

"I CONFIRM"

Rector of Azerbaijan State University of Economics

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AZERBAIJAN STATE UNIVERSITY OF ECONOMICS
CHARTER OF THE INTERNATIONAL GRADUATE AND DOCTORAL CENTER

Article 1. General Provisions.....
Article 2. Legal basis of the center's start of activity and international status.....	3
Article 3. The main purpose of the center.....	3
Article 4. Structure and management of the center.....	4
Article 5. Director of the center.....	5
Article 6. Scientific Council of the Center.....	6
Article 7. Deputy directors of the center.....	7
Article 8. Secretariat of the Center.....	9
Article 9. Department of Economics and Technological Sciences.....	12
Article 10. Activities of program leaders of the Department of Economics and Technological Sciences.....	12
Article 11. The professor-teaching staff of the Center.....	13
Article 12. Department of Doctoral Studies.....	14
Article 13. Involvement of foreign teaching staff.....	15
Article 14. Admission of graduate students to programs.....	15
Article 15. Language of educational programs.....	16
Article 16. Tuition fee.....	16
Article 17. The procedure for making changes and additions to the regulations.....	16
Article 18. Other conditions.....	16

Article 1. General Provisions

- 1.1. This Regulation defines the legal status, rights and duties, functions, structure, management principles, and administrative rules of the International Master's and Doctorate Center (hereinafter - the Center) of the Azerbaijan State University of Economics (hereinafter - the University), as well as the form of interaction with other departments and services of the University, defines its content.
- 1.2. Normative in force of the Republic of Central Azerbaijan - to legal acts, as well as acts following the Statute of the University, the decisions of the Scientific Council of the University, the orders of the University Rector (hereinafter - the Rector), this Regulation, the decisions of the Scientific Council of the Center and the instructions of the director of the Center (hereinafter - the Director).

Article 2. Legal basis of the center's start of activity and international status

The legal basis of the center's operation and its international status are reflected in the following documents:

- Law of the Republic of Azerbaijan on Education dated June 19, 2009;
- Decree No. 2469 of the President of the Republic of Azerbaijan dated February 2, 2021, on the approval of "Azerbaijan 2030: National Priorities for socio-economic development" and issues arising from it;
- Decision No. 792 of the Ministry of Education of the Republic of Azerbaijan dated July 5, 2001;
- Letter No. 48.03.3223/16 dated July 6, 2001, of the Ministry of Education of the Republic of Azerbaijan;
- academic cooperation protocols signed between the Azerbaijan State University of Economics and foreign universities;
- Cooperation protocols dated November 30, 1995, March 1, 1997, November 4, 1998, and December 1, 2000, signed between the Republic of Azerbaijan and the Republic of Turkey in the field of education;
- "State standards for economics and management, technology engineering specialties at the master's level of higher education" approved by Order No. 640 of the Ministry of Education of the Republic of Azerbaijan dated September 30, 2016;
- Normative-legal acts and internal rules of UNEC regulating education at the Doctorate and Master's level of higher education.

Article 3. The main purpose of the center

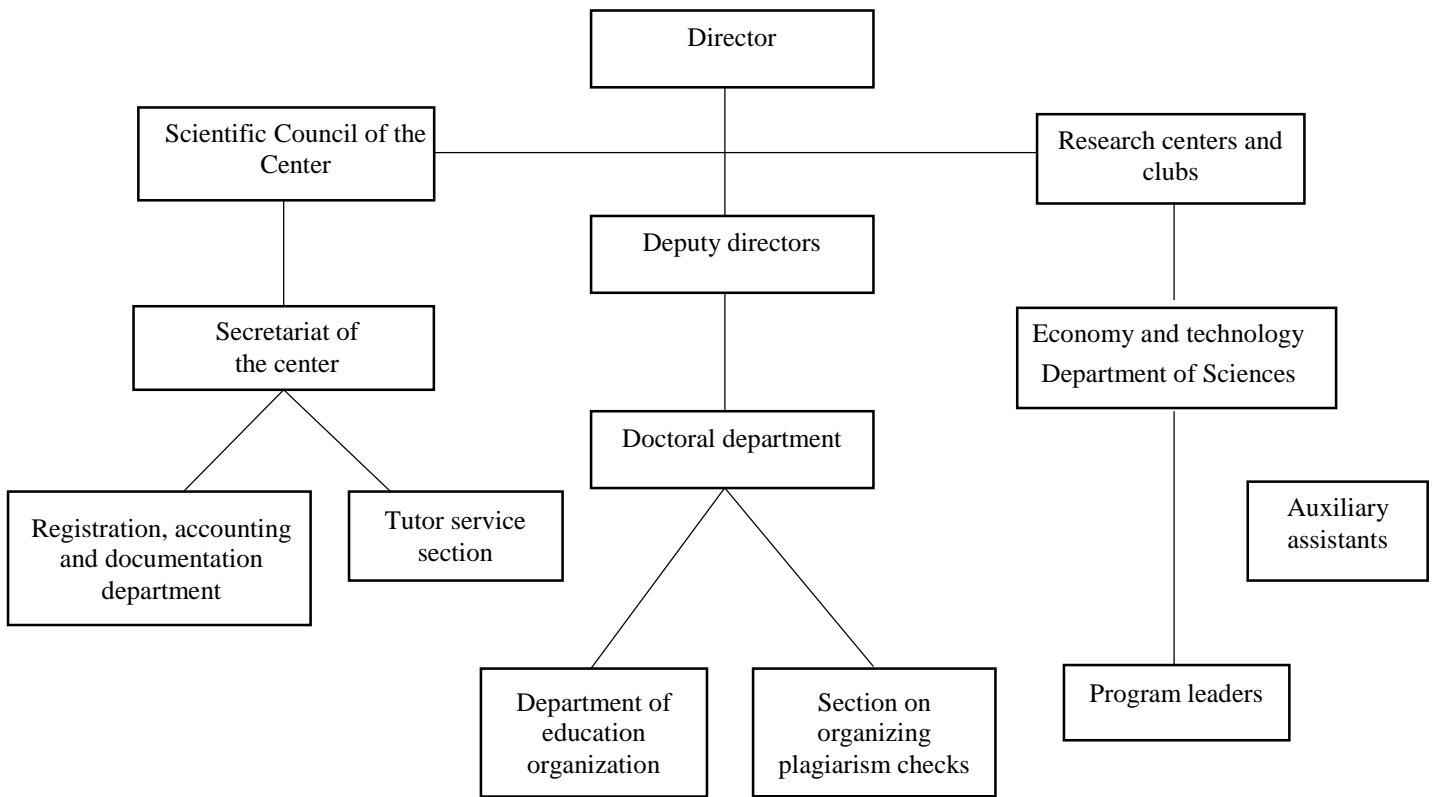
The main goal of the center is to organize an educational process that meets international standards at the master's and doctoral levels of higher education. To achieve this goal, the Center implements the following:

- Organization of teaching at master's and doctoral levels based on international educational standards and Bologna process principles;
- Training of research-oriented academic personnel and specialists;
- Involvement of professors and teachers from foreign countries in the process of master's and doctoral studies;
- Supporting the publication of master's and doctoral students' scientific research in internationally prestigious journals;
- Organization of national and international conferences, seminars, and scientific discussions for masters and doctoral students;
- In the following years, the formation of an institute that will gradually train master's and doctoral students at the University;
- Organization of professional development and improvement courses for academic and administrative staff of the university;
- Conducting research, preparing projects, and organizing pieces of training based on the order of state and private sector enterprises;
- Use of scientific research results in the teaching process;
- Acquiring new scientific knowledge and technologies in education, economy, and social sphere, integration of education, science, and production through the creation of mutually beneficial relations between education, science, pilot-production, scientific-production, and design enterprises, as well as innovation organizations.

Article 4. Structure and management of the center

- 4.1. The director is appointed by **the Rector**.
- 4.2. Other officials of the Center are appointed and dismissed by the Rector based on the presentation of the Director of the Center
- 4.3. Research centers and laboratories for relevant specialties can be organized in the center.

The organizational management scheme of the center is as follows:



Article 5. Director of the center

- 5.1. Following the objectives set before the Center, the Director prepares action plans for the organization of education and the implementation of teaching in the Center, directs, organizes, and coordinates the activities of the Center, and supervises it.
- 5.2. The director has the following duties:
 - 5.2.1. Leads the Center, ensures the implementation of the adopted decisions and an orderly and coordinated work system between the structural divisions of the Center;
 - 5.2.2. Determines the goals and objectives of the Center, informs all the employees of the Center, directs the employees for their implementation;
 - 5.2.3. Determines the personnel needs of the center and submits proposals to **the Rector** to meet these needs;
 - 5.2.4. Performs general control over the activity of the center, takes measures to eliminate emerging deficiencies;
 - 5.2.5. It works for the Center to be a constantly learning and developing organization by providing the organization of courses, seminars, and conferences in the areas needed for the administrative and academic staff of the Center;
 - 5.2.6. It regularly evaluates the efficiency of the center's activity;
 - 5.2.7. Identifies problems related to the education and teaching system of the center, solves the problems works in the direction of being, if necessary, informs the management about it;
 - 5.2.8. Monitors and implements educational innovations;
 - 5.2.9. It ensures that relevant work is done for the accreditation of programs in the center;
 - 5.2.10. Ensures efficient use of the center's financial resources;
 - 5.2.11. At the end of each school year, he reports to **the Rector** about the general situation of the Center
 - 5.2.12. Ensures that activities in the field of duties and responsibilities are carried out following the instructions of the existing internal control system;
 - 5.2.13. It provides an opportunity for the continuous improvement of quality for the staff to perform their work more efficiently and qualitatively, to gain experience;
 - 5.2.14. It ensures the preparation of the strategic development plan of the center and the drawing up of activity and work plans based on it;
 - 5.2.15. Ensures the implementation of educational plans following the requirements of the state education standard;
 - 5.2.16. Determines the teaching load based on the teaching plan and directs it to the relevant

departments, and approves and submits the results of the teaching load distribution to the Teaching and Methodological Center;

- 5.2.17. Initiates the preparation of methodical works (textbooks, teaching aids, electronic teaching materials, etc.) following the profile of the departments operating under the Center and provides general guidance in the organization of this work;
- 5.2.18. Represents the Center in all events in which the Center participates;
- 5.2.19. Heads the Center's Scientific Council;
- 5.2.20. Proposes candidates to the Rector for the appointment of deputy directors and heads of other structural units of the Center.
- 5.2.21. Establishes and develops the connection "Center - Labor market";
- 5.2.22. Supervision of the activities of structural divisions of the center and their employees spends;
- 5.2.23. In the field of education, it implements other measures stipulated by the Center in the normative-legal documents.
- 5.3. When the Director is not at work, one of his deputies performs his duties and functions according to the sequence determined by him, and when the deputies are not at work, another official of the Center performs them based on the order of the Rector.
- 5.4. The person who replaces the director acquires the relevant rights and is responsible for the quality performance of the duties assigned to him by this Regulation.

Article 6. Scientific Council of the Center

- 6.1. The composition of the Scientific Council of the Center (hereinafter - the Scientific Council) and all changes in its composition are approved by the order of the Rector based on the presentation of the director of the Center.
- 6.2. The term of office of the Scientific Council is 5 years.
- 6.3. The work of the Scientific Council is carried out according to the plan developed for each academic year.
- 6.4. The Scientific Council has the right to make decisions if not less than 2/3 of its members attend the meeting, decisions of the Scientific Council are made by a simple majority of the members present at the meeting.
- 6.5. Decisions of the Scientific Council come into force upon signing by the Chairman of the Scientific Council - Director of the Center. Decisions of the Scientific Council are binding for all employees of the Center and all master's and doctoral students studying at the Center. Decisions of the Academic Council of the Center can be canceled by a reasoned decision of the Academic Council of the University based on the presentation of the Rector.
- 6.6. The Scientific Council can entrust the adoption of decisions on individual issues to other

structural units of the Center.

- 6.7. Meetings of the Scientific Council are open. Each employee of the Center can participate in the meetings of the Scientific Council without the right to vote when making decisions. Other persons may participate in the meetings of the Scientific Council based on a special invitation.
- 6.8. The rights of the Scientific Council are as follows:
 - 6.8.1. Providing assistance to educational and teaching activities following the goals set by the Center, approving annual educational programs, approving subject programs, making decisions about recommending the publication of textbooks, monographs, and research works prepared by the Center's employees;
 - 6.8.2. Approving the rules, plans, programs, and educational calendar related to the organization of teaching and scientific research activities in the center;
 - 6.8.3. Preparation of drafts of educational plans and programs, discussion and evaluation of reports on teaching-methodical and scientific-research work of departments;
 - 6.8.4. Discussing the results of scientific research and scientific-pedagogical practice on the Master's level;
 - 6.8.5. Organization of election sessions for elective positions in the center and submission of a petition to the University Scientific Council for awarding academic titles;
 - 6.8.6. Analysis of the state of specialist training and scientific research activity in the center;
 - 6.8.7. Involvement of graduate students in scientific research works;
 - 6.8.8. At the end of each academic year, listening and evaluating the report of the director of the Center;
 - 6.8.9. Adopting decisions on the creation of commissions and working groups to improve work in various areas of the center's activity;
 - 6.8.10. Consideration of other issues related to the center's authority or related to its current activity and making relevant decisions;
- 6.9. The Central Scientific Council performs the following tasks:
 - 6.9.1. Preparation of improvement proposals for adaptation of educational programs to the requirements of the labor market;
 - 6.9.2. Preparation of proposals for improving the quality of the educational process and making relevant decisions;
 - 6.9.3. Preparation of proposals for improving the work of structural units of the Center and making relevant decisions;
 - 6.9.4. Determination of quotas for the admission of foreign master's and doctoral students;
 - 6.9.5. Preparation of proposals for activities on bilateral programs and international cooperation and making relevant decisions.

Article 7. Deputy directors of the center

- 7.1. In order to support the director of the center in the implementation of his duties and functions and to curate the relevant fields of activity, there are deputies for teaching work, administrative work, and scientific-research work. Deputy directors are appointed and dismissed by the rector of the University.
- 7.2. The deputy director for educational affairs has the following duties:
 - 7.2.1. Drafting of curricula based on international standards and "Bologna principles" and submission to the director of the Center for approval;
 - 7.2.2. Ensuring monitoring and improvement of the quality of subject programs and syllabi on educational plans;
 - 7.2.3. Providing students with educational materials and implementing the educational process as indicated in the syllabus;
 - 7.2.4. On the side of international institutions of educational plans doing the necessary work for accreditation;
 - 7.2.5. Preparing proposals for opening new specialties or improving existing ones;
 - 7.2.6. Regular implementation of measures to assess the quality of the educational process;
 - 7.2.7. Establishment of cooperation in the field of education between the center and local and foreign educational institutions;
 - 7.2.8. Carrying out organizational work related to the educational and scientific research activities organized by the Center;
 - 7.2.9. Conducting questionnaire surveys for evaluating the subjects and teachers taught by the center, analyzing the results, and preparing improvement proposals based on this;
 - 7.2.10. Controlling the preparation and implementation of lesson schedules;
 - 7.2.11. Preparation of reports and strategic development plan of the center;
 - 7.2.12. Ensuring the participation of students and teaching staff of the Center in international exchange programs;
 - 7.2.13. Preparation of information to be posted on the website of the Center related to education and teaching activities and submission to the secretariat of the Center;
 - 7.2.14. Determining the schedule of mid-term and semester exams in the center and ensuring transparent and high-quality implementation of exams;
 - 7.2.15. Determining the teaching load based on the teaching plan and directing it to the relevant departments, presenting the results of the distribution of the teaching load to the Center director;
 - 7.2.16. Compilation of lesson schedules and control of their entry into the Electronic University system;

- 7.2.17. Controlling the inclusion of calendar-thematic plans for subjects in the electronic university system;
 - 7.2.18. Drawing up Individual Study Plans, creating academic and subject groups, as well as organizing the preparation of electronic journals;
 - 7.2.19. Creation of subgroups for subjects, conclusion of credit agreements and monitoring of payment of tuition fees;
 - 7.2.20. Controlling the process of organizing and conducting scientific-pedagogical and scientific-research experiments;
 - 7.2.21. Determination of academic differences during the change of majors' specialty, place of study, or form of education;
 - 7.2.22. Execution of other tasks assigned by the director.
- 7.3. The deputy director for administrative affairs has the following duties:
- 7.3.1. Receiving, registering and performing other administrative duties of graduate students;
 - 7.3.2. Providing the material and technical base, determining the needs that will arise in this area, and taking measures to solve the problem;
 - 7.3.3. Ensuring that the electronic tools provided to the academic staff and used in the educational process are in working condition;
 - 7.3.4. Conducting correspondence and managing mutual cooperation processes between the Center and structural units of the University and third parties;
 - 7.3.5. To participate in the preparation of the center's reports and strategic development plan;
 - 7.3.6. Monitoring the implementation of the projects implemented by the center's academic and teaching support staff;
 - 7.3.7. Preparation of information to be placed on the website about the activities of the Center related to administrative affairs and submission to the secretariat of the Center;
 - 7.3.8. Organization of center-wide scientific (conference, symposium, etc.) and social (holidays and memorial days, etc.) events;
 - 7.3.9. Implementation of joint measures with student organizations in order to solve the social problems of master's and doctoral students;
 - 7.3.10. Organization of publicity and promotion work related to participation in international student and teacher exchange programs;
 - 7.3.11. Ensuring that master's and doctoral students comply with university disciplinary rules and, if necessary, take appropriate measures;
 - 7.3.12. Regularly informing the Director and other managers about the work done with students in the center;
 - 7.3.13. Execution of other tasks assigned by the director.

- 7.4. The deputy director for scientific research has the following duties:
 - 7.4.1. Monitoring the implementation of budgetary scientific research carried out by professors and teaching staff;
 - 7.4.2. Ensuring that the results of studies conducted by the Center's employees are used in the teaching materials prepared by the departments, conducting monitoring for this purpose and providing information about the results to the Center's director;
 - 7.4.3. Organization of the process of defining, performing, and defending the topics of master's, philosophy, and doctor of scientific dissertations;
 - 7.4.4. Conducting periodical analyzes related to the situation of the center and the departments operating under it in the differential salary system and preparing improvement proposals based on this.
- 7.5. Having the rights arising from the performance of their duties, the deputy directors of the Center can request and obtain all necessary information from the structural units of the University, make proposals regarding the improvement of the Center's activities, and demand the removal of all obstacles that hinder the performance of their duties.
- 7.6. Deputy directors of the center are responsible for the performance of their duties to the director of the center.

Article 8. Secretariat of the Center

- 8.1 A Secretariat is established in the Center in order to organize its administrative activities in accordance with the established goals and principles. The Secretariat is the executive structural unit of the Center and is headed by the head of the Secretariat. The head of the secretariat is appointed and dismissed by the Rector on the recommendation of the director. The head of the secretariat also performs the function of the secretary of the Scientific Council of the Center.
- 8.2. The Secretariat of the Center consists of the Registration and Documentation Services section and the Tutor Services section. The head of the Secretariat is responsible for organizing and conducting the activities of both departments.
- 8.3 The duties of the head of the Secretary of the Center are as follows:
 - 8.3.1 Organization of correspondence, documentation, and other clerical work with intra-university structural units and external organizations if necessary;
 - 8.3.2 Ensuring that the orders, orders, and instructions of the University and the Center management are delivered to the academic, administrative, graduate and doctoral staff of the Center;
 - 8.3.3 Reviewing applications (applications, references, etc.) of masters and doctoral students and ensuring their implementation through the appropriate structural units of the Center;
 - 8.3.4 Verification of compliance of the documents submitted to the center director and the issuance

of visa;

- 8.3.5 Participation in the implementation of the organizational work of center-wide events;
 - 8.3.6 Drawing up the agenda of the Scientific Council of the Center, recording the decisions made and delivering them to the relevant structural units;
 - 8.3.7 Controlling the labor discipline of the center's administrative and teaching-assistant staff and submitting their annual leave schedule to the director, taking into account the faculty's normal activity opportunities;
 - 8.3.8 Organization of document acceptance from newly admitted master's and doctoral students;
 - 8.3.9 Collecting, processing and submitting statistical data related to the activity of the Center to the director of the Center;
 - 8.3.10 Informing the director about the implementation status of works according to the activity plan of the center;
 - 8.3.11 Performing other tasks assigned by the director and deputy directors.
- 8.4. Having the rights arising from the performance of his duties, the head of the Secretariat can request and obtain all necessary information from the structural units of the Center and the University, make suggestions regarding the improvement of the activities of the Center and the Secretariat, and demand the removal of all obstacles that hinder the performance of his duties.
- 8.5. The duties of the registration and documentation services department are as follows:
- 8.5.1 Issuance of references with different contents based on the applications of masters and doctoral students;
 - 8.5.2 Entering lesson schedules into the system;
 - 8.5.3 Preparation of graduate transcripts;
 - 8.5.4 Writing diplomas, diploma supplements and giving them to graduate students;
 - 8.5.5 Registration of orders on the mobility of the graduate and doctoral student contingent;
 - 8.5.6 Preparation and issuance of master's and doctoral student card;
 - 8.5.7 Acceptance of documents of newly admitted master's and doctoral students;
 - 8.5.8 Preparation of statistical data base on master's and doctoral students;
 - 8.5.9 Filling personal work forms of masters and doctoral students;
 - 8.5.10 Acceptance of applications from master's and doctoral students who could not participate in the exams for valid reasons and submitting them to the head of the secretariat of the Center;
 - 8.5.11 Preparation of presentations on admission to the Final State Attestation, issuance of diplomas, exemption from tuition fees, grant of scholarships, issuance of duplicate master's and doctoral student cards, transfer of master's and doctoral students to the next year of education, expulsion, reinstatement, granting of academic leave and other issues;
 - 8.5.12 Carrying out other tasks assigned by the deputy directors and the head of the secretariat of the Center.

8.6. The duties of the tutor service department are as follows:

- 8.6.1 Creation of academic and subject groups on the basis of individual study plans prepared by the graduate students;
- 8.6.2 Holding meetings with newly admitted graduate students and informing them about the credit system;
- 8.6.3 Checking the compatibility of subjects with credits in the lesson schedules drawn up by semesters;
- 8.6.4 Registration of graduate students with academic debt into subgroups, calculation of credits, conclusion of contracts and formalization accordingly;
- 8.6.5 Calculation of scholarships of master's and doctoral students and submission of their lists to the relevant commission for approval;
- 8.6.6 Controlling the timely recording of relevant records (attendance, assessment of free work and seminar classes, etc.) in electronic journals and collecting data and submitting it to the Electronic Management Center;
- 8.6.7 Monitoring the calculation of the points collected by the graduate students during the semester, exceeding the attendance limit, having tuition debt, etc. restricting entrance to the examination of graduate students for such reasons or allowing entrance to the examination;
- 8.6.8 Entering written exam results into the system;
- 8.6.9 Submission of the list of subjects taught in the center in the current semester to the UNEC Examination Center;
- 8.6.10 At the beginning of each academic year, entering newly admitted master's and doctoral students into the system, closing the academic groups of graduate students who have completed the 2nd year and sending information about master's students to the alumni database, preparing orders for the expulsion of doctoral students who have completed their studies;
- 8.6.11 Submission of transcripts removed from the system by graduate students to the dean for verification and approval;
- 8.6.12 Performing other tasks assigned by the head of the secretariat;

Article 9. Economy and department of technological sciences

- 9.1. The Department of Economics and Technological Sciences operates in the center.
- 9.2. The directions of activity of the Department of Economics and Technological Sciences are as follows:
 - 9.2.1. Controlling the organization of lessons taught in the center in accordance with international standards and quality;
 - 9.2.2. Designation of program heads for the relevant economics, management, technology engineering specialties for the specialties taught at the center, ensuring coordination between them;
 - 9.2.3. Controlling the conduct of exams in a transparent and high-quality manner and, if necessary, performing the supervisory function in exams;
 - 9.2.4. Ensuring the distribution of teaching loads among teachers and departments for the specialties taught in the center;
 - 9.2.5. Implementation of coordination between teachers and students on programs;
 - 9.2.6. Participating in the guidance of graduate students in course selection;
 - 9.2.7. Controlling the compliance of the syllabuses for the taught lessons with the standards and periodically updating them;
 - 9.2.8. Lesson syllabi are collected and placed on the Center's website in accordance with standard rules;
 - 9.2.9. Writing monthly presentations on the performance of teachers' teaching loads;
 - 9.2.10. Preparing an annual report on educational activities;
 - 9.2.11. Controlling the placement of teaching materials on the University website and the EDUMAN system;
 - 9.2.12. Analyzing exam results, preparing mastery and quality reports;
 - 9.2.13. Be taught at the Center with graduate students Conducting inquiries about classes;
 - 9.2.14. Defining and documenting the topics of master's, philosophy, and doctor of scientific dissertations;
 - 9.2.15. Quality organization of preparation and defense of dissertation works;
 - 9.2.16. Organization of checking dissertations in the anti-plagiarism program;
 - 9.2.17. Implementation of other necessary activities for the implementation of scientific-pedagogical and scientific research experiences of masters.

Article 10. Economy and technological sciences of the department activities of program managers

- 10.1. Controlling the organization of lessons taught in the center in accordance with international standards and quality;
- 10.2. Implementation of coordination between teachers and students on programs;
- 10.3. Participating in the guidance of graduate students in course selection;
- 10.4. Controlling the compliance of the syllabuses for the taught lessons with the standards and periodically updating them;
- 10.5. Controlling the placement of teaching materials on the University website and Eduman system;
- 10.6. Teaching at the Center with graduate students carrying out surveys related to the lessons;
- 10.7. Participating in determining the topics of the master's dissertations;
- 10.8. Rules for the preparation, presentation, and evaluation of Master's dissertations accepting dissertations that fully meet the requirements;
- 10.10. Organization of checking dissertations in the anti-plagiarism program;
- 10.11. Conducting a preliminary discussion for the defense of dissertation works that have been successfully checked in the anti-plagiarism program;
- 10.12. Organizing the defense of dissertations in a qualitative manner;
- 10.13. Other necessary activities for the implementation of the scientific-pedagogical and scientific-research practice of the graduate students.

Article 11. The professor-teaching staff of the Center

- 11.1. The professor-teacher staff of the Center works in the direction of effective implementation of the necessary work to implement the educational and teaching program in the Center in accordance with the goals and principles determined by the University management.
- 11.2. The teaching staff of the center is responsible for the following:
 - 11.2.1 Achieving the goals and objectives of the Center by using the existing potential;
 - 11.2.2. Submission of required information and documents to the Director of the Center and the Deputy Director of Educational Affairs for the lessons under his responsibility;
 - 11.2.3. Making additions and corrections to the lesson program according to the results of the lesson evaluation form filled out by the graduate students at the end of the semester;
 - 11.2.4. Fulfillment of the requirements stipulated in the Statute of the University and this Statute;
 - 11.2.5. Management of the Master's dissertation and the implementation of the lessons assigned to them in the form specified in this Regulation;
 - 11.2.6. Development of academic knowledge and foreign language level, active participation in social activities at the University, corporate social responsibility programs, and benefits to

undergraduates;

11.2.7. Supervision of the implementation of individual work plans of master's and doctoral students of whom they are the scientific leaders or scientific advisors, giving recommendations in the selection of the dissertation topic and conducting research, in the preparation of scientific works and dissertations on the subject;

11.2.8. Fulfillment of tasks given by the Center Director, Deputy Directors and Head of Department.

Article 12. Department of Doctoral Studies

The Department of Doctoral Education carries out activities on the planning and organization of education at the doctoral level of higher education, in scientific works (dissertations prepared for receiving the scientific degree of Doctor of Philosophy and Sciences, scientific articles, monographs, etc.) and teaching materials (textbook, teaching aids, methodological instructions and other educational materials), including in student works (freelance works, abstracts, semester projects, master's dissertations, etc.) implements the necessary measures to prevent cases of scientific plagiarism. Within the department, there are departments for the organization of education and the organization of plagiarism.

12.1. The duties of the head of the doctoral department are as follows:

12.1.1. To ensure the organization of education at the doctoral level of higher education in accordance with the requirements of the relevant normative and legal acts;

12.1.2. To implement measures necessary for the planning and organization of works in the direction of uncovering and preventing cases of scientific plagiarism in scientific research works and teaching materials, including student works.

12.1.3. To plan, organize, and supervise the work of the Education Organization and Plagiarism Checks departments

12.1.4. To participate in the establishment of international relations with relevant scientific and educational institutions for doctoral studies, as well as with higher educational institutions of foreign countries;

12.1.5. To carry out the tasks of the center's administration.

12.2. The head of the doctoral department has the following rights:

12.2.1. Applying to the relevant structural units of UNEC for the preparation of relevant programs for the doctoral entrance exams (on the subject of specialization);

12.2.2. To send requests to academic supervisors and relevant structural units about compliance with individual work plans of doctoral students;

12.2.3. Based on the applications of doctoral students, dissertations, and scientific supervisors regarding the educational process, as well as to apply to the management with letters of initiative on the directions of the department's activities;

- 12.2.4. To send requests to relevant structural units of UNEC for the preparation of doctoral admission plans;
- 12.2.5. Applying to the management for taking administrative measures against doctoral students and dissertation students who do not fulfill their individual work plans and violate the rules of discipline;
- 12.2.6. Prepare improvement proposals related to the doctoral studies;
- 12.3. The following are the activities of the Department of Educational Organization of the Doctoral Department:
 - 12.3.1. Drafting of doctoral admission plans;
 - 12.3.2. Implementation of organizational work on the doctoral admission process;
 - 12.3.3. Informing doctoral students about their duties and rights during their studies;
 - 12.3.4. Organization of the process of approval of dissertation topics and scientific supervisors;
 - 12.3.5. Organization of the educational process in the doctoral program in accordance with the requirements of the relevant normative and legal documents;
 - 12.3.6. Organization of the attestation process of doctoral students;
 - 12.3.7. Organization of doctor of philosophy exams;
 - 12.3.8. Organization of preliminary discussion of theses;
 - 12.3.9. Preparation of petition letters about sending dissertations for defense;
 - 12.3.10. Responding to the requests of doctoral students and dissertation students, as well as scientific supervisors, including scientific problem-solvers, regarding the educational process;
 - 12.3.11. Regularly informing doctoral students about scientific events organized by the Center and the University;
 - 12.3.12. Accounting and formalization of movement of doctoral students.
- 12.4. The activities of the Department of Plagiarism Inspections of the Doctoral Department are as follows:
 - 12.4.1. Organization of plagiarism check of scientific works and educational materials, as well as student works;
 - 12.4.2. Analysis of cases of plagiarism detected in works and preparation of necessary information for making decisions in accordance with the rules;
 - 12.4.3. Preparation of suggestions for improvement of plagiarism checking procedures (software, uploading works to the system for checking, analysis of check references);
 - 12.4.4. Conducting regular events related to scientific ethics and plagiarism among academic staff, doctoral students, master's students, and students;
 - 12.4.5. Study of international experience in the field of combating scientific plagiarism and preparation of improvement proposals;
 - 12.4.6. Preparation of regular reports on cases of scientific plagiarism detected in works, forms,

content, and dynamics of these cases.

Article 13. Involvement of foreign professors - teaching staff

- 13.1 In order to participate in its administrative management structure and in the teaching process, the Center can invite professors and teachers from abroad to the teaching process and as scientific supervisors in the manner determined by the University.
- 13.2 In order to achieve its goals, the Center can cooperate with foreign universities and organize joint programs with the consent of the University management.

Article 14. Admission of graduate students to programs

- 14.1. Admission of citizens of the Republic of Azerbaijan to master's programs is carried out in accordance with the educational legislation, based on the results of the master's degree entrance exams organized by the State Examination Center of the Republic of Azerbaijan.
- 14.2. The admission of foreigners and stateless persons to master's and doctoral studies is carried out in accordance with the rules of admission of foreign master's and doctoral students of the University. The documents required for adm, mission, and admission rules are determined by the University.
- 14.3. Admission of master's students to certificate-based programs is carried out by a commission made up of persons selected by the Center's director from among the members of the Center's Scientific Council.

Article 15. Language of educational programs

- 15.1. Teaching in the center is organized in Azerbaijani, Turkish, Russian, and English languages. If necessary, the decision to organize teaching in other foreign languages can be made and implemented by the competent authority.

Article 16. Tuition fees

- 16.1. Tuition fees for master's and doctoral students are determined by the University according to the nature of the program and the language of instruction.
- 16.2. Tuition fees for dual degree programs are determined by agreement between the parties.

Article 17. Procedure for making changes and additions to the Regulations

- 17.1. Additions and changes to this Regulation (taking into account the status of dual programs) can be made only by the decision of the Academic Council of the University.

Article 18. Other conditions

- 18.1. Specialization programs for master's and doctoral education in the Center are opened and operate taking into account the specialties taught at the University.
- 18.2. Specialization programs can be opened with the decision of the Scientific Council of the Center and the approval of the University Scientific Council.
- 18.3. Other issues related to training, which are not provided for in this Regulation, are regulated by the training, examination, and disciplinary rules of the Center.
- 18.4 The Center may be reorganized, named differently, or canceled by the decision of the Academic Council of the University.