

Azerbaijan Technological University

Student Organizations Policy

1. General Provisions

This policy regulates the activities of student organizations established at Azerbaijan Technological University to support students' academic, social, cultural, and professional development. Student organizations are non-profit associations created at the initiative of university students and operating on a voluntary basis. This policy applies to student organizations functioning in all faculties of the university. The activities of student organizations must comply with the university charter, ethical conduct rules, and the legislation of the Republic of Azerbaijan.

2. Purpose and Objectives

The main objectives of student organizations are:

- To develop students' leadership and organizational skills
- To promote scientific, technological, cultural, and social activities
- To strengthen cooperation and team spirit among students
- To ensure active student participation in university public life
- To increase student involvement in international and local projects

3. Establishment of Student Organizations

3.1. At least 10 active student members are required to establish a student organization.

3.2. Students wishing to establish an organization must submit the following documents:

- Name and purpose of the organization
- Activity plan
- List of founding members
- Charter of the organization
- Information about an academic mentor or faculty advisor

3.3. Proposals are evaluated by the university administration or the responsible unit for student affairs.

3.4. Once approved, the organization is included in the official list of student organizations of the university.

4. Governance Structure

Each student organization must have the following governance structure:

- Chairperson – leads the overall activities of the organization
- Vice-Chairperson – supports the chairperson and assumes duties in their absence
- Secretary – manages documentation and communication
- Treasurer (if applicable) – manages budget and financial reports

Additional coordinators or club leaders may be appointed when necessary.

5. Membership

5.1. All university students may voluntarily join student organizations.

5.2. Members have the following rights:

- To participate in events
- To vote
- To propose initiatives and projects

5.3. Members have the following obligations:

- To comply with organizational rules
- To actively participate in activities
- To uphold the reputation of the university

6. Activities and Events

Student organizations may organize the following activities:

- Seminars and trainings
- Conferences and workshops
- Social and charity projects
- Competitions and hackathons
- Cultural and sports events

All events must be pre-approved by the university administration.

7. Financing

Sources of financing for student organizations include:

- Support and grants allocated by the university
- Sponsorship and partnership projects
- Voluntary membership fees (if applicable)

Financial operations must be conducted transparently and annual reports must be submitted.

8. Accountability and Monitoring

8.1. Each student organization must submit an activity report at least once a year.

8.2. Organizations that fail to operate or violate rules may be suspended or dissolved.

9. Ethical Conduct

Student organizations must:

- Avoid discrimination and exclusion
- Adhere to principles of academic integrity
- Act in accordance with the university's ethical rules

10. Final Provisions

10.1. This policy enters into force upon approval by the university administration.

10.2. Amendments to the policy may be made by decision of the university administration.

Azerbaijan Technological University
Annual Student Organizations (2024–2025 Academic Year)
Activity Plan

Purpose of the Plan

The purpose of this activity plan is to coordinate the activities of student organizations, to develop students' leadership and organizational skills, to create an active student environment within the university, and to support initiatives across various fields.

Month	Activity	Description	Responsible Structure / Persons	Expected Outcome
September	Strategic Planning	Preparation of annual activity plans of student organizations and coordination meetings with leaders	Vice-Rector for Social Affairs and Public Relations, Organization Chairs	Main activity directions of the year are defined
September	Leadership Training	Training on leadership and project management for organization leaders	Vice-Rector for Social Affairs and Public Relations	Development of organizational skills
October	Student Organizations Fair	Presentation of organizations operating at the university	Student Organizations	Recruitment of new members
Oct–Nov	Promotion Campaign	Promotion of organizations via social media and within the university	PR teams of organizations	Increased student awareness
Regular	Soft Skills Trainings	Trainings on communication, teamwork, and leadership	PR teams of organizations	Enhancement of personal development skills

Regular	Career Workshops	Seminars on career planning and CV preparation	Career Center	Professional development of students
Regular	Student Scientific Conference	Presentation of students' research works	Faculties, Student Scientific Society	Promotion of scientific activity
Regular	Startup Idea Competition	Presentation of innovative ideas and startup projects	Innovation Center and student clubs	Development of innovation and entrepreneurship
Regular	Social Responsibility Projects	Projects on ecological and social topics	Student Union, Trade Union, Volunteer Clubs	Increased public engagement
Several times a year	Charity Campaigns	Social support and aid initiatives	Student Union, Trade Union, Clubs	Strengthening social responsibility
July	Activity Reports	Submission of annual activity reports by organizations	Organization Chairs	Evaluation of activities
Twice a year	Award Ceremony	Recognition of the most active student organizations and members	University Administration, Trade Union	Motivation and encouragement
July–August	Summer Schools	Organization of training and development programs	University and partner institutions	Acquisition of additional knowledge by students

Regular	Online Development Programs	Online seminars and trainings	Student Organizations	Continuous development
September	New Member Registration	Membership registration for student organizations for the new academic year	Student Organizations	Increase in membership numbers
Sept–Oct	Orientation Events	Presentations for first-year students	Student Organizations	Formation of an active student environment
Regular	Career Days	Meetings and presentations with companies	Career Center	Provision of job and internship opportunities
April	Technology Festival	Events on technology and innovation	Administration, Innovation Center, Technology Clubs	Increased interest in technology
Regular	Debate Tournament	Debate competitions among students	Debate Club	Development of critical thinking
Regular	Academic Seminars	Academic seminars in various fields	Faculties, Student Scientific Society	Strengthening academic environment
Regular	Student Festival	Organization of cultural and social events	Student Union, Trade Union, Arts Center, Sports Club	Enrichment of student life

July	Annual Presentation	Presentation of annual achievements and discussion of plans for the next year	University Administration	Strategic development
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Monitoring and Evaluation

The implementation of the activity plan will be assessed through the following methods:

- Monthly activity reports
- Number of participants and event statistics
- Student satisfaction surveys
- Evaluation by the university administration