

Azerbaijan Technological University
Anti-Corruption and Anti-Bribery Policy

1. General Provisions

1.1. Purpose of the Policy

The purpose of this policy is to prevent cases of corruption and bribery within the university and in all activities related to it; to ensure the principles of transparency and accountability; to strengthen discipline and ethical conduct; and to establish operational mechanisms in compliance with legislative requirements.

1.2. Legal Basis

This policy is based on the following normative documents:

- Legislation of the Republic of Azerbaijan
- State strategies on combating corruption
- Charter of Azerbaijan Technological University
- Disciplinary and ethical conduct rules of Azerbaijan Technological University
- International anti-corruption principles

1.3. Scope of Application

This policy applies to the following individuals:

- The leadership of Azerbaijan Technological University
- Academic staff (professors and lecturers)
- Administrative employees
- Students, master's and doctoral candidates
- Individuals working under contract
- Partner organizations cooperating with the university

2. Core Principles

Azerbaijan Technological University adheres to the following principles in combating corruption and bribery:

2.1. Integrity

All employees and students of Azerbaijan Technological University must act honestly, ethically, and in accordance with disciplinary rules.

2.2. Transparency

Decision-making, financial operations, and administrative procedures at Azerbaijan Technological University must be carried out transparently.

2.3. Accountability

The leadership and all employees of Azerbaijan Technological University are responsible for the decisions they make.

2.4. Equality

No individual or group should gain unlawful advantage.

2.5. Compliance with Laws

All activities at Azerbaijan Technological University must be conducted in accordance with the legislation of the Republic of Azerbaijan.

3. Understanding Corruption and Bribery

3.1. Corruption

Corruption is the use of official authority for personal interests or for the benefit of third parties.

3.2. Bribery

Bribery is the offering, giving, or receiving of money, gifts, services, or other material and non-material benefits with the intent to influence decision-making.

3.3. Other Related Concepts

Conflict of Interest – when personal interests affect the fulfillment of official duties.

Nepotism – the unjustified recruitment or favoritism of relatives, acquaintances, or close individuals.

Academic Corruption – altering grades, condoning plagiarism, and other violations of academic ethics.

4. Prohibited Activities

The following activities are strictly prohibited at the university:

4.1. Corruption in the Educational Process

- Altering grades in exchange for bribes
- Falsifying examination results
- Commissioning or paying for diploma theses to be written or evaluated
- Negligent attitude toward student attendance

4.2. Financial Corruption

- Embezzlement of university funds
- Preparation of falsified financial documents
- Illegal use of budgetary and grant resources

4.3. Corruption in Procurement and Tender Processes

- Biased decisions in tenders
- Conflicts of interest
- Informal or unauthorized payments

4.4. Corruption in Human Resources

- Bribery during recruitment
- Nepotism and favoritism toward relatives or close individuals
- Unobjective decisions in promotions

5. Concept of Gifts and “Tokens of Respect”

University employees:

- May not accept money or gifts equivalent to money
- Must not accept expensive gifts
- May only accept symbolic gifts given at official events within ethical boundaries
- Must not accept any “token of respect” in exchange for any activity

Gifts or “tokens of respect” must under no circumstances influence decision-making.

6. Complaint and Reporting Mechanism

Azerbaijan Technological University has established the following accessible channels for reporting cases of corruption and bribery:

- Anonymous submission system
- Email communication
- Appeals to the Disciplinary and Ethics Commission
- Internal audit function

6.1. Protection of Whistleblowers

Individuals who report cases of corruption and bribery must not be subjected to:

- Pressure
- Threats
- Dismissal from their position

7. Investigation Procedures

In cases of suspected corruption or bribery at Azerbaijan Technological University, the following stages are applied:

1. Registration of the complaint
2. Preliminary investigation
3. Collection of evidence

4. Decision of the Disciplinary and Ethics Commission
5. Submission of results to the university leadership

If necessary, the matter may be referred to law enforcement authorities.

8. Disciplinary Measures

In cases of violations of Azerbaijan Technological University's Anti-Corruption and Anti-Bribery Policy, the following disciplinary measures are applied:

For Employees:

- Warning
- Reprimand
- Dismissal from position
- Termination of employment contract

For Students:

- Warning
- Disciplinary sanction
- Expulsion from the university

In severe cases, the matter is referred to law enforcement authorities.

9. Awareness and Training

To raise awareness among employees and students, Azerbaijan Technological University implements the following measures:

- Disciplinary and ethical conduct training for employees
- Academic integrity seminars for students
- Awareness programs against corruption and bribery
- Ethics training for new staff members

10. Monitoring and Evaluation

To assess the effectiveness of the Anti-Corruption and Anti-Bribery Policy at Azerbaijan Technological University:

- An annual report is prepared
- Internal audits are conducted
- Risk assessments are carried out

11. Policy Review and Update

At Azerbaijan Technological University, this policy is reviewed and updated:

- At least once every three years

- Or whenever legislative changes occur

12. Final Provisions

The Anti-Corruption and Anti-Bribery Policy enters into force from the date of its approval by the leadership of Azerbaijan Technological University and is mandatory for all employees, students, and partner organizations.

Annual Action Plan for Combating Corruption and Bribery at Azerbaijan Technological University (2025)

1. Purpose of the Action Plan

The purpose of this action plan is to prevent corruption and bribery at Azerbaijan Technological University, to strengthen a transparent management system, to ensure academic integrity, and to promote a culture of ethical conduct.

2. Duration of the Action Plan The plan covers a period of one year (January–December 2025).

Annual Action Plan

№	Activity	Timeline	Responsible Unit	Expected Outcome
1	Official approval and announcement of the university's Anti-Corruption and Anti-Bribery Policy	January	Rectorate, Legal Counsel	Policy enters into force as an official document
2	Establishment of the Disciplinary and Ethics Commission on Anti-Corruption	January	Rectorate	Oversight mechanism for corruption and bribery cases is established
3	Conducting ethics and anti-corruption training for university employees	February–March	Human Resources Department	Employee awareness is increased
4	Organizing seminars for students on academic integrity and combating plagiarism	March–April	Academic Affairs Department, Student Organizations	Compliance with academic and ethical rules is strengthened
5	Creation of an anonymous complaint and reporting system	March	IT Department, Legal Counsel	Secure mechanism for reporting corruption and bribery cases is established
6	Updating internal regulations to enhance transparency in procurement and tender processes	April	Finance Department	Risks in procurement processes are reduced
7	Assessment of corruption risks at the university	May–June	Internal Audit	Risk areas are identified
8	Internal audit of financial and procurement activities	June–July	Internal Audit	Financial transparency is increased

9	Monitoring of academic evaluation processes (exams and grading)	June–July	Academic Affairs Department	Risks of academic corruption and bribery are reduced
10	Implementation of a conflict-of-interest declaration system	July	Human Resources Department	Disclosure of personal interests is ensured
11	Awareness campaign on anti-corruption	September	Press Service	Ethical environment at the university is strengthened
12	Introductory ethics training for new employees	Throughout the year	Human Resources Department	New employees are familiarized with rules
13	Investigation of complaints related to corruption	Throughout the year	Disciplinary and Ethics Commission	Complaints are investigated promptly
14	Monitoring and evaluation of the implementation of the Anti-Corruption Policy	November	Internal Audit	Effectiveness of the policy is measured
15	Preparation of the annual anti-corruption report	December	Rectorate, Internal Audit	Report is submitted to university leadership

Monitoring the Implementation of the Action Plan

The implementation of the action plan is monitored by the following structures:

- Rectorate
- Disciplinary and Ethics Commission
- Internal Audit Service
- Legal Counsel

The implementation status is evaluated quarterly.

Expected Outcomes

As a result of the implementation of the action plan:

- A transparent management system at the university will be strengthened
- The level of academic integrity will increase
- Corruption risks will be reduced

- A culture of discipline and ethical conduct among employees and students will be enhanced
- An operative and effective mechanism for investigating corruption cases will be established