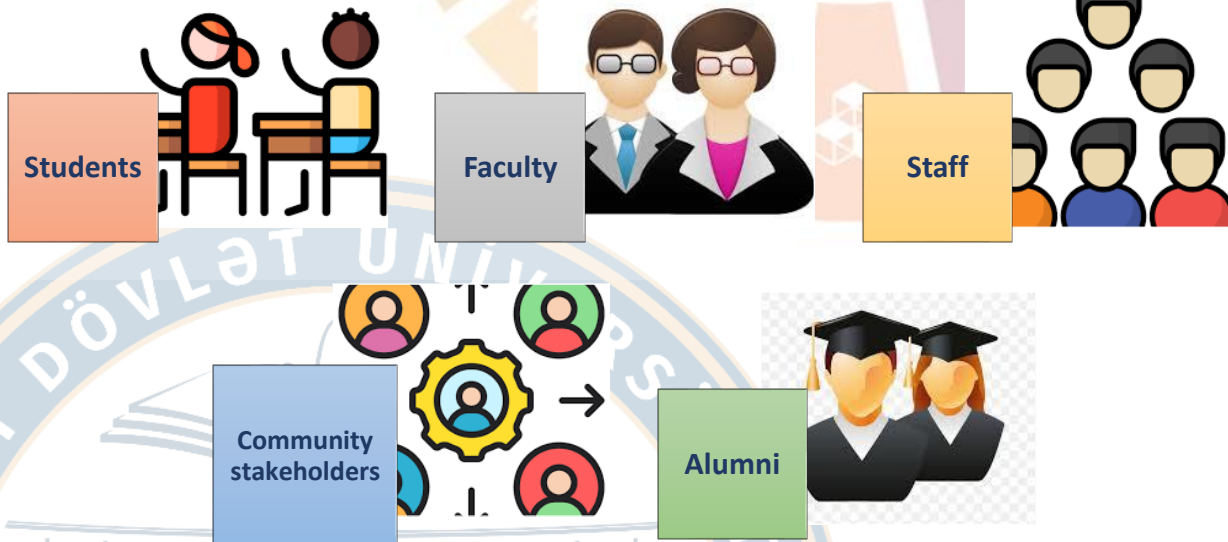
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COMPOSITION OF THE COMMITTEE

The Diversity and Equality Committee includes representatives from various university sectors, such as:

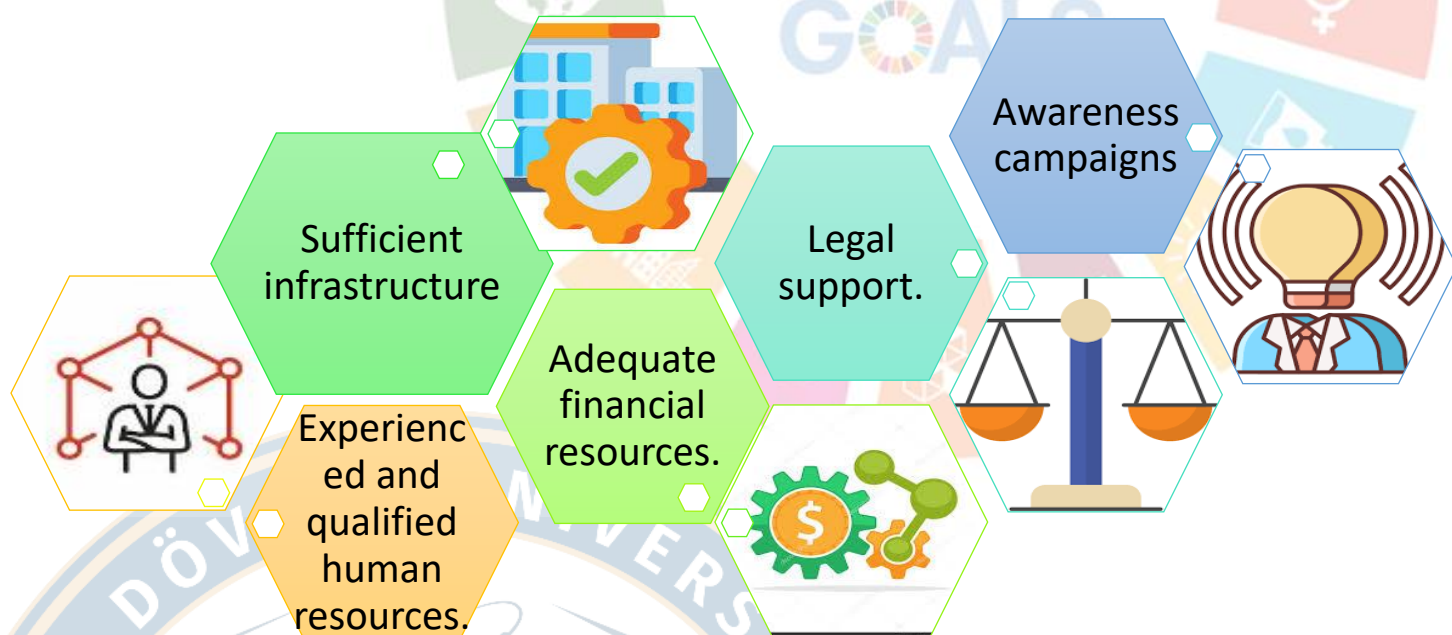




SECTION 4: RESOURCE ALLOCATION

4.1. Resource Allocation

For achieving the goal of this policy, the below-mentioned resources will be used by respective units, comities, and working groups:





Baku State University

HEALTH, SAFETY AND WELLBEING POLICY

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

- 1.1. Introduction
- 1.2. Current situation
- 1.3. Legal base

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

- 2.1. Mission
- 2.2. Objectives
- 2.3. Scope of the policy
- 2.4. Baku state university's commitment to sexual and reproductive health care
- 2.5. Smoke-free campus

SECTION 3: ACTION PLAN, MONITORING AND REPORTING

- 3.1. Action plan for short-term and long-term period
- 3.2. Execution, monitoring and reporting

SECTION 4: RESOURCE ALLOCATION

- 4.1. Resource allocation



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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1 Introduction

The University is unwavering in its commitment to fulfilling its duty of care by ensuring:

The health, safety, and well-being of its staff, students, and visitors are prioritized during activities conducted at or for the University.

Risks to the health, safety, and well-being of individuals are systematically identified, mitigated, and minimized to a reasonably practicable extent.

Adherence to all compliance requirements is rigorously maintained.



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Current situation

The current situation for the respective direction is as follows:

University Polyclinic:

Health care services, including physical, gynecological, reproductive, and other services.

Informational and awareness campaigns.

Free of charge for students and employees.





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Psychological Counseling Service



Support individuals in realizing their full potential.

Establish a framework for active engagement in social and academic life.

Mental health support.

Cognitive behavioral treatment.

Counseling in various areas (depression, anxiety, post-traumatic stress disorder, sexual problems, couple counseling, personal development, sleep disorders, family counseling, elimination of harmful habits).





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Law Clinic Assistance



Free legal aid by highly educated lawyers from BSU's law faculty.

Assistance provided to the needy, underprivileged, elderly, refugees, people with disabilities, and students.

Guidance in defending interests at state and other organizations, legal document preparation.





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BSU Volunteers

Approximately
1,000
volunteer
students.



Active
participation
in various
events and
actions.

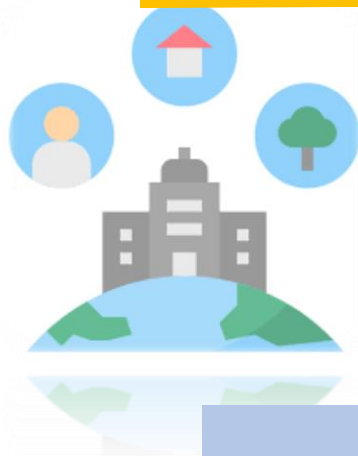


Instrumental
pillar of social
and civic
engagement
within the
university and
the larger
community.





Campus Environment



No Smoking Policy

Smoking (cigars, cigarettes, pipe tobacco, electronic cigarettes) not permitted in any university area.

Prohibited in buildings, residence halls, clinics, labs, classrooms, offices, plazas, vestibules, etc.

No smoking near covered walkways, ventilation systems, building entrances, or on campus property.



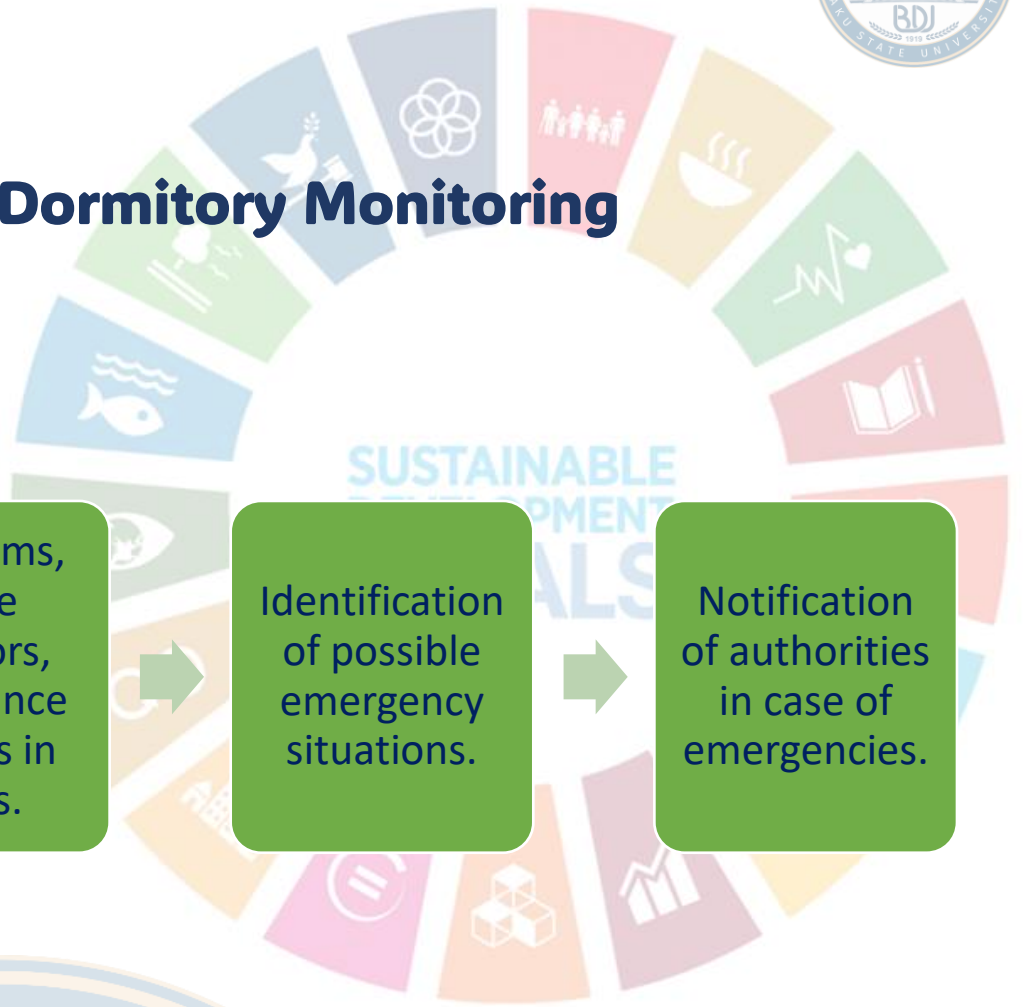


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Dormitory Monitoring



Fire alarms, smoke detectors, surveillance cameras in dorms.

Identification of possible emergency situations.

Notification of authorities in case of emergencies.





STUDENT CITY

The student campus of BSU includes student dormitory No. 1 (Student House) and student dormitory No. 2. The 5-story, 220-seat "Student House" of BSU was commissioned in 2021. Designed for both foreign and local students, the dormitory has 104 standard student rooms and 2 guest rooms for short-term visitors to BSU. Conditions meeting modern standards have been created in the "Student House", the rooms are equipped with necessary furniture, household appliances, heating system. There is a library equipped with the necessary literature and reading room, a meeting room, a leisure room, a kitchen, a laundry room, and a dining room equipped with all the necessary equipment. In the courtyard of the dormitory, sports equipment has been installed and a recreation corner has been created for students to spend their free time effectively.





There are 24 double and 2 triple rooms on each floor of the dormitory. The rooms are provided with a table, chair, modern bed furniture and wardrobe with individual, special design and color for each student. Two kitchens and two utility rooms are at the service of students on each floor. Refrigerators and other necessary equipment are placed in the kitchen to ensure students' comfort. The rooms are equipped with high-speed internet.

Fire-fighting equipment is installed on all floors and rooms of the dormitory, which is equipped with a central heating system. There is a medical center provided with necessary equipment and medicines in the dormitory. Security in the dormitory area is regularly monitored by cameras.





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UNIVERSITY POLICLINIC

Polyclinic No. 30, located on the territory of the University, provides medical services to BSU faculty and student contingent. The main task of the polyclinic, which started operating in 1990, is to provide medical services to the university's many thousands of teachers and students, and to protect their health. 19 doctors and 18 paramedics work in the polyclinic. The polyclinic has laboratory, therapy, ophthalmology, physiotherapy, surgery, dentistry and other medical rooms. Here, patients are examined using an ultrasound examination device, physiotherapy equipment, stemmatological and other devices. Biochemical and clinical analyzes are carried out in the polyclinic's laboratory. In the biochemical analysis, rheumatism, triglycerides, cholesterol, sugar, ALT, AST, hormones, and in the clinical analysis, the general analysis of blood, hemoglobin, ECS, feces, urine and leukocytes are checked. Malaria testing is also carried out in the laboratory. The polyclinic is provided with medicines and necessary medical supplies by the Baku General Health Department.





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PSYCHOLOGICAL COUNSELING SERVICE



The Psychological Assistance Sector of Baku State University (BSU) was established in 2019. The aim of the psychological assistance sector, which was created for the first time among Azerbaijan higher education institutions in Baku State University, is to help the professional personal development and growth of university employees and students, to provide their psychological protection, to maintain and strengthen their psychological health, and to help students realize their abilities. Favorable socio-psychological and socio-pedagogical conditions for training activities have been created in the sector. The compliance of psychological service activities with the modern principles of the higher education system, the unity of scientific, applied and practical aspects of psychological service in higher schools, the development of diagnostic, predictive and management functions in relation to all higher school subjects are the main organizational and operational principles of the Psychological Assistance Sector.





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The Psychological Assistance Sector contributes to the creation of an atmosphere of mutual understanding and mutual respect between the professor-teacher, administrative-technical and student staff. This activity was especially important in preventing the emotional and mental crisis that may arise in students during the pandemic. Conducting training on "Stress and stress management", "Depressive state", "Psychosomatic problems", "Couple relations", "Personal development", "Mood disorders", "sleep disorders", "Family counseling" in the sector. Services such as anxiety disorders, posttraumatic stress and related disorders, sexual problems, couple counseling, and harmful habits are provided.

The sector regularly carries out educational activities among employees and students. Considering the moral and psychological condition of the students and employees who stayed at home during the special quarantine regime, he provided psychological support to them through official social media accounts. During the pandemic, the sector considered more than 300 individual applications of employees and students and provided professional assistance in eliminating their individual psychological problems.





SPORTS AND HEALTH CENTER

Sports and Health Center of Baku State University was established in 2020 at the base of the Sports Club. The main task of the center is to instill high moral, voluntary and physical qualities, national moral values in university employees and student-young people, to help organize their free time effectively, to prepare them for work and defense of the motherland, and to help them to form healthy, modern, comprehensive personalities. A healthy lifestyle and sports have a great role in training active and capable specialists of the modern era. Taking this into account, BSU has created all conditions for employees and students to systematically engage in sports, to organize their free time effectively, and to train athletes regularly. Chess, volleyball, football, basketball, handball, badminton and other sports teams have been formed in the center, consisting of employees and students. Teams are prepared by highly qualified coaches. The staff, female, and male student teams of BSU regularly train and represent the University well in competitions and contests held at the BSU and at the national level.





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CULTURE-CREATIVE CENTER



The Culture and Creativity Center of Baku State University (BSU) was established in 2020 on the basis of the self-activity club. Its main task is to hold cultural-mass events, competitions and festivals, to create conditions for employees and students of the University to reveal and develop their creativity, to organize their free time in an efficient way, as well as to educate young students in the spirit of patriotism, to inform students of the essence of the cultural policy carried out in the country. incultation, preservation of universal and national-spiritual values, promotion of multicultural and spiritual values in the university, etc.





The Center regularly participates in social projects implemented at the University as an organizer of mass events, literary and artistic evenings, new compositions, competitions, exhibitions and conferences. BSU works to ensure the active participation of employees and students in large-scale projects and various literary and artistic events in the country and plays an active role in revealing the self-development of talented students. The center has an instrumental and dance ensemble of female and male students, a choir, art and drama club.





LEGAL BASE

Health and safety commitment:



The University underscores its dedication to health and safety through the implementation of a comprehensive safety management system.

This system is designed to support governance arrangements, objectives, and principles related to health, safety, and well-being. It encompasses safety risk management, incident reporting, injury management, and compliance with legal requirements. All these standards have to follow Labor Code of The Republic of Azerbaijan (<https://e-qanun.az/framework/46943>) and Law of The Republic of Azerbaijan on education (<https://e-qanun.az/framework/18343>).





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Wellbeing: The University places a high value on the health of its staff and students, recognizing that well-being significantly influences workforce and student performance. The University is committed to cultivating a working and learning environment that fosters a healthy, safe, and engaged community.

Proactive measures will be taken to support the welfare of staff and students, optimizing their potential. The University will implement measures to identify psychosocial hazards and establish controls to mitigate associated risks.



SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. Mission of the policy

This policy articulates the University's dedication to safeguarding the health, safety, and well-being of all individuals involved in activities associated with the institution.



2.2. Objectives of the policy

The purpose of this policy is to guide University staff and students on their obligations concerning Health, Safety, and Wellbeing. By doing so, it aims to establish clear expectations for both parties.

2.3. Scope of the policy:

This policy applies to all individuals affiliated with the University, including staff members and students.

2.4. BAKU STATE UNIVERSITY'S COMMITMENT TO SEXUAL AND REPRODUCTIVE HEALTH CARE

Baku State University (BSU) is committed to promoting the health and well-being of its students by providing comprehensive sexual and reproductive health-care services. The university recognizes the importance of education and access to information in empowering students to make informed decisions about their health.



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Sexual and Reproductive Health-Care Services



1. Health Care and Counseling Services:



On-Campus Health Center

- BSU's on-campus health center offers confidential sexual and reproductive health-care services to students. These services include consultations, examinations, and referrals to specialized care if needed.

Professional Counseling

- The university provides professional counseling services to support students with concerns related to sexual and reproductive health, ensuring a safe and supportive environment for discussion and advice.





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2. Educational Programs and Workshops:

- BSU organizes regular workshops and seminars on topics such as sexual health, reproductive rights, contraception, and safe practices. These sessions are led by healthcare professionals and are designed to equip students with essential knowledge and skills.

Workshops and Seminars



- The university conducts awareness campaigns on campus to address critical issues such as sexually transmitted infections (STIs), HIV/AIDS prevention, and healthy relationships.

Awareness Campaigns



3. Access to Resources:

Educational Materials

BSU provides access to a variety of educational materials, including brochures, articles, and online resources, to help students stay informed about sexual and reproductive health topics.



Online Platforms

The university utilizes online platforms and social media to disseminate information and engage students in discussions about sexual and reproductive health.



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4. Partnerships and Collaborations



Collaboration with Health Organizations



BSU collaborates with local and national health organizations to enhance the quality and reach of its sexual and reproductive health-care services. These partnerships enable the university to offer specialized workshops and access to expert advice.

SUSTAINABLE DEVELOPMENT

Student-Led Initiatives



The university supports student-led initiatives and clubs focused on sexual health education and advocacy, encouraging peer-to-peer learning and support.





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Impact on Student Well-being

Empowerment and Education

By providing access to sexual and reproductive health-care services, BSU empowers students to make informed choices about their health and well-being, contributing to a healthier and more informed student community.

Supportive Environment

The university's comprehensive approach fosters a supportive and inclusive environment where students feel comfortable seeking information and assistance on sensitive health matters.

Promoting Health and Safety

BSU's commitment to sexual and reproductive health care promotes the overall health and safety of its students, ensuring they have the resources and support needed to lead healthy lives.





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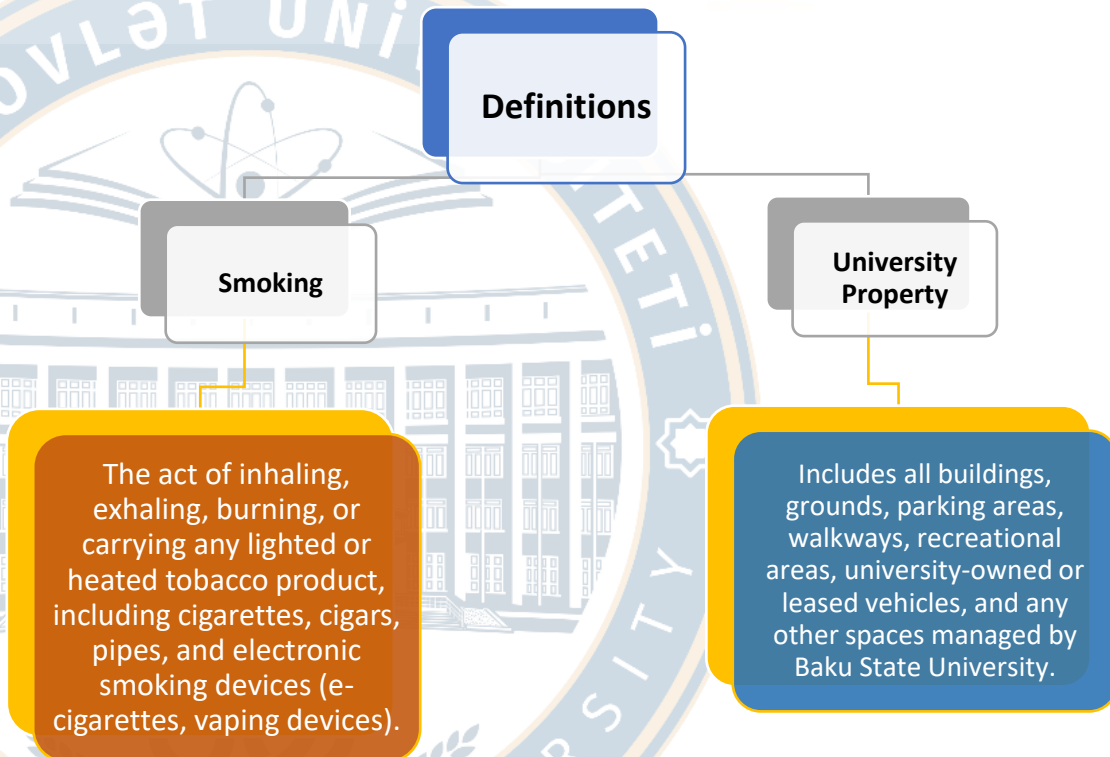
2.5. SMOKE-FREE CAMPUS

Baku State University (BSU) is committed to providing a healthy, safe, and clean environment for its students, staff, faculty, and visitors. To support this commitment, BSU has implemented a smoke-free campus policy that prohibits smoking in all indoor and outdoor areas on university property.



Scope

This policy applies to all individuals on Baku State University premises, including students, faculty, staff, contractors, and visitors. It encompasses all university-owned or leased buildings, facilities, outdoor spaces, and vehicles.





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Prohibited Areas:

Smoking is prohibited in all indoor and outdoor areas on BSU property, including but not limited to:

Classrooms, laboratories, and lecture halls

Offices and administrative buildings

Libraries and study spaces

Dining facilities and cafeterias

Residence halls and dormitories

Sports complexes and recreational facilities

Parking lots and university vehicles

Campus walkways and open spaces





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SECTION 3. ACTION PLAN, MONITORING, AND REPORTING

3.1. ACTION PLAN:

Short-Term Actions

Immediate Awareness Campaigns

- Launch immediate awareness campaigns regarding the existing health and safety services such as the University Polyclinic, Psychological Counseling Service, Law Clinic Assistance, and other support services.
- Utilize various communication channels, including social media, emails, and physical posters, to ensure widespread awareness.

Training Sessions

- Conduct training sessions for staff and students on the existing health and safety measures, including the no-smoking policy, emergency procedures, and proper use of facilities.

Emergency Response Drill

- Organize an emergency response drill to ensure that all individuals on campus are familiar with evacuation procedures and emergency contacts.

Feedback Mechanism

- Establish a feedback mechanism for individuals to report any immediate concerns or issues related to health, safety, and wellbeing.



Long-Term Actions

Continuous Monitoring and Evaluation

- Implement a systematic monitoring and evaluation process for the effectiveness of health and safety measures.
- Regularly review incident reports, identify trends, and update policies accordingly.

Expansion of Support Services

- Evaluate the effectiveness and demand for existing support services like the Psychological Counseling Service and consider expanding services based on the needs of the university community.

Infrastructure Enhancement

- Plan for the enhancement of infrastructure, especially in student dormitories and healthcare facilities, to ensure they meet modern standards.
- Regularly assess and upgrade safety features in dormitories, including fire alarms and surveillance systems.

Wellbeing Programs

- Develop and implement long-term wellbeing programs that promote a healthy lifestyle and mental health awareness among staff and students.
- Introduce workshops, seminars, and activities that focus on stress management, work-life balance, and overall wellbeing.



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Collaboration with External Entities

Explore collaborations with external entities, such as health organizations or government agencies, to enhance the University's health and safety initiatives.

Technology Integration

Explore the integration of technology for health monitoring, emergency alerts, and communication to enhance the overall safety of the campus.

Regular Policy Review

Establish a schedule for regular reviews of the Health, Safety, and Wellbeing Policy to ensure its continued relevance and effectiveness.

Involve stakeholders in the review process to gather diverse perspectives.

Community Engagement

Foster a sense of community engagement through initiatives like the BSU Volunteers program, encouraging students to actively participate in community service and events.



Data-Driven Decision Making

Implement a data-driven approach to decision-making by collecting and analyzing data related to health, safety, and wellbeing.

Use data insights to identify areas for improvement and allocate resources strategically.

Sustainability Initiatives

Integrate sustainability initiatives into the Health, Safety, and Wellbeing Policy, promoting a healthy and environmentally conscious campus

3.2. Execution, Monitoring and Reporting

The University will proactively address risks and opportunities by:

Identifying, assessing, and controlling both physical and psychosocial foreseeable risks to prevent or minimize harm.

Planning, implementing, controlling, and maintaining processes to reduce hazards, manage change, support safe procurement, and manage contractors.

Establishing health and safety objectives.

Ensuring emergency preparedness and response.

Allocating resources for the maintenance and continual improvement of the safety management system.

Reporting and investigating incidents, injuries, illnesses, and other harm resulting from work processes, and implementing and communicating preventative strategies.



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- Staff and students will receive appropriate training and support to:

Undertake activities safely and adhere to the University's safety requirements.

Report unsafe conditions.

Participate in the continual improvement of safety measures.

LEADERSHIP COMMITMENT AND CONSULTATION

University senior management will exhibit leadership and commitment to health, safety, and well-being by:

Consulting with staff to ensure the effectiveness of safety management systems and regular review of health and safety issues.

Continuously improving and measuring health and safety performance through staff consultation, health and safety committee meetings, and the issue resolution process.



SECTION 4: RESOURCE ALLOCATION

4.1. Resource Allocation

For achieving the objectives of this policy, the following resources will be allocated by respective units, committees, and working groups:

Competent and Trained Human Resources

- Ensure that staff members involved in health, safety, and wellbeing management are competent and well-trained.
- Training programs for emergency response, risk assessment, and general health and safety practices.

Sufficient Financial Resources

- Allocate adequate funds to support health, safety, and wellbeing initiatives.
- Financial provisions for safety equipment, awareness campaigns, and ongoing training programs.

Physical Infrastructure

- Maintain and upgrade physical infrastructure to meet health and safety standards.
- Invest in necessary facilities, such as well-equipped healthcare centers, safety signage, and emergency response systems.

The responsible units, committees, and working groups will work collaboratively to ensure effective utilization of these resources in alignment with the outlined policies and objectives. Regular reviews and assessments will be conducted to optimize resource allocation for continuous improvement in health, safety, and wellbeing across the University.





Baku State University

HOLISTIC ETHICAL ORGANIZATIONAL CULTURE POLICY

SUSTAINABLE DEVELOPMENT GOALS





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HOLISTIC ETHICAL ORGANIZATIONAL CULTURE POLICY

CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. INTRODUCTION

1.2. CURRENT SITUATION

1.3. LEGAL BASE

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. MISSION

2.2. OBJECTIVES

2.3. SCOPE OF THE POLICY

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

3.1. PLANNED ACTIVITIES

3.2. EXECUTION, MONITORING AND REPORTING

SECTION 4: RESOURCE ALLOCATION

4.1. RESOURCE ALLOCATION



SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. INTRODUCTION



Organizational culture (hereinafter – OC) and organizational ethics (hereinafter – OE) are two various subjects that are closely related with each other and intertwined in different ways. OC is perceived as shared values, beliefs and behaviors that have influence on the work

environment and behaviors of employees and other internal stakeholders in the organization. On the other hand, OE is the principles, which guide a person individually or employees' behaviors regarding accepted right or wrong actions.

It is obvious that having an ethical organizational culture and applicable Holistic Ethical Organizational Policy (hereinafter – HEOC), which provides guidance for employees and other internal stakeholders on ethical behaviors, can reduce misbehavior actions in the organizations.

1.2. CURRENT SITUATION

Baku State University (hereinafter – BSU) is the only largest and oldest University in Azerbaijan and has a long history from 1919, which effects formulation of holistic organizational culture throughout decades. As a University, BSU has more than 24.000 students and almost 3000 employees, including academic staff, administrative staff, support, and technical staff. It is obvious that students, academicians or other staff from different cultures, perceptions, values, and beliefs foster diversity within the University and thus, it is essential to have accepted framework regarding right and wrong actions considering different categories.

**CURRENT
SITUATION**



According to the respective provisions of Labor Code of Azerbaijan Republic, other related legislations, and internal rules of BSU, respective labor contract is signed by all employees within recruiting process and all newly recruited employees get acquainted with their respective job descriptions. In all job descriptions, it is mentioned that it is mandatory for all employees to obey accepted disciplinary rules in BSU, including Code of Academic Integrity, Code of Ethics for Employees and Teachers.

The Disciplinary Commission is performing according to its stature and addresses the issues related to violations of the requirements of respective ethic codes. On the other hand, Code of Ethics for Employees and Teachers was adopted by The Scientific Council and employees are encouraged to behave in line with Code of Academic Integrity, Code of Ethics for Employees and Teachers (together hereinafter – Codes) and informed about the possible risks of misbehaviors.

Additionally, the Trade Union is operating at BSU according to its statue and the Union has responsibility to protect the rights of labors and make their voices heard from the Senior Leadership. In the case of the termination of the labor contract due to violations of provision(s) of the Codes, The Union investigates the case and make decision, take some preventive action(s) in necessity.

Moreover, Appeal Commission is performing at BSU according to its statue and responsible for handling student appeals and grievances and inform related Unit or structure about the apeal and grievances and support for the resolution.





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1.3. LEGAL BASE



Legal base of HEOC is provisions of the respective Laws of Azerbaijan Republic, Decrees and (or) the orders of The President and The Cabinet of Ministries of Azerbaijan Republic, this HEOC Policy of Baku State University, respective International Field Standards and other related legal documents. In cases where the application of HEOC Policy requirements conflicts with existing laws, regulations, or governmental requirements, exemptions may be granted.

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. MISSION OF THE HEOC POLICY



The mission of this policy is to foster and promote behaviors considering ethical values, including diversity, honesty, respect, and fairness through making framework and guidance on ethical organizational culture.



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2.2. OBJECTIVES OF THE HEOC POLICY



The objectives of the HEOC Policy are as the following:

- To increase job satisfaction and BSU brand image among students and employees through ethical organizational culture.
- To make framework and awareness on Leadership and Conflict Resolution.
- To address student and employee complaints effectively.
- To promote ethical organizational culture practices among academic and other employees.
- To promote intellectual property rights and academic integrity.
- To foster mutual respect among various internal and external stakeholders.
- To encourage ethical behaviors while discouraging wrong behaviors and making awareness about the consequences of misbehavior.





2.3. SCOPE OF THE HEOC POLICY

The HEOC Policy is binding for all BSU staff and encompasses all individuals with whom they have an employment relationship with BSU. This includes:

- Employees (academic staff, technical staff, administrative staff etc.)
- Students (higher education level (bachelor, master, and doctorate) regardless of the form of education (full-time, part-time))
- Interns
- Volunteers





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SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

3.1. PLANNED ACTIVITIES

Planned actions in for the short-term and long-term period is as following:



SHORT-TERM PERIOD ACTIONS (within 3 years)

Action 1: Updating related Code of Academic Integrity, Code of Ethics for Employees and Teachers by involving internal and external stakeholders

Action 2: Preparation of guidance (the collection of respective accepted ethical codes) and provide the information about the conflict resolution mechanism and complaints handling process in the respective guidance

Action 3: Dissemination of the Code of Academic Integrity, Code of Ethics for Employees and Teachers through trainings for employees, students and academics staff

Action 4: Supporting research and innovation regarding ethical organization culture



Action 5: Addressing violations and reporting about the conflict resolution result

Action 6: Making clear and accessible reporting channel while protecting whistleblowers

Action 7: Conducting Ethical Audits and assessing the implementation of the policy on yearly basis

LONG-TERM PERIOD ACTIONS (within 10 years)

Action 8: Supporting research and innovation regarding ethical organization culture

Action 9: Addressing violations and reporting about the conflict resolution result

Action 10: Conducting Ethical Audits and assessing the implementation of the policy on yearly basis

Action 11: Dissemination of the Ethic Codes through trainings for employees, students and academics staff

Action 12: Collectively address relevant emerging issues by involving internal and external stakeholders

Action 13: Support regulatory developments for holistic ethical organizational culture



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3.2. EXECUTION, MONITORING AND REPORTING

For execution, monitoring and reporting of the HEOC policy, the actions that will be taken are as the following:



- 1. Disciplinary Committee:** The Disciplinary Committee addresses the violation of the provision of Code of Academic Integrity, Code of Ethics for Employees and Teachers, and investigates and makes decision and take preventive actions for misbehaviors.
- 2. Ethical Audits:** Respective unit according to its statue conduct regular reviews of respective reports and internal investigation.
- 3. Regular Review and Updates:** Continuously review and update HEOC Policy and other related Codes to align it with changes in emerging challenges, and evolving stakeholder expectations.
- 4.** Disciplinary Committee and respective responsible unit report to the Rector and the Scientific Council on the implementation of the HEOC Policy on a yearly basis.



SECTION 4: RESOURCE ALLOCATION

4.1.RESOURCE ALLOCATION



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

- **Competent and trained human resources.**
- **Sufficient financial resources.**
- **Physical infrastructure.**





Baku State University

Local Stakeholder Engagement Policy

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

1. INTRODUCTION
2. PURPOSE
3. SCOPE
4. DEFINITIONS
5. POLICY STATEMENT
6. OBJECTIVES
7. RESPONSIBILITIES
8. PROCEDURES
9. MONITORING AND EVALUATION
10. CONTINUOUS IMPROVEMENT
11. REVIEW AND REVISION
12. STAKEHOLDER MATRIX



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1. INTRODUCTION

INTRODUCTION

Baku State University (BSU) recognizes the importance of engaging with local stakeholders, including residents, government entities, and civil society organizations. This policy outlines the university's commitment to fostering meaningful relationships and facilitating stakeholder participation in university decision-making processes.

2. PURPOSE

The purpose of this policy is to establish clear guidelines and procedures for identifying, engaging, and collaborating with local stakeholders to ensure their input is valued and integrated into the university's strategic initiatives and decisions.



3. SCOPE

This policy applies to all departments, faculties, and units within BSU and covers interactions with stakeholders in Baku and surrounding areas, including but not limited to:

- Residents
- Local government agencies
- Civil society organizations
- Business and industry partners
- Educational institutions
- Refugee resettlement agencies
- Environmental groups
- Cultural and community organizations



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4. DEFINITIONS



Local Stakeholders: Individuals, groups, or organizations located within the university's geographical area of influence that may be affected by or have an interest in the university's operations and activities.

Engagement: A process of establishing, maintaining, and nurturing relationships with stakeholders to ensure mutual understanding, trust, and collaboration.

Meaningful Participation: Ensuring stakeholders can contribute to decision-making processes in a way that their input is considered, valued, and has a tangible impact.

5. POLICY STATEMENT

BSU is committed to identifying and engaging with local stakeholders in a manner that is transparent, inclusive, and responsive to community needs. The university shall ensure that stakeholders have meaningful mechanisms for participation in decision-making processes.





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6. OBJECTIVES



- ✓ To identify and prioritize local stakeholders relevant to the university's mission and strategic goals.
- ✓ To establish communication channels that facilitate ongoing dialogue and collaboration with stakeholders.
- ✓ To incorporate stakeholder input into university planning, decision-making, and evaluation processes.
- ✓ To foster trust and mutual benefit between the university and local communities.

7. RESPONSIBILITIES

University Leadership: Ensure adherence to this policy and provide necessary resources for stakeholder engagement initiatives.

Stakeholder Engagement Committee: Establish a dedicated committee responsible for implementing and monitoring engagement activities. The committee shall include representatives from various university departments and stakeholder groups.

Department Heads and Faculty: Actively participate in engagement activities and integrate stakeholder perspectives into academic and administrative functions.





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8. PROCEDURES

8.1. Identification of Stakeholders



- Conduct a stakeholder mapping exercise annually to identify key local stakeholders and their interests, concerns, and potential impact on the university.
- Prioritize stakeholders based on their influence, relevance, and alignment with the university's strategic goals.

8.2. Engagement Mechanisms

- **Communication Channels:** Establish and maintain various communication channels, including newsletters, social media, and community meetings, to keep stakeholders informed and engaged.
- **Stakeholder Forums:** Organize regular forums, workshops, and roundtable discussions to facilitate dialogue and gather input from stakeholders.
- **Advisory Councils:** Form advisory councils comprising stakeholders from diverse sectors to provide guidance on specific initiatives and projects.
- **Feedback Mechanisms:** Implement systems for collecting and responding to stakeholder feedback, ensuring transparency and accountability.



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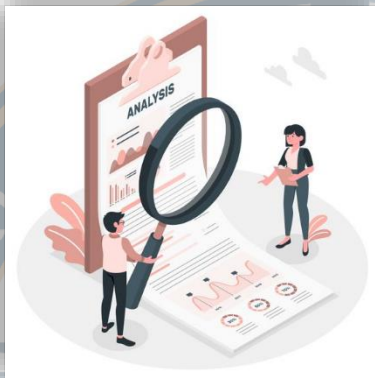
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8.3. Participation in Decision-Making

- **Stakeholder Representation:** Ensure representation of stakeholders in university committees and working groups where decisions impacting the community are made.
- **Consultation Processes:** Engage stakeholders in consultation processes during the planning and implementation of major projects, policies, and programs.
- **Decision-Making Frameworks:** Develop decision-making frameworks that incorporate stakeholder input and assess its impact on university outcomes.

9. MONITORING AND EVALUATION



- Regularly assess the effectiveness of stakeholder engagement activities and make necessary adjustments to improve outcomes.
- Conduct annual reviews of stakeholder engagement initiatives and report findings to university leadership and stakeholders.
- Utilize feedback from stakeholders to refine engagement strategies and enhance the quality of relationships.



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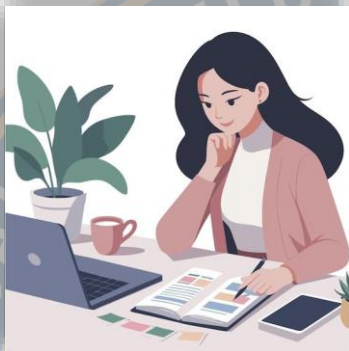
10. CONTINUOUS IMPROVEMENT

BSU is committed to continuously improving its stakeholder engagement practices by:

- Investing in staff training and development to enhance engagement skills and capabilities.
- Keeping abreast of best practices and innovations in stakeholder engagement within higher education.
- Encouraging an organizational culture that values diversity, inclusivity, and collaboration.



11. REVIEW AND REVISION



This policy shall be reviewed and revised every year or as needed to ensure its continued relevance and effectiveness in achieving the university's goals.



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12. STAKEHOLDER MATRIX

Stakeholder	Interest	Influence	Impact	Engagement Strategy
<i>University leadership</i>	High	High	High	Active involvement and consultation
<i>Academic staff</i>	Medium	Medium	High	Regular meetings and feedback
<i>Administrative staff</i>	Medium	Low	Medium	Information sharing
<i>Students</i>	High	Medium	High	Surveys, forums, and committees
<i>Alumni</i>	Medium	Low	Medium	Alumni events and networking
<i>Local residents</i>	Low	Medium	Medium	Community meetings and newsletters
<i>Local government agencies</i>	Medium	High	High	Strategic partnerships
<i>Civil society organizations</i>	Medium	Medium	Medium	Collaboration on projects



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<i>Business and industry partners</i>	High	High	High	Partnerships and joint ventures
<i>Educational institutions</i>	Medium	Medium	Medium	Academic collaboration
<i>Environmental groups</i>	Medium	Medium	Medium	Joint initiatives and campaigns
<i>Cultural and community organizations</i>	Medium	Low	Medium	Cultural events and partnerships
<i>Media and press</i>	High	Medium	High	Press releases and media briefings
<i>Donors and sponsors</i>	High	High	High	Regular updates and acknowledgments





Baku State University

Academic Freedom Policy

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT



Introduction
Objective
Scope
Rights of Students
Rights of Teachers in Classroom
Faculty as Citizens
Right to Research
Intellectual Debate
Procedure for Academic Freedom Impairment
Complaint Process for Victimized Students
Future actions





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INTRODUCTION

Academic freedom, as endorsed by BSU, encompasses the autonomy of a university to establish its intellectual priorities without unwarranted external interference. Moreover, it extends to the freedom of all stakeholders, including students, professors, teachers, deans, faculty, and subject matter experts, to foster extensive discussions on intellectual, academic, and moral matters. This freedom is exercised through teaching, studying, writing, speaking, and engaging in knowledge pursuit, inquiry, and research, all without undue interference.

Baku State University explicitly supports the autonomy of teachers to explore any subject that piques their intellectual curiosity. In doing so, instructors are entitled to critique or advocate for changes in social, academic, and institutional norms and established wisdom. They have the freedom to present their findings to students, colleagues, and the public, publish their data and conclusions without control or censorship, and employ teaching methods they consider professionally appropriate.

Furthermore, BSU upholds the rights of students to delve into subjects that captivate their interest, form their own conclusions, and express their individual opinions. This commitment to academic freedom ensures an environment where intellectual exploration and diversity thrive, fostering a culture of open dialogue and the free exchange of ideas within the university community.





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OBJECTIVE

Academic freedom is integral to the university's mission, essential for the advancement of knowledge, and the free exchange of ideas among faculty, students, and librarians. Baku State University is dedicated to fostering an environment that encourages exploration and expression without fear of reprisal, contributing to the common good through the pursuit of truth and knowledge.



SCOPE

Institutions of higher education must commit to the pursuit of truth, knowledge transmission, and the creation of reliable scholarly works. Academic freedom is essential for these goals and includes the right of the university to determine its educational mission without external interference. This policy ensures protection for those engaged in academic activities such as teaching and research.





RIGHTS OF STUDENTS



Students have the right to academic freedom, accompanied by the responsibility to engage in intellectual diversity. Faculty members should create an environment where students feel assured that expressing differing opinions will not result in penalties.

RIGHTS OF TEACHERS IN CLASSROOM

Teachers have the right to teach their curriculum without undue interference. While the freedom to teach allows for the incorporation of faculty beliefs, it is important to distinguish between knowledge and belief. Controversial matters or irrelevant topics should not be introduced unless they are directly related to the course content.





FACULTY AS CITIZENS



As citizens, faculty members have the right to express their views without institutional censorship. However, faculty members must recognize their special obligations, including accuracy, appropriate restraint, and respect for others' opinions. It is crucial to indicate that personal views do not represent the institution.

RIGHT TO RESEARCH

Academic freedom extends to research and creative work. Researchers have the liberty to choose methodologies, draw conclusions, and publish findings while upholding responsibility. Freedom to engage in research must be accompanied by a commitment to accuracy and integrity.



INTELLECTUAL DEBATE

Academic freedom allows both teachers and students to engage in intellectual debate without fear of censorship or retaliation.





PROCEDURE FOR ACADEMIC FREEDOM IMPAIRMENT



Cases involving alleged impairment of academic freedom should be referred to the Faculty Dean and/or Head of the Department, following established procedures for investigation and resolution.

Students who believe they have been penalized due to expressed opinions or beliefs can file a formal written complaint. The complaint will be investigated, and, if necessary, disciplinary action will be taken. Unsatisfied students have the right to appeal to the Rector directly by filling out the form via the webpage or throwing notes into the apply box located opposite the Rector's office. Besides them, there are boxes on other floors where you can place your complaint anonymously.





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FUTURE ACTIONS



Policy at Baku State University, the following elements could be considered for addition or further elaboration:

1. Promotion of Inclusivity and Diversity:

- Explicitly state the commitment to fostering an inclusive environment that embraces diverse perspectives, backgrounds, and experiences.
- Encourage the exploration of a variety of cultural, social, and academic viewpoints to enrich the intellectual discourse.

2. Professional Development for Faculty:

- Outline measures and programs that support the continuous professional development of faculty members to enhance their teaching methods, research skills, and awareness of emerging academic trends.

3. Integration of Technology:

- Acknowledge the role of technology in academic freedom and encourage the responsible use of digital tools and platforms for research, teaching, and communication.

4. Protection of Sensitive Research:

- Specify mechanisms in place to protect faculty and students engaged in sensitive research, ensuring their safety and the integrity of their work.

5. Collaborative Research Opportunities:

- Highlight the encouragement of collaborative research initiatives within and outside the university, fostering interdisciplinary approaches to knowledge creation.



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6. Recognition of Academic Citizenship:

- Clarify the concept of academic citizenship and emphasize the responsibilities of faculty members to actively contribute to the academic community through service, mentorship, and engagement.

7. Community Engagement:

- Promote the involvement of faculty and students in community-based projects, encouraging the application of academic knowledge to address societal challenges.

8. Monitoring and Evaluation:

- Establish a system for periodic review and evaluation of the effectiveness of the Academic Freedom Policy to ensure its continued relevance and alignment with the university's goals.

9. Communication Strategy:

- Develop a comprehensive communication strategy to inform all members of the university community about the principles, rights, and procedures outlined in the Academic Freedom Policy.

10. Global Perspectives:

- Emphasize the university's commitment to fostering a global perspective by encouraging international collaborations, exchanges, and the inclusion of diverse global viewpoints in the academic discourse.

11. Environmental Responsibility:

- Acknowledge the importance of environmental responsibility in academic activities, promoting research and teaching that contribute to sustainability and environmental awareness.



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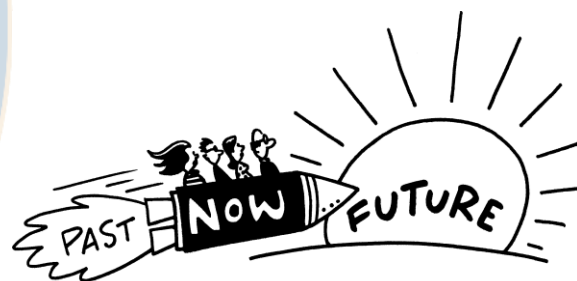
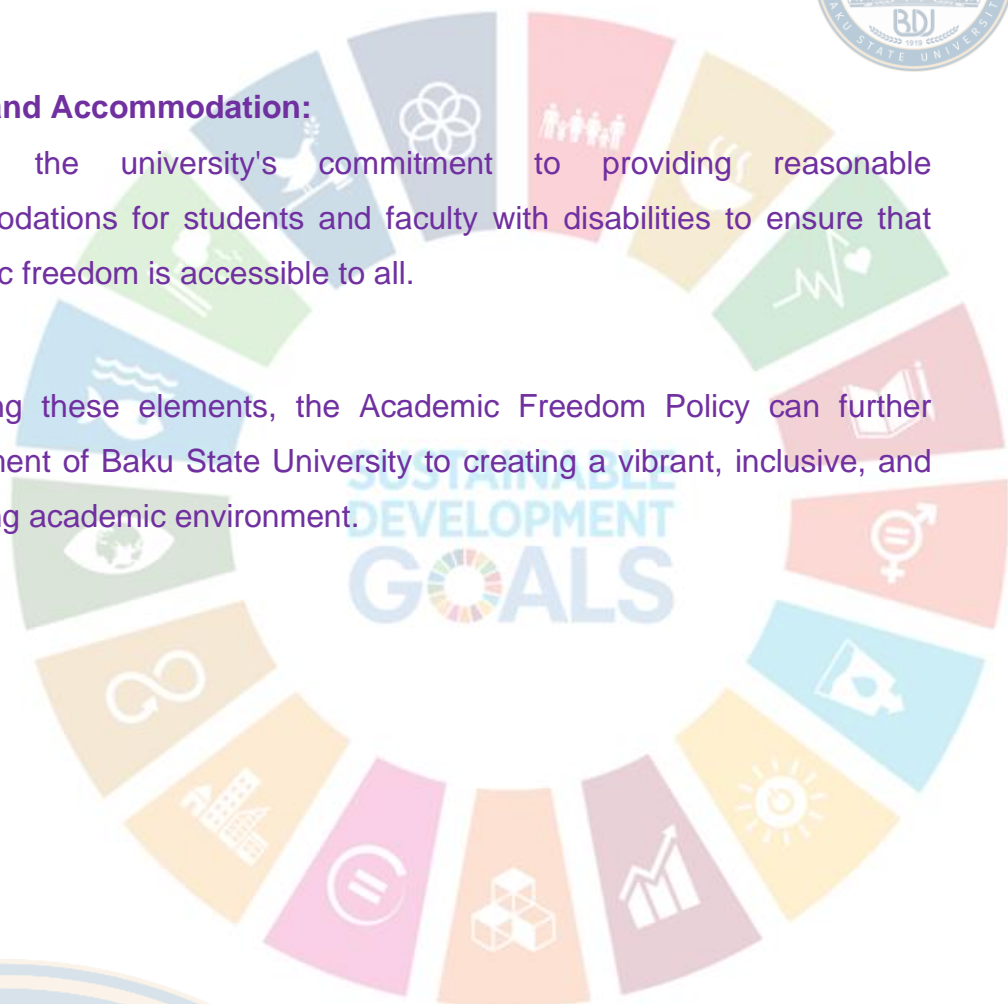
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12. Accessibility and Accommodation:

- Address the university's commitment to providing reasonable accommodations for students and faculty with disabilities to ensure that academic freedom is accessible to all.

By incorporating these elements, the Academic Freedom Policy can further reinforce the commitment of Baku State University to creating a vibrant, inclusive, and intellectually stimulating academic environment.





Baku State University

POLICY ON PREVENTION OF HUMAN TRAFFICKING AND PROTECTION OF VICTIMS

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION
1.1. INTRODUCTION
1.2. CURRENT SITUATION
1.3. LEGAL BASE
SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY
2.1. MISSION
2.2. OBJECTIVES
2.3. SCOPE OF THE POLICY
2.4. PREVENTION OF MODERN SLAVERY AND CHILD LABOR
SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING
3.1. PLANNED ACTIVITIES FOR SHORT-TERM AND LONG-TERM PERIOD
3.2. EXECUTION, MONITORING AND REPORTING
SECTION 4: RESOURCE ALLOCATION
4.1. RESOURCE ALLOCATION
GLOSSARY





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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. Introduction

Baku State University (BSU) is committed to upholding human rights and combating human trafficking. As an institution of higher education, we recognize the importance of addressing this global issue and ensuring the safety and well-being of individuals within our community and beyond.



1.2. Current Situation

Human trafficking remains a significant challenge globally, including within the Republic of Azerbaijan. The Republic of Azerbaijan has enacted laws to prevent and combat human trafficking, providing a legal framework for intervention, protection, and assistance to victims. This includes laws defining human trafficking, establishing penalties for perpetrators, and outlining mechanisms for victim support and rehabilitation. Despite legislative measures and international efforts, instances of human trafficking persist, posing threats to individuals' rights, dignity, and security.





1.3. LEGAL BASE



The University underscores its dedication to combating human trafficking through the implementation of a comprehensive anti-trafficking management system. This system is designed to support governance arrangements, objectives, and principles related to the prevention and eradication of human trafficking and the protection of victims. It encompasses proactive measures such as prevention, detection, reporting, victim assistance, and compliance with legal requirements outlined in the Law of the Republic of Azerbaijan concerning the prevention and fight against human trafficking <https://e-qanun.az/framework/10641>.

SECTION 2: MISSION, OBJECTIVES, AND SCOPE OF THE POLICY

2.1. Mission

BSU's mission is to contribute to the prevention of human trafficking and the protection of victims by raising awareness, fostering collaboration, and providing support to individuals affected by trafficking.





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2.2. OBJECTIVES

- Raise awareness among the university community about the issue of human trafficking, its causes, and consequences.
- Establish partnerships with government agencies, NGOs, and international organizations to enhance prevention efforts and support services.
- Provide training and resources to faculty, staff, and students to identify signs of trafficking and respond effectively.
- Ensure the protection and assistance of victims of trafficking, including access to legal, medical, and psychosocial support services.



2.3. SCOPE OF THE POLICY

This policy applies to all members of the BSU community, including faculty, staff, students, and visitors. It encompasses activities undertaken by BSU within its campus and extends to collaboration with external partners and stakeholders.





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2.4. PREVENTION OF MODERN SLAVERY AND CHILD LABOR



Baku State University (BSU) is committed to upholding the highest standards of human rights and ethical practices. This policy outlines our commitment to preventing and addressing forced labor, modern slavery, human trafficking, and child labor in all aspects of our operations and relationships.

Statement

BSU prohibits and does not tolerate any form of forced labor, modern slavery, or child labor within its operations or supply chains. We are committed to ensuring that all individuals involved with our institution are treated with dignity and respect and work in environments free from exploitation and abuse.





Definitions



Forced Labor: Work or service that is exacted from any person under the threat of a penalty and for which the person has not offered themselves voluntarily.



Modern Slavery: Encompasses practices such as human trafficking, forced labor, and exploitation, where individuals are controlled and deprived of their freedoms.



Child Labor: The employment of children in any work that is harmful to their health, development, or education, or that interferes with their childhood.

SEXUAL EXPLOITATION	FORCED/LABOUR	DOMESTIC SERVITUDE	FORCED/EARLY MARRIAGE	REMOVAL OF ORGANS
ILLEGAL ADOPTION	FORCED CRIMINAL ACTIVITIES	FORCED BEGGING	SLAVERY	SERVITUDE



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Commitments

**ZERO
TOLERANCE**



Zero Tolerance:
BSU has a zero-tolerance stance on forced labor, modern slavery, human trafficking, and child labor.

Compliance:
We comply with all relevant national and international laws and regulations regarding these issues.

Supply Chain Responsibility:
We require all suppliers, contractors, and partners to adhere to similar standards and to ensure that their operations do not involve any form of exploitation.

Training and Awareness:
BSU provides training to employees and students on recognizing and addressing issues related to forced labor, modern slavery, human trafficking, and child labor.

Reporting Mechanisms:
We have established confidential reporting channels for individuals to report concerns or violations related to this policy. Reports will be investigated promptly and thoroughly.



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SECTION 3: PLANNED ACTIVITIES, MONITORING, AND REPORTING

3.1. Planned Activities for Short-term and Long-term Period



- Organize awareness campaigns, seminars, and workshops on human trafficking prevention and victim support.
- Develop educational materials and resources to disseminate information about trafficking laws, rights, and available services.
- Establish a referral system to connect victims of trafficking with appropriate support organizations and service providers.
- Conduct research and analysis to assess the effectiveness of prevention measures and identify emerging trends in trafficking.

3.2. Execution, Monitoring, and Reporting

BSU will designate responsible individuals or committees to oversee the implementation of planned activities. Regular monitoring and evaluation will be conducted to track progress and identify areas for improvement. Annual reports on activities and outcomes will be prepared and shared with relevant stakeholders.



EXECUTION



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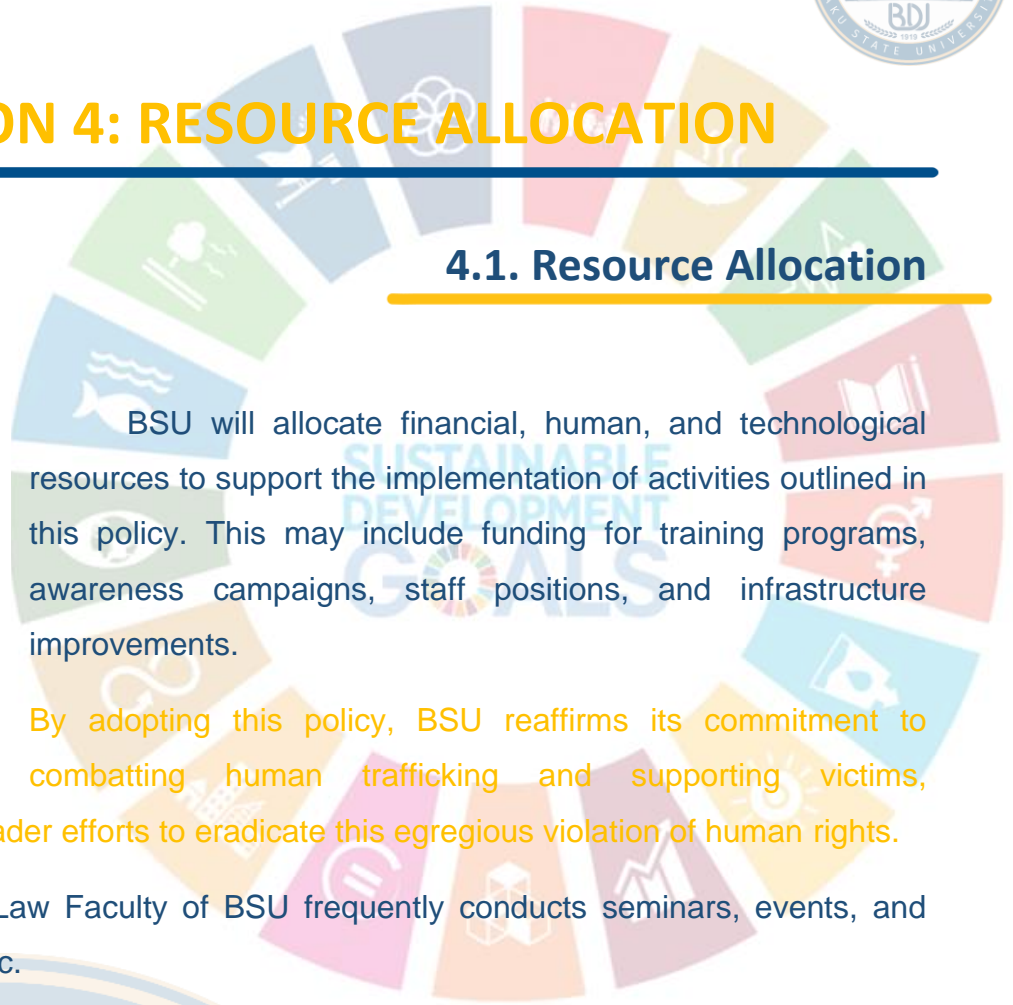
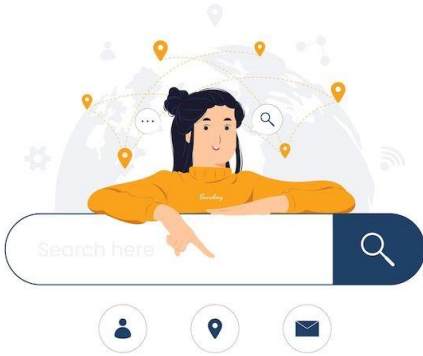
SECTION 4: RESOURCE ALLOCATION

4.1. Resource Allocation

BSU will allocate financial, human, and technological resources to support the implementation of activities outlined in this policy. This may include funding for training programs, awareness campaigns, staff positions, and infrastructure improvements.

By adopting this policy, BSU reaffirms its commitment to combatting human trafficking and supporting victims, contributing to the broader efforts to eradicate this egregious violation of human rights.

Besides, the Law Faculty of BSU frequently conducts seminars, events, and campaigns on this topic.





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GLOSSARY

Human Trafficking: The illegal trade of humans for the purposes of forced labor, sexual slavery, or commercial sexual exploitation.



Prevention: Activities and measures aimed at stopping or reducing the occurrence of human trafficking through awareness, education, advocacy, and enforcement.

Protection: Ensuring the safety, well-being, and rights of individuals who have been trafficked, including access to shelter, legal assistance, healthcare, and other support services.



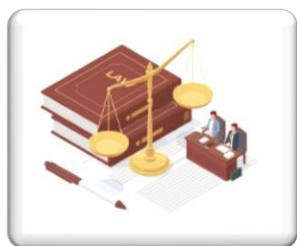


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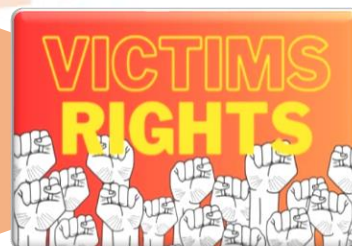


Assistance: Providing practical support and resources to victims of human trafficking to help them recover from their experiences and rebuild their lives.



Legal Framework: The system of laws, regulations, and policies that govern human trafficking prevention, prosecution of perpetrators, and protection of victims.

Victims' Rights: The legal and moral entitlements of individuals who have been trafficked, including the right to safety, dignity, compensation, and access to justice.



Anti-Trafficking Measures: Strategies, programs, and actions aimed at preventing and combating human trafficking, including law enforcement efforts, victim support services, and awareness.



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Awareness: Increasing understanding and knowledge about the issue of human trafficking among the public, stakeholders, and at-risk populations.

Reporting: Providing regular updates, documentation, and analysis of anti-trafficking activities, progress, and challenges to relevant stakeholders and authorities.





Baku State University

QUALITY ASSURANCE POLICY

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

1. Objective And Goals of the Quality Assurance Policy

2. Basic Concepts

3. Scope And Activities of QAP

- Management
- Organization Of Training and Education
- Implementation Of Educational Programs
- Student Support System
- Research And Innovation
- Internationalization
- Management Of Human Resources

4. Implementation And Accountability of QAP

5. Effectiveness, Update or Modification of QAP

6. QAP incorporating PDSA Cycle





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OBJECTIVE AND GOALS OF THE QUALITY ASSURANCE POLICY



The primary aim of Baku State University's (hereinafter - BSU) Quality Assurance Policy (hereinafter – QAP) is to align with the institution's Strategic Development Plan and adhere to the Standards and Guidance on Quality Assurance in the European Higher Education Area (ESG). This policy is crafted in accordance with the Statute of BSU and encompasses activities outlined for institutional accreditation in higher education.

The overarching goal of the QAP is to establish a cohesive approach to fostering a culture of quality within the university. This involves the systematic, regular, and standardized monitoring, evaluation, and enhancement of quality across various processes. By doing so, the policy aims to elevate the competitiveness of BSU graduates in both national and international labor markets. Additionally, it strives to enhance their contributions to the social and economic development of the country.

Furthermore, QAP has the broader objective of enhancing the international reputation of Baku State University as a cornerstone of science and education. By emphasizing quality assurance measures, the policy seeks to position BSU as a reputable institution on the global stage. Through continuous improvement and adherence to established standards, the university aims to strengthen its standing in the international academic community.





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BASIC CONCEPTS

The following key concepts are used in the document:

The document references the European Standards and Guidance on Quality Assurance in the European Higher Education Area. This framework encompasses three main domains: internal evaluation of the quality of higher education institutions, external evaluation of quality, and assessment of quality conducted by external agencies.



ESG





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Skills	involve the application of knowledge and the use of experience to perform tasks and solve problems. In terms of the European Qualifications Framework, skills are cognitive (the ability to think logically, critically and creatively) and practical (physical ability and the ability to use appropriate methods, materials, tools and equipment). A skill is an ability to achieve predetermined results with minimal expenditure of time and energy (or both). Skills are usually divided into general and domain-specific types.
Knowledge	is the result of assimilation of information through the training (learning) process. Knowledge is the foundation of fact, principle, theory, and practice related to an activity or field of study. In terms of the European Qualifications Framework, knowledge is described as theoretical and/or fact-based.
Internal quality assurance	Is an internal management evaluation system that serves to ensure the compliance of the activity of the educational institution with the state educational standards, the creation of an efficient and modern educational environment in the educational institution, and the continuous development of its activity based on self-analysis.
External quality assurance	Is the process of evaluating the quality level of the educational institution's activity and the effectiveness of its internal quality assurance system.
Quality	Is the sum of features and characteristics of any object (product or service) that includes the ability to meet specific and intended needs and standards.
Quality assurance	is a process or a series of processes adopted at the national or institutional level.
Competence (competency)	Is a person's ability to perform any work correctly; the ability to use knowledge, skills, social or methodological abilities in any field of activity or research, as well as in



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	the process of professional and personal development; is the ability to perform activities according to the standards required in a professional environment, using appropriate knowledge, skills and approaches.
Innovation	is formed on the basis of various initiatives and scientific research.



Other concepts used in QAP have the relevant meaning provided in the Law of the Republic of Azerbaijan "On Education", "National Qualifications Framework for Lifelong Education of the Republic of Azerbaijan" and other related legislation and normative-legal documents.





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SCOPE AND ACTIVITIES OF QAP



The application of QAP covers the following directions (areas) and activities:

Management

- ❖ Facilitating assistance in monitoring and enhancing the existence of the normative-legal framework governing the operations of enterprise structural units, formulating duties in alignment with the normative-legal framework of relevant units, and devising action plans for these units based on the Strategic Development Plan and Quality Assurance Policy;
- ❖ Supervising the implementation of recommendations following institutional accreditation or international and (or) local program accreditation by relevant units by the action plan;
- ❖ Overseeing the planning, implementation, control, and adjustment cycle activities within the structural unit;





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- ❖ Establishing the normative-legal foundation for the Quality Assurance Commission and (or) relevant working groups, defining monitoring mechanisms and criteria, and ensuring their implementation and accountability;
- ❖ Guiding the annual self-analysis on pertinent directions and criteria as per the evaluation criteria for institutional and program accreditation at the higher education level;
- ❖ Ensuring the monitoring and accountability of the timely and requisite quality implementation of issues related to the structural unit's responsibility by the action plan prepared for progress in relevant directions in international rating markets;
- ❖ Supporting the monitoring and enhancement of the involvement of internal and external stakeholders in the activities of structural units, conducting satisfaction surveys, and other surveys aimed at improvement;



- ❖ Fostering the monitoring and enhancement of the involvement of learners and labor market representatives in management and decision-making;
- ❖ Sustaining support for ensuring business ethics in internal structural management and monitoring and improving the use of collaborative and modern management methods;



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- ❖ Championing support for monitoring and enhancing the effective management of faculties and departments in accordance with relevant legislation;
- ❖ Upholding support for monitoring and enhancing the efficient organization of communication between structural units.



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ORGANIZATION OF TRAINING AND EDUCATION

Overseeing and aiding guarantee the presence and proper execution of mechanisms and criteria for recognizing trainees' qualifications.

Exercising control and providing support for the formulation of criteria governing admission planning and the implementation mechanism.

Constructing elective subject offerings within the specialty, aligning them with labor market requirements, and supervising students' selection of elective subjects.

Exercising control and support to ensure the public availability of training outcomes resulting from educational program implementation.

Exercising control and providing support to organize education in compliance with the credit system and legislative requirements.

Regulating the formation of the normative-legal framework about educational organization.

Monitoring and providing support for the implementation and adherence to recommendations from institutional accreditation concerning training and education organization.





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Exerting control and support to execute obligations outlined in action plans related to training and education organization by the relevant structural unit(s) within stipulated timeframes and quality standards.

Implementing control and support for a student-oriented and competency-based structure of the educational process.

Conducting periodic monitoring of teaching methods, systematically evaluating and improving preventive measures.

Monitoring and providing support for the establishment and effective implementation of student-oriented and competency-based procedures and rules related to the knowledge and skills assessment system.

Overseeing and supporting the presence and implementation of the educational program monitoring strategy and action plan.

Exerting control and support for organizing current and intermediate evaluations based on principles of transparency, fairness, and competitiveness, considering the specificity of relevant subjects.

Developing guidelines for training and teaching organization, initiating communication with stakeholders, and ensuring their implementation through control and support.

Conducting surveys at varying frequencies with interested parties regarding training and education organization, and exerting control and support to implement relevant improvements based on survey results.

Providing control and support for the collection of relevant statistical results and the preparation of analytical materials related to training organization.







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IMPLEMENTATION OF EDUCATIONAL PROGRAMS



EDUCATION PROGRAMS

- ❖ Exercising oversight and offering support for the establishment and effective implementation of mechanisms that connect subject learning outcomes with specialty results, identifying, monitoring, and evaluating inappropriate learning outcomes;
- ❖ Reflecting subject learning outcomes in the subject syllabi and ensuring the existence and effective implementation of control mechanisms, exercising control, and providing support;
- ❖ Supervising and supporting the application of teaching methods and techniques adapted to educational levels and individual student characteristics;





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- ❖ Overseeing and supporting the use of student-oriented, problem-oriented teaching, competency-based teaching, and approaches combining theory and practical application in teaching methods;
- ❖ Ensuring control and support for the use of innovative, creative, and interactive methods and technologies to achieve training results;
- ❖ Exerting control and support for considering factors contributing to students' self-evaluation ability, fostering a desire for independent learning, and enhancing the quality of training assessment;



- ❖ Conducting analyses on the knowledge and skills assessment system, monitoring and improving processes, and providing support;
- ❖ Exercising control and support for the integration of information and communication technologies in assessment;

- ❖ Monitoring and providing support for the preparation of annual self-evaluation reports for educational programs;
- ❖ Ensuring control and support for updating educational programs in line with labor market and societal requirements;





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❖ Overseeing and supporting the availability and efficient implementation of opportunities to assess training result achievements for educational programs;

❖ Exerting control and support for the use of various assessment methods and tools (face-to-face, distance, mixed, open, etc.);

- ❖ Monitoring and providing support for the implementation and adherence to recommendations from local and (or) program accreditation;
- ❖ Implementing obligations outlined in action plans for relevant programs within the specified timeframes and quality standards set by the relevant structural unit;
- ❖ Conducting self-analysis according to program accreditation criteria on an annual basis;
- ❖ Implementing and monitoring the quality of the implementation of relevant educational programs in accordance with legislation and credit system requirements;
- ❖ Monitoring the employment status of graduates of the relevant program, conducting surveys among graduates and employers, and implementing improvements based on the analysis of results;
- ❖ Exerting control and support for the preparation of normative-legal documents for the relevant program within the required time and quality;
- ❖ Conducting planned and unplanned monitoring of the implementation of educational programs based on established mechanisms and criteria.





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STUDENT SUPPORT SYSTEM



Bakı Dövlət Universiteti



- ❖ Overseeing and offering assistance for the existence and effective utilization of diverse tools and mechanisms for addressing complaints and/or suggestions from trainees;
- ❖ Ensuring the presence of academic advisors (tutors) possessing appropriate qualifications who monitor student development and provide support in resolving academic challenges;
- ❖ Organizing and overseeing the availability of consulting services;
- ❖ Monitoring the accessibility and availability of psychological counseling services;
- ❖ Monitoring the availability and efficient implementation of resources (administrative and budgetary resources), support plans for student clubs, social, cultural and sports activities of students;
- ❖ Coordinating library operations and exercising control over availability efficiently;





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- ❖ Doing effective organization and ensuring the availability of canteen, dormitory, and medical services;
- ❖ Exerting control over the establishment of scholarships for students;
- ❖ Forming and supporting the normative-legal basis for volunteering activities;
- ❖ Monitoring and ensuring the efficient organization of student society and organizations' activities;
- ❖ Taking initiatives for continuous learning and improvement of student feedback on infrastructure.





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RESEARCH AND INNOVATION



- ❖ Exercising control and providing support to ensure the presence and effective implementation of the scientific research strategy along with the corresponding action plan;
- ❖ Monitoring the enhancement of performance indicators in the realm of scientific research;
- ❖ Controlling and supporting various activities aimed at boosting the research skills of academic staff;
- ❖ Allocating resources for organizing scientific research work and continuously monitoring the optimality and adequacy of resources;
- ❖ Overseeing the involvement of young scientific researchers in scientific research processes;
- ❖ Defining monitoring mechanisms and criteria for scientific research direction and conducting monitoring accordingly;

- ❖ Taking steps in alignment with the action plan to progress in international rating bases;
- ❖ Ensuring the timely and quality implementation of recommendations provided during institutional and program accreditation;
- ❖ Exerting efficacious control over the organization of the student scientific society;
- ❖ Taking initiatives in line with the strategy and action plan for creating an innovation-friendly environment;
- ❖ Monitoring the improvement of income dynamics resulting from scientific research;
- ❖ Controlling the achievement of internationalization goals in scientific research;
- ❖ Overseeing the expansion of collaborative relations in research with various scientific institutions and organizations;
- ❖ Exercising control over activities related to the acquisition and commercialization of patents;
- ❖ Creating a framework to handle cases concerning academic integrity and transfers, developing guidelines, involving stakeholders, and monitoring the successful implementation of the mechanism



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INTERNATIONALIZATION



- ✓ Guaranteeing the successful execution of the action plan formulated in alignment with the internationalization policy;
- ✓ Securing international accreditation for programs and enhancing visibility within the country;
- ✓ Attaining internationalization goals for the academic staff;
- ✓ Realizing internationalization objectives in education;
- ✓ Advancing in global rankings of universities;
- ✓ Developing and effectively implementing mechanisms and criteria for the admission of exchange students;
- ✓ Promoting internationalization in the context of scientific research;
- ✓ Enhancing overall internationalization performance.

MANAGEMENT OF HUMAN RESOURCES

- ❖ Monitoring the presence of the employment procedure at the Higher Education Institution (HEI), ensuring its transparent and accessible implementation, and verifying the compliance of elective position procedures with legislative requirements;
- ❖ Implementing a system to motivate and reward employees at the HEI;





- ❖ Conducting periodic evaluations of the efficiency of employees' activities at the HEI;
- ❖ Overseeing the participation of HEI employees in training programs aimed at enhancing their qualifications and professional levels;
- ❖ Guaranteeing adherence to legal requirements in the commencement and conclusion of labor and civil relations.

IMPLEMENTATION AND ACCOUNTABILITY OF QAP

To instill a culture of quality, every member of the academic and administrative staff at BSU, including leaders and employees across all structural units, bears direct responsibility for fulfilling their obligations promptly and with the requisite quality, aligning with the scope of their activities and within their defined rights.

Under the framework of the QAP, the Quality Assurance Center formulates a pertinent one-year action plan. Once endorsed by the rector, the Quality Assurance Center assumes the responsibility for monthly monitoring of the action plan's implementation, tracking progress based on the specified result indicators. This structured approach ensures a systematic and ongoing commitment to quality standards throughout the university.

The director of the Quality Assurance Center assumes direct responsibility for establishing communication on the Quality Assurance Policy (QAP) with relevant stakeholders. This includes organizing the monitoring of the action plan's effective implementation at specified frequencies, both planned and extraordinary, and preparing corresponding monitoring reports.





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The Quality Assurance Center submits the report on the monitoring results of QAP implementation to the Advisor to the Rector on Quality Assurance, in need directly presented to the Rector. The Advisor to the Rector on Quality Assurance provides monthly reports to the Rector and periodic updates to the Scientific Council. Moreover, comprehensive reports are presented to the Board of Trustees concerning the QAP implementation if necessary.

Upon the approval of a set of standards, guidelines, and rules for the application of QAP by the Rector, the Quality Assurance Center takes responsibility for communicating relevant issues with related parties.

The Quality Assurance Center not only offers training, but also provides methodical support in various directions related to quality assurance to structural units or designated individuals, guided by an analysis of ongoing needs.

To enhance the professionalism of the academic and administrative staff involved in QAP implementation, the Quality Assurance Center conducts activities across various domains, ensuring continuous development and improvement.

The Quality Assurance Center takes charge of coordinating the activities of Commissions (or Councils) and (or) working groups established to implement the Quality Assurance Policy (QAP).

Commissions (or Councils) and (or) working groups designated for QAP implementation provide reports on their activities to the Advisor to the Rector on Quality Assurance.

For the effective execution of QAP, the Quality Assurance Center allocates financial, infrastructure, and human resources. It also monitors the optimal and efficient utilization of resources, both financial and infrastructure.

Quality Assurance





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Following institutional accreditation, as well as local and (or) international accreditation, the Quality Assurance Center leads the preparation of an action plan to implement recommendations given by the relevant structural unit within a specified timeframe. The center oversees the execution of the action plan and ensures accountability.

In the context of progress in international rankings, the Quality Assurance Center takes the lead in preparing an action plan for conducting activities in pertinent directions, increasing awareness, and providing timely and high-quality information. The center also monitors the implementation of the action plan and ensures accountability.

All heads of structural departments, including vice-rectors for various areas, bear direct responsibility for executing obligations under the action plan within specified deadlines and with the requisite quality. They are accountable accordingly.

During the monitoring of the implementation of relevant QAP action plans, if activities are found to be inadequately implemented, not implemented, or implemented at an unsatisfactory level, the head of the responsible structural unit is to be warned or disciplined in accordance with the law. This is based on the report of the Quality Assurance Center, and the Advisor to the Rector on Quality Assurance raises the issue before the rector.



Accreditation

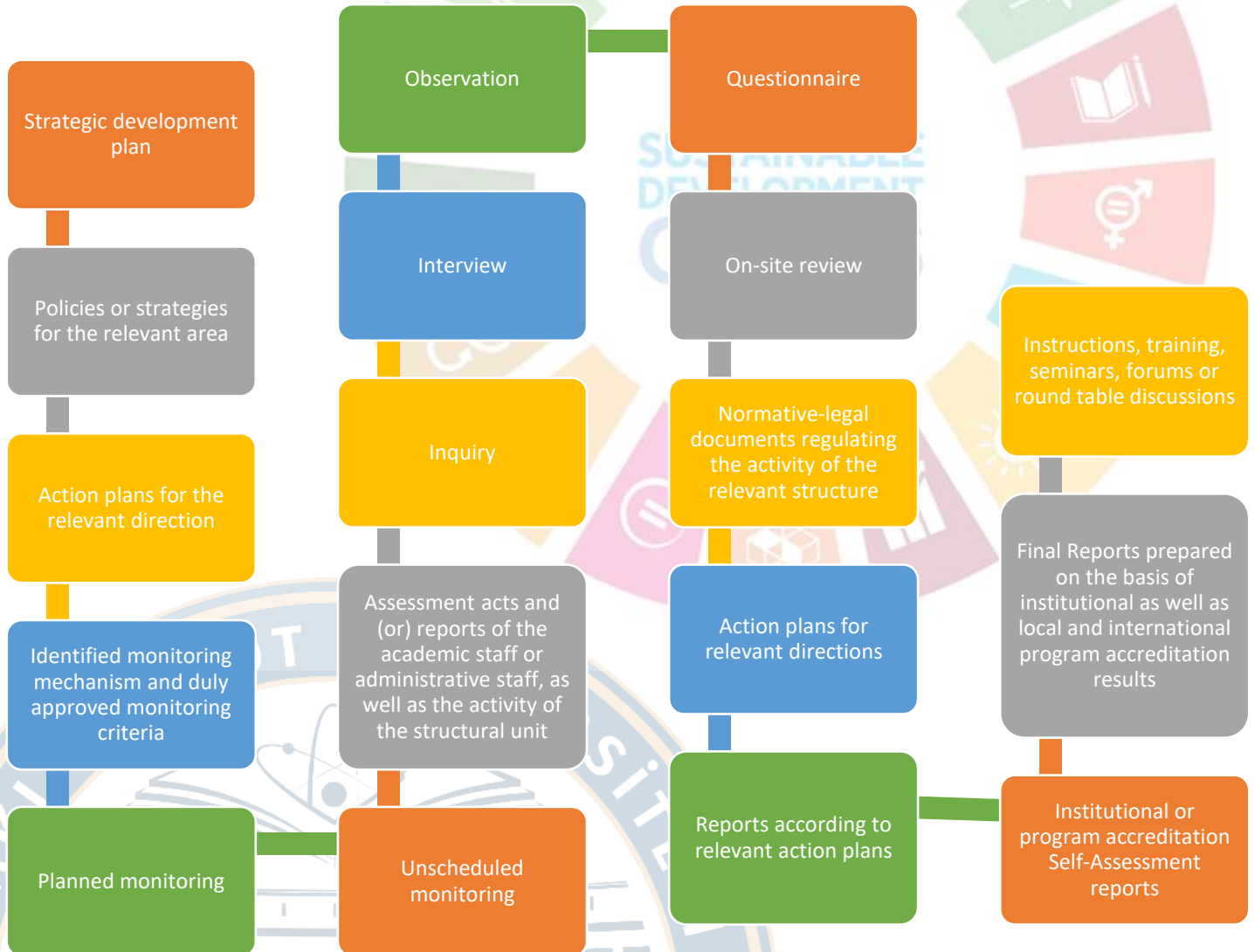


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The following tools are used during the implementation of QAP in the specified directions:





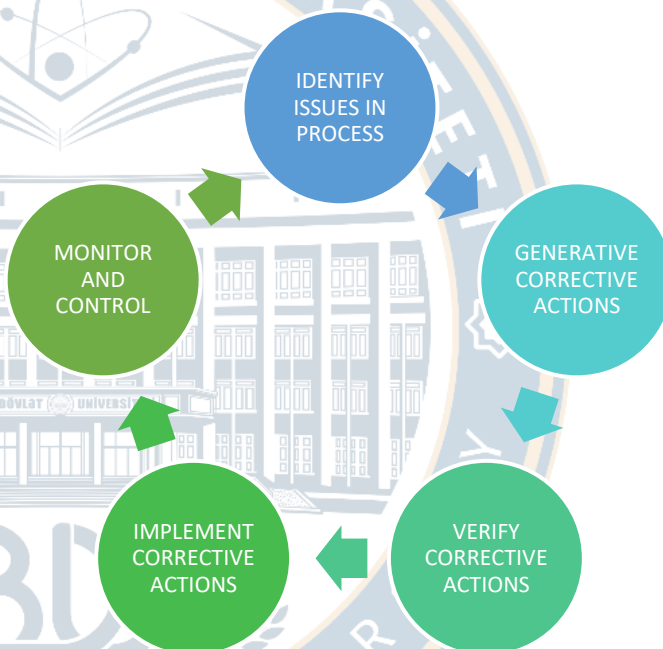
EFFECTIVENESS, UPDATE OR MODIFICATION OF QUALITY ASSURANCE POLICY

The period of QAP is determined by the period of Strategic Development Plan of BSU.

QAP is updated or relevant changes are made in the following cases:

1. By the decision of the Scientific Council;
2. By order of the rector (on the basis of a reasoned presentation of the rector's quality assurance adviser);
3. According to the result of institutional accreditation, based on the presentation of the Advisor to the Rector on Quality Assurance.
4. By order of the rector on the basis of a reasoned presentation of the Quality Assurance Center or the Quality Assurance Commission.

QAP has legal force from the moment it is approved by the rector's signature, and it is the responsibility of the Quality Assurance Center to establish policy communication with stakeholders, prepare an action plan, and organize monitoring based on relevant action plans.



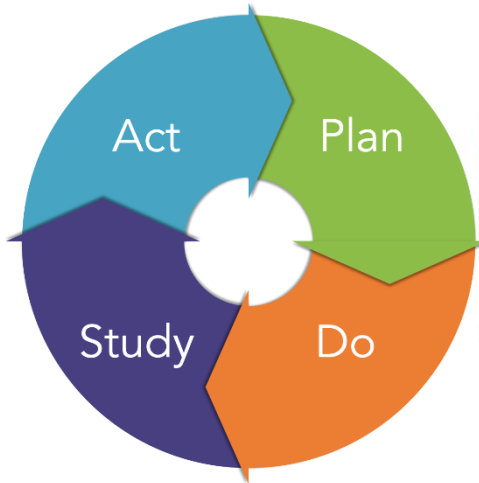


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QUALITY ASSURANCE POLICY INCORPORATING PDSA CYCLE



At BSU, our commitment to excellence in education drives us to embrace continuous improvement. To achieve this, we have adopted the Plan-Do-Study-Act (PDSA) cycle as a foundational framework for quality assurance in our academic and administrative processes.

Alignment with Quality Objectives:

The PDSA cycle is integral to our university's commitment to providing high-quality education and services. It serves as a structured approach to identify opportunities for improvement, enhance processes, and ensure the consistent delivery of exceptional quality in teaching, research, and support services.

Incorporating PDSA into Processes:



Plan: In the planning phase, we will define quality objectives for academic programs, research initiatives, and administrative processes. This includes setting clear educational standards, establishing learning outcomes, and outlining the steps required to achieve them.

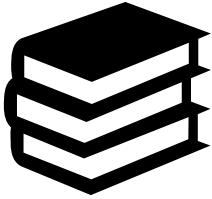


DO: During the execution phase, academic and administrative teams will implement the planned activities. This involves following established processes, utilizing resources efficiently, and maintaining a commitment to quality in all aspects of university operations.



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Study: Regular assessments, academic program reviews, and monitoring will be conducted to evaluate the effectiveness of our educational and administrative processes. Data analysis and performance metrics will be used to measure adherence to quality standards and identify areas for improvement.



Act: Based on the findings from the "Check" phase, adjustments and improvements will be made to academic programs, research initiatives, and administrative processes. Lessons learned will be documented, and corrective actions will be implemented to address any deviations from quality standards. This phase is integral to our commitment to continuous improvement in the higher education experience we provide.

Responsibilities and Roles:

Clearly defined responsibilities will be assigned to faculty, administrators, and staff for each phase of the PDSA cycle. Accountability is crucial to ensuring that quality objectives are met, and every member of our academic community plays a vital role in the success of the quality assurance process.



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Documentation and Reporting:

Comprehensive documentation will be maintained throughout the PDSA cycle. Regular reporting on key academic and administrative performance indicators will be conducted, providing insights into the effectiveness of our quality assurance processes.

Training and Awareness:

All faculty and staff will undergo training on the PDSA cycle and its application in higher education quality assurance. Awareness campaigns will be conducted to ensure that every member of our academic community understands the significance of the PDSA cycle in achieving and maintaining high-quality education and support services.



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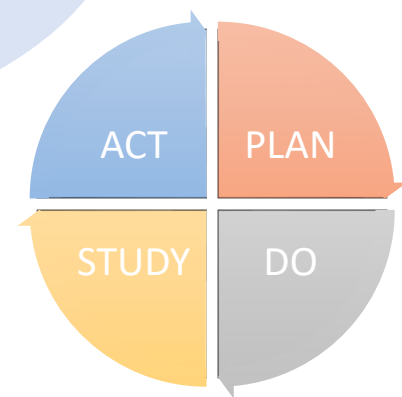


Continuous Improvement Culture:

Our university is dedicated to fostering a culture of continuous improvement in education and research. The PDSA cycle is not a one-time activity, but a continuous process ingrained in our academic and administrative operations. We encourage proactive identification of improvement opportunities and a commitment to implementing positive change for the benefit of our students and the broader academic community.

Review and Updates:

This quality assurance policy, including the incorporation of the PDSA cycle, will be regularly reviewed, and updated to adapt to changing educational needs, accreditation standards, and insights gained from the implementation of the PDSA framework.





Baku State University

STUDENT LED SOCIETY

SUSTAINABLE DEVELOPMENT GOALS





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MISSION OF THE POLICY



The aim is to utilize the intellectual and inventive capabilities of student-led organizations at Baku State University (BSU) in order to effectively engage them in the university's dedication to the Sustainable Development Goals (SDGs) and bolster BSU's sustainability standing.





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CURRENT SITUATION



Bakı Dövlət Universiteti



➤ The **"Student-Youth Organization" (SYO)**, which was founded in 2005, has evolved into a fundamental entity for fostering student involvement at BSU. The wide array of programmes offered by the institution, which encompass activities such as faculty meetings, event coordination, charitable initiatives, and concert planning, exemplify the capacity for comprehensive student engagement.

➤ The **"Union of Independent Students" (UIS)**: The UIS, which consists of over 13,000 members engaged in a master-student relationship, is an officially recognised organization that adheres to democratic values and promotes fairness and inclusiveness. In addition to serving as a safeguard for student rights, they also actively participate in academic pursuits, athletic competitions, and cultural exhibitions, so serving as a prominent platform for student expression and personal growth.

➤ The organization **"BSU Volunteers"**, operational since 2019, unites about 1,000 volunteer students. Through active participation in a wide range of events and actions, they serve as an instrumental pillar of social and civic engagement within the university and the larger community.

➤ The **Council of Young Scientists**, a voluntary consortium of proactive students and young researchers, offers a platform for developmental, international, and commercial research. They actively engage in scientific pursuits, international activities, media strategy, and the commercialization of scientific endeavors.

➤ Acting as a pivotal participant in BSU's research activities, **the Student Scientific Society** facilitates various research-based initiatives,





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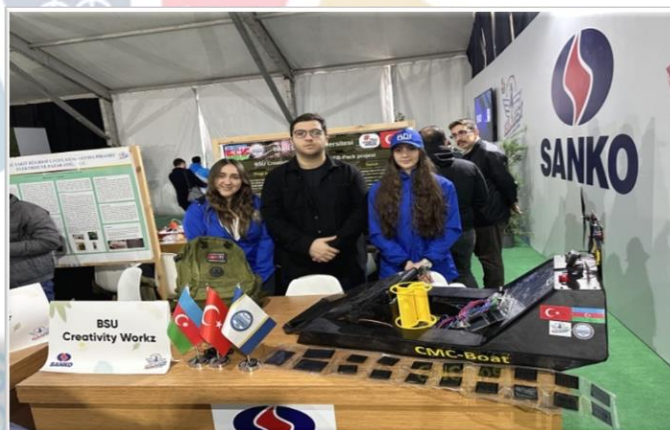
competitions, seminars, and collaborations. Their focus lies in coordinating faculty-specific scientific societies and enhancing the quality of educational and research pursuits.

- The Scientific Council at the university comprises members from diverse student and youth organizations, including the Student-Youth Organization and the Student Trade Union Committee. These committed individuals actively engage in the council's regular sessions.
- BSU places particular emphasis on nurturing young talent. As a result, key positions such as the Advisor to the Rector for Digitalization, Advisor to the Rector for Quality Assurance, and the heads of departments including the Department of Technology Transfer and Innovations, Educational Process Organization Department, Educational Process Management Department, Student Scientific and Technical Creative Center, International Students Office and so on are occupied by young specialists, with a majority of them being graduates of BSU.
- 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.





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COMPLIANCE WITH THE SDGS

4 QUALITY EDUCATION



The involvement of the UIS in academic activities and the SYO's advocacy for structured student engagement in faculty meetings and events are directly linked to the goal of achieving inclusive and equitable quality education, as outlined in SDG 4.

10 REDUCED INEQUALITIES



SDG 10, which focuses on Reduced Inequalities, is supported by both SYO and UIS, with UIS placing particular emphasis on the values of fairness and equal rights to foster inclusivity. This implies a fundamental agreement with the objectives of mitigating disparities.

17 PARTNERSHIPS FOR THE GOALS



Collaborative Efforts towards Goal Attainment (SDG 17): Considering the organizational framework of UIS that facilitates active engagement in university administration, coupled with the foundational nature of SYO, the capacity for both entities to establish internal and external collaborations is substantial.





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WEAKNESSES AND OPPORTUNITIES IN THE CURRENT CONTEXT

Weaknesses:

WEAKNESS

- The lack of formal SDG training remains evident, despite the extensive range of activities and diverse participation from various organizations. Although students engage in activities that indirectly contribute to the Sustainable Development Goals (SDGs), there is a missed opportunity in failing to provide them with explicit information about these goals. The absence of adequate training may lead to the oversight of possible synergies and the failure to fully capitalize on opportunities to conform to international standards.
- Resource allocation: The University has acknowledged the potential of student-led organizations and has allocated resources to support them. Nevertheless, the lack of a dedicated provision for the Sustainable Development Goals (SDGs) suggests a more responsive rather than proactive stance towards sustainability. By allocating resources particularly for initiatives that align with the Sustainable Development Goals (SDGs), the University may establish a systematic and cohesive approach to addressing these global objectives.



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Opportunities:

The integration of Sustainable Development Goals (SDGs) inside student-led organizations enables a comprehensive approach towards sustainability.



- To provide organizations with the necessary expertise and resources to engage in activities linked to the Sustainable Development Goals (SDGs).
- To evaluate the influence of student-led initiatives on the Sustainable Development Goals (SDGs).
- To encourage collaborative efforts among different academic disciplines to address the complex and diverse Sustainable Development Goals (SDGs).
- To foster collaboration with external stakeholders to enhance the overall influence and effectiveness of the project.
- To have the freedom to independently select the academic classes they prefer and choose those subjects as part of their education.



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SDG-ALIGNED SHORT-TERM AND LONG-TERM PERIOD ACTIVITIES 2030:

Short-term SDG-aligned actions (2023- 2026):



a. Quality Education (SDG 4):

Action 1: By the year 2025, aim to integrate an student organizations' agenda that is centred around the Sustainable Development Goals (SDGs) or encompass SDG-related themes in 70% of the programmes and events.

b. Reduced Inequalities (SDG 10):

Action 2: By the conclusion of 2024, strive to guarantee that 60% of student-led activities actively foster inclusive practices.

Action 3: Entails the implementation of a programme no later than 2024, which seeks to augment the accessibility of financial assistance for students from socioeconomically disadvantaged backgrounds. The objective is to achieve a notable 30% rise in the number of beneficiaries by the year 2026.





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c. Partnerships to Achieve the Goals (SDG 17):

Action 4: By the year 2025, aim to develop collaborative connections with five international institutions by means of student-led organizations.

Action 5: To build partnerships between student-led organizations and a combined total of 8 non-governmental organizations (NGOs), governmental bodies, and business entities by

the year 2026.

Action 6: To facilitate the participation of top-performing students in science camps, we aim to collaborate with international student organization.

d. Climate Action (SDG 13):

Action 7: To attain a reduction of 25% in the carbon footprint linked to student-led events by the year 2024.

Action 8: to execute a cumulative count of five student-led initiatives by the year 2025, with a specific emphasis on addressing the pressing concern of climate change.





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e. Life Below Water (SDG 14) & Life on Land (SDG 15):



Action 9: To achieve the execution of three student-led initiatives annually, with a specific focus on the conservation of local biodiversity and marine life, by the year 2024.

Action 10: To attain a reduction of 20% in the utilization of single-use plastics by the year 2024.

Long-term SDG-aligned Targets (2027- 2030):

a. Quality Education (SDG 4):

Action 11: Establish an annual scholarly conference centred on the Sustainable Development Goals (SDGs) commencing in 2027, offering a forum for students to showcase their research discoveries.

b. Reduced Inequalities (SDG 10):

Action 12: Further implementation and expansion based on the outcomes of the financial aid program initiated in the short term.

c. Partnerships to Achieve the Goals (SDG 17):

Action 13: To achieve full implementation of collaborative partnerships with a cumulative count of ten international institutions by the year 2030.



Action 14: the objective is to build partnerships between student-led organizations and a combined total of 15 non-governmental organizations (NGOs), governmental bodies, and business entities by the year 2030.

d. Climate Action (SDG 13):

Action 15: the objective is to attain a 50% reduction in the carbon -emissions linked to student-led events by the year 2030.

Action 16: To enhance the breadth and influence of climate-centric initiatives led by students, it is imperative to leverage the insights and experiences gained through the attainment of short-term objectives.

e. Life Below Water (SDG 14) & Life on Land (SDG 15):

Action 17: The conservation-focused efforts will be continued and expanded based on the success of the short-term aims.

Action 18: it is important to further analyse and evaluate its significance within the context being examined. The objective is to attain a reduction of 40% in the use of single-use plastics by the year 2025, with the ultimate goal of totally eradicating their usage by 2030.

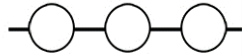


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EXECUTION OF THE POLICY:



Alignment: Organizations incorporate the Sustainable Development Goals (SDGs) into their annual strategic plans.



Professional Development: Semi-annual workshops facilitated by experts in Sustainable Development Goals (SDGs).



Reporting: A standardized framework outlining actions relevant to the Sustainable Development Goals (SDGs).



Collaboration: Annual symposiums on Sustainable Development Goals (SDGs) fostering interdisciplinary initiatives.



Stakeholder Engagement: Collaborative relationships with non-governmental organizations (NGOs), governmental entities, and private enterprises.



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Resource Allocation



- The SDG Innovation Fund provides financial resources to support projects driven by students that are aligned with the Sustainable Development Goals (SDGs).
- Establish SDG Hubs equipped with technology and logistical resources.
- Provision of a diverse group of mentors with specialized knowledge in Sustainable Development Goals (SDGs).

Monitoring:

- The establishment of an independent committee to conduct annual impact evaluations.
- The implementation of constructive feedback loops within organizations.
- The Annual BSU SDG Excellence Awards are designed to acknowledge and honour noteworthy efforts made towards the achievement of the Sustainable Development Goals (SDGs).





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Targets

a. By Students:

- Facilitate the organization and execution of comprehensive campaigns across the campus with the aim of boosting awareness and understanding of the Sustainable Development Goals (SDGs).
- Engage in collaborative research endeavours that encompass several disciplines and are centred around the Sustainable Development Goals (SDGs).
- Facilitate workshops and training sessions led by students, with a focus on Sustainable Development Goals (SDGs).
- Establish strategic partnerships with non-governmental organizations (NGOs), local enterprises, and other relevant organizations to collectively pursue sustainable development goals (SDGs).
- Enact activities that align with the Sustainable Development Goals (SDGs) to tackle tangible issues within the immediate community.





b. By University Management:

- Establish a comprehensive approach to combine courses or modules that address the many aspects of the SDGs across different faculties.
- Designate financial resources exclusively for student initiatives and research aligned with the Sustainable Development Goals (SDGs).
- One potential strategy for promoting infrastructure development is the establishment of specialized spaces or centres that are specifically designed to foster innovation and collaboration in the context of Sustainable Development Goals (SDGs).
- Organize periodic workshops including subject matter specialists in Sustainable Development Goals (SDGs) for student organizations.
- Encourage the establishment of alliances with international universities and organizations to facilitate student exchange programmes and collaborative efforts aimed at achieving the Sustainable Development Goals (SDGs).
- The institute offers awards or recognition programmes to commend exceptional student-led projects related to the Sustainable Development Goals (SDGs).
- Establish a platform to foster connections between student organizations and mentors from academic and corporate backgrounds, with a specific focus on providing advise related to Sustainable Development Goals (SDGs).
- Enforce standardized SDG reporting protocols for all student-led initiatives.



Baku State University

SUSTAINABLE INVESTMENT POLICY

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

- 1.1. INTRODUCTION
- 1.2. CURRENT SITUATION
- 1.3. LEGAL BASE

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

- 2.1. MISSION
- 2.2. OBJECTIVES
- 2.3. SCOPE OF THE POLICY
- 2.4. DIVESTING FROM CARBON-INTENSIVE ENERGY INDUSTRIES

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

- 3.1. PLANNED ACTIVITIES FOR SHORT-TERM AND LONG-TERM PERIOD
- 3.2. MONITORING AND REPORTING

SECTION 4: RESOURCE ALLOCATION

- 4.1. RESOURCE ALLOCATION





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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION



Introduction:

Baku State University (BSU) recognizes the importance of sustainable development and the role that responsible investing plays in achieving it. This Sustainable Investment Policy outlines our commitment to integrating Environmental, Social, and Governance (ESG) factors into our investment decisions and aligning our investments with the United Nations Sustainable Development Goals (SDGs). Our goal is to generate long-term financial returns while contributing to a more sustainable and equitable future.



Current situation:

1.1. The current situation on Sustainable Investment at Baku State University (hereinafter – BSU) is as the following:

- The board of trustees has delegated investment oversight to the BSU. The Board of Trustees has retained responsibility for the following matters.
- Investment Policy is subject to annual review by the Board of Trustees and any recommended changes require approval by the Board of Trustees.
- There is a significant need for climatologists, hydrologists, oceanologists, ecologists, etc. in this industry, so Baku State University is making a serious effort to train professionals who can meet those needs. As a result, BSU is a member of several international and regional projects aimed at ensuring that all university curricula at all levels incorporate climate change education.
- In the last two years, Baku State University has made significant investments in its sustainability efforts. The university has successfully digitalized its document circulation system, the HR management system, the Student Information System, and



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the Learning Management System. This initiative was undertaken to reduce the use of paper, enhance operational speed, improve transparency, and elevate the overall quality of university processes.

- To facilitate technology transfer, BSU has established BUILD Limited Liability Company, supported by KOBIA (Small and Medium Business Development Agency of Azerbaijan Republic), serving as a technology transfer office. This initiative aligns with global goals such as Decent Work and Economic Growth and Industry, Innovation, and Infrastructure.
- BSU's involvement in the ITACA project entails collaboration on an Innovative Training Center to address environmental emergencies in Azerbaijan, aligning with Sustainable Development Goals (SDG) 11 and 12. The ITACA project focuses on creating and establishing a state-of-the-art Training Center in collaboration with both EU and local institutions, alongside enterprises specializing in the environmental impact of oil and gas production. This initiative aims to foster a robust partnership between academia and industry by providing comprehensive training to graduate students, preparing them for careers in this specialized sector.
- “The Geoclic” Project seeks to modernize and internationalize training in monitoring and protecting coastal ecosystems using advanced geospatial technologies, big data, and remote sensing. It targets undergraduate, graduate, and doctoral levels in Azerbaijan, Kazakhstan, and Turkmenistan, all while aligning with SDG 4 and SDG 11.



11 SUSTAINABLE CITIES AND COMMUNITIES



4 QUALITY EDUCATION



12 RESPONSIBLE CONSUMPTION AND PRODUCTION



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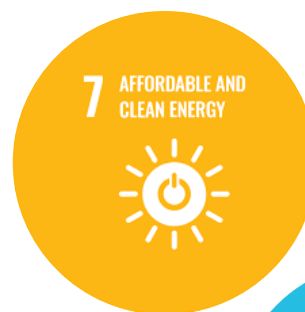
- Research on novel phytohormone derivatives, impacting the immunological resistance of various cotton genotypes, contributes to SDG 8.

- Ongoing research and environmental service collaboration between BSU and the Heydar Aliyev Oil Refinery address SDG 11, SDG 12, and SDG 13.

- The synthesis of Polyfunctional Polymeric Adsorbents with Nano-size Pores for purifying various waste waters from heavy metals, oil, and oil products aligns with SDG 7, SDG 12, and SDG 13.

- The research on ecology, encompassing plants, animals, microorganisms, and humans, and the application of geoinformation systems for environmental monitoring, biodiversity conservation, and bioresource assessment, contributes to SDG 6, SDG 14, and SDG 15. These multifaceted efforts underscore BSU's commitment to addressing critical global challenges while advancing investment in research, education, and innovation.

- In addition, some SDG-related topics are covered in the pertinent academic programs, such as "Introduction to Gender," "Sustainable Development Goals in Azerbaijan," "Green" and "Blue" Economy," "Food Security and Sustainable Development," "Urbanization and Urban Planning," and others. Now, BSU has several systematic training or educational programs centered on the SDGs.





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SWOT Analysis

STRENGTHS	WEAKNESSES
Robust national law and regulatory framework	Lack of awareness about Sustainable Investment among stakeholders
Having a skilled workforce and a perennial tradition	Lack of coordination and collaboration
Open-minded Leadership	Partial compliance with International Standards
Reporting and transparency	
OPPORTUNITIES	THREATS
Contribute to renewable energy	Discontinuity of clean energy policy
Contribute to resource efficiency	
Promote environmentally responsible practices	Slowly growing eco-system in the region
Start community engagement initiatives	Market volatility

SWOT



Strengths



Weaknesses



Opportunities



Threats

Legal base:

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Legal base:



1.2. Legal base of Sustainable Investment is respective provisions of the respective Laws of Azerbaijan Republic, Decrees and (or) the orders of The President and The Cabinet of Ministries of Azerbaijan Republic, this Sustainable Investment Policy (hereinafter – SIP) of Baku State University, respective International Field Standards and other related legal documents.

SECTION 2. MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. Objectives of SIP are as the following:



- Making a framework for considering specific aspects, including environmental, social and governance (hereinafter - ESG) considerations while conducting investment analysis.
- Making a framework and the policy direction for earning steady and additional source of income.
 - Achieving long-term financial stability and meeting financial goals set by The Strategic Development Program of BSU by 2030.
- Mitigating risks while fostering change and transition.



- Integration of the ESG factors into the decision-making process and investment strategy.
- Making a framework for investment in renewable energies and climate action.
- Promote sustainable services to both external and internal stakeholders by different communication channels
- Reflecting a forward-thinking and socially responsible approach. "Developing a multi-period action plan which policies and procedures included to foster sustainable development across all university-affiliated institutions and enterprises.
- Getting an expert set-in order to identify and analyze the national and international experience.
- Avoiding single-use food and drink containers and utensils.
- Raising awareness about disposable water containers, coffee cups and other hazardous materials used by students. Many students who are indifferent to this issue.
- Encouraging students and staff of the university to participate in and support tree planting efforts with tree giveaways, corporate sponsorship or competitions, and other campaigns.





2.4. Divesting from Carbon-Intensive Energy Industries

Baku State University (BSU) is committed to promoting sustainability and addressing climate change through responsible investment practices. The university recognizes the importance of aligning its financial activities with its environmental values, including divesting from carbon-intensive energy industries, particularly coal and oil.



Commitment to Sustainable Investment

Baku State University is dedicated to ensuring that its investment portfolio reflects its commitment to environmental responsibility and sustainability. The university has developed a clear policy on divesting from industries that contribute significantly to carbon emissions and climate change.

Policy on Divesting from Carbon-Intensive Energy Industries

Objective:

The primary objective of BSU's divestment policy is to reduce financial support for industries that have a high environmental impact, particularly those involved in the extraction and production of fossil fuels like coal and oil. This aligns with the university's broader sustainability goals and efforts to mitigate climate change.



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Key Components of the Divestment Policy:

1. Assessment of Current Investments:



- Conducting a thorough review of the university's current investment portfolio to identify holdings in carbon-intensive energy industries.
- Evaluating the environmental impact and carbon footprint of each investment.

2. Divestment Strategy:



- **Phased Divestment:** Implementing a phased approach to divest from carbon-intensive industries over a specific timeframe. This allows for a strategic transition of investments without compromising financial stability.
- **Prioritization:** Prioritizing divestment from the most carbon-intensive sectors, such as coal and oil, while exploring opportunities in cleaner energy industries.

3. Reinvestment in Sustainable Alternatives:



- Engaging with stakeholders, including students, faculty, staff, and the broader community, to communicate the university's divestment strategy and its commitment to sustainability.
- Collaborating with other institutions and organizations to share best practices and strategies for sustainable investment.

4. Stakeholder Engagement:



- Engaging with stakeholders, including students, faculty, staff, and the broader community, to communicate the university's divestment strategy and its commitment to sustainability.



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- Collaborating with other institutions and organizations to share best practices and strategies for sustainable investment.

5. Monitoring and Reporting:

- Establishing a robust framework for monitoring the progress of divestment efforts and assessing the environmental and financial impact of investment decisions.
- Providing regular updates and reports on divestment activities to university stakeholders, ensuring transparency and accountability.



Supporting Sustainable Development Goals

By divesting from carbon-intensive industries, Baku State University actively contributes to global efforts to achieve the United Nations Sustainable Development Goals (SDGs), particularly:

Goal 7: Affordable and Clean Energy - Supporting the transition to renewable and sustainable energy sources.

Goal 13: Climate Action - Taking urgent action to combat climate change and its impacts by reducing carbon emissions.

7 AFFORDABLE AND CLEAN ENERGY



13 CLIMATE ACTION





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SECTION 3. PLANNED ACTIVITIES, MONITORING AND REPORTING

Planned activities:

3.1. Planned actions for the short-term and long-term period is as following:

SHORT-TERM PERIOD ACTIONS (within 3 years)

Action 1: Integrate ESG into investment policy statements: Review and update investment policy statements to explicitly incorporate Environmental, Social, and Governance (ESG) considerations.

Action 2: Evaluate the competencies of internal staff as investment managers to incorporate ESG: Assess the knowledge and skills of internal investment staff in integrating ESG factors into investment decisions.

Action 3: Evaluate the competencies of external staff as investment managers to incorporate ESG: Evaluate the capabilities of external investment managers in integrating ESG factors into the university's investment portfolio.

Action 4: Investing in projects that demonstrate strong environmental stewardship, promote sustainability, and actively work to reduce carbon footprint: Continuing to allocate funds to projects that demonstrate a strong commitment to environmental stewardship, sustainability, and reducing carbon footprint.

Action 5: Investing the companies or organizations with transparent leadership, modern and efficient internal controls, and ethical conduct across their operations.



Action 6: Increase Awareness Within Academic and Administrative Staff: Launch awareness campaigns and training programs to educate academic and administrative staff about responsible investment practices and the policy's objectives.

LONG-TERM PERIOD ACTIONS (within 10 years)

Action 7: Priority on Clean and Renewable Energy Investments:

Give priority to investments that contribute to clean and renewable energy sources, supporting the global transition to sustainable energy solutions.

Action 8: Collaborate with Companies Promoting Fair Labor Practices:

Establish partnerships with companies or organizations that prioritize fair labor practices, engage with internal and external stakeholders, and demonstrate a commitment to social welfare progress.

Action 9: Promote Research on ESG Applicability: Encourage academic staff to conduct research on the applicability and effectiveness of ESG principles within the university's investment portfolio.

Action 10: Provide Ongoing ESG Training for Investment Professionals:

Continuously train and educate investment professionals and staff on evolving ESG trends, practices, and investment strategies.

Action 11: Grow Financial Resources: Explore avenues for growing the university's financial resources, including fundraising efforts and grants, to support sustainable investment initiatives.

Action 12: Collaborate or Initiate ESG-focused Projects: Collaborate with external partners or initiate projects that focus on ESG-related issues, aligning with the university's sustainable investment objectives.

Action 13: Collectively Address Emerging Issues with Stakeholders: Engage both internal and external stakeholders in addressing emerging sustainability issues that impact investment decisions.



Action 14: Support Development of Benchmarking Tools: Invest in the development of tools and metrics for benchmarking the integration of ESG factors into the investment policy, allowing for continuous improvement

Action 15: Advocate for Regulatory Developments in Sustainable Investment: Actively participate in advocating for regulatory developments that promote sustainable investment practices at Baku State University and in the broader financial industry.



Monitoring and reporting:

3.2. Monitoring and reporting actions will be taken as the following:

- Respective units will report on a semi-annual basis on the performance of Sustainable Investment to the rector and (or) Trustee Board.
- Quality Assurance Center will monitor respective units by taking their set goals by SIP and prepare annual report on the implementation of SIP and performance assessment of respective unit employees.





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SECTION 4: RESOURCE ALLOCATION



Resource Allocation:

4.1. For achieving the goal of this policy, the below-mentioned resources will be used by respective units, comities, and working groups:

- ❖ Competent and trained human resources.
- ❖ Sufficient financial resources.
- ❖ Physical infrastructure.
- ❖ Knowledge and experience base.





Baku State University

SUSTAINABLE PROCUREMENT POLICY

SUSTAINABLE DEVELOPMENT GOALS





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CONTENT

SECTION 1: INTRODUCTION ABOUT THE CURRENT

- 1.1. INTRODUCTION
- 1.2. CURRENT SITUATION
- 1.3. LEGAL BASE

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

- 2.1. MISSION
- 2.2. OBJECTIVES
- 2.3. SCOPE OF THE POLICY

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

- 3.1. PLANNED ACTIVITIES FOR SHORT-TERM AND LONG-TERM PERIOD
- 3.2. MONITORING AND REPORTING

SECTION 4: RESOURCE ALLOCATION

- 4.1. RESOURCE ALLOCATION



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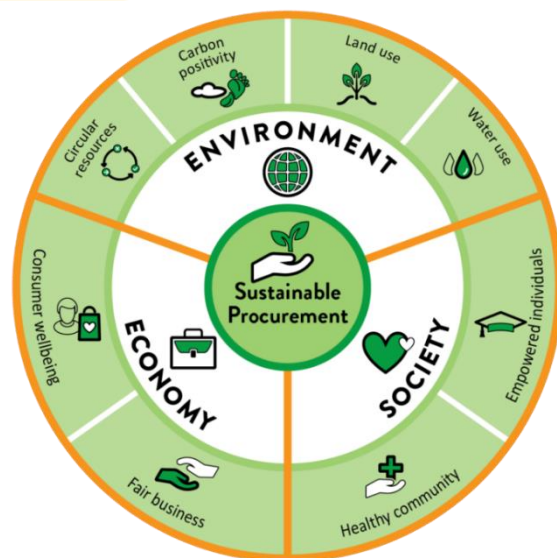
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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

Introduction

1.1. Sustainable Resource Management (hereinafter – SRM), which means managing resources by considering future (economical and social) in mind, matters for Baku State University. Thus, one of the steps of SRM is sustainable procurement and it has more benefits for Baku State University (hereinafter – BSU), such as reducing waste, energy consumption, carbon and more resource usage while decreasing cost and increasing total revenue. Moreover, it can avoid risks associated with environmental issues.





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Current situation



1.2. Current situation is as the following:

- Heating system in BSU buildings was switched to the clean and sustainable heating.
- Hybrid cars were bought and now, are being used for service. It is planning to change all other cars of BSU to sustainable hybrid car.
- One solar panel was installed in BSU. It is planning to install more solar panels in the campus for sustainability.
- BSU has a big campus with green trees, and there are evergreen trees that use little water.
- It is forbidden to use any plastic bottle in canteens that are locating in different buildings.
- BSU signs service agreement with catering companies that are operating in line with SGDs.
- BSU consider SDGs as a selection criterion while procurement.
- Recycle bins for both plastic and paper wastes were placed in the buildings.
- Daylight saving bulbs are lightening system were used in the buildings.



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STRENGTHS	WEAKNESSES
Robust national law and regulatory framework	Lack of knowledge and awareness about sustainability
Leadership	Lack of coordination and collaboration
Provide respective employees with the trainings on SDGs	Partially compliance with International Standards
Having Social Work department and integration of SDGs to the curriculum	Difficult to evaluate the sustainability of suppliers

OPPORTUNITIES	THREATS
Decrease energy costs	Little Support or Pushback from Suppliers
Affect multiple environmental issues	Difficulty Accessing Proper Technology
Improve your supplier diversity	Higher Costs





Legal base:

- 1.3. Legal base of Sustainable Procurement is provisions of the respective Laws of Azerbaijan Republic, Decrees and (or) the orders of The President and The Cabinet of Ministries of Azerbaijan Republic, this Sustainable Investment Policy of Baku State University (hereinafter – SPP), respective International Field Standards and other related legal documents.



SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

Mission of the policy:

- 2.1. Mission of SPP is to make the framework for all stakeholders and integrate SDGs to the procurement practices to reduce negative consequences on society and environment. SPP outlines the objectives, scope, planned actions, monitoring and reporting methodology and resource allocation regarding procurement practices of BSU.





Objectives of the SPP

2.2. Objectives of SPP are as the following:

- Reduce negative environmental impact through SIP.
- Prioritize usage of clean products and services, while contributing clean energy usage and reduction of carbon footprint.
- Promote inclusion of diverse suppliers and fair trade in their supply chain.
- Keeping balance between sustainability and cost-effectiveness.
- Making conformance to industry and legal requirements.
- Apply global best practices.
- Making knowledge and awareness toward SDGs and sustainable procurement practices.
- Promote fair competition and transparency.
- Promote purchasing from local suppliers and using recycled materials in the various processes.





<http://sdg.bsu.edu.az/>

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Scope of the SPP:



2.1. SPP policy applies to all kinds of procurement actions taken by BSU and is binding for all BSU staff who are responsible for procurement and other related activities. Moreover, SPP's application is extended to all service or product suppliers, and contractors. SPP is applicable across the entire university including Faculties, departments, structures etc.

SECTION 3. PLANNED ACTIVITIES, MONITORING AND REPORTING

Planned activities:

3.1. Planned actions in for the short-term and long-term period is as following:

SHORT-TERM PERIOD ACTIONS (within 3 years)

Action 1: Set supplier selection criteria by taking their sustainability into consideration

Action 2: Evaluate the competences of internal staff as procurement officers regarding sustainable procurement

Action 3: Evaluate the current state of external stakeholders regarding sustainability



Action 4: Supporting research and innovation regarding sustainable procurement

Action 5: Engage supplier which operate in line with international labor standards

Action 6: Making diversity and inclusivity through the supply chain

Action 7: Making and increasing awareness within the academic and administrative staff for sustainable procurement.

LONG-TERM PERIOD ACTIONS (within 10 years)

Action 8: Priority is given to procurement that contribute to clean and renewable energy, efficient resource, and environmentally friendly responsible practices

Action 9: Priority will be placed on collaborating with companies or organizations which exercise fair labor practices, internal and external stakeholder engagement initiatives, and a commitment to social welfare progress

Action 10: Provide procurement staffs with trainings regarding sustainability

Action 11: Collaborate or start initiative with companies which incorporate sustainability to their supply chain

Action 12: Collectively address relevant emerging issues by involving internal and external stakeholders

Action 13: Support the development of tools for benchmarking ESG integration to SPP.



Action 14: Support regulatory developments for sustainable procurement at BSU

Monitoring and reporting:

3.2. Monitoring and reporting actions will be taken as the following:



- Procurement officers should make sure that all procurements are in line to the SPP.
- Respective units will report on a semi-annual basis on the performance of Sustainable Procurement to the Rector and (or) Trustee Board.
- Audit will collaborate with procurement officers to monitor procurement activities within departments or units.

SECTION 4: RESOURCE ALLOCATION

4.1. For achieving the goal of this policy, below-mentioned resources will be used by respective units, comities and working groups:

- Competent and trained human resources.
- Sufficient financial resources.
- Physical infrastructure.

