**Annual Report of the University Ethics Policy, 2024/2025 academic year**

**Introduction**

Ethics Policy of Azerbaijan University is dedicated to ensuring that all research and academic activities conducted at the university adhere to the highest standards of ethical practice. This annual report provides an overview of the committee's activities, achievements, challenges, and future goals over the past year. It plays a crucial role in safeguarding the integrity of research, protecting the rights of participants, and upholding the reputation of the university as a center of ethical academic and scientific inquiry.

At Azerbaijan University, the Scientific Department have academic responsibilities, including the collection of annual scientific reports from various university departments, the publication of scholarly journals, the organization of academic conferences, and the rigorous plagiarism review of submitted articles. Additionally, the department manages all correspondence, including the receipt and resolution of complaints. All complaints and suggestions can be directed to the following email address**: elm@au.edu.az.**

During the 2024–2025 academic year, the Scientific Department, in collaboration with researchers from both within and outside the university, reviewed a total of 150 research proposals. This evaluation process encompassed assessing the alignment of each article with the scientific scope of the relevant journal, the ethical considerations of the research, ensuring the protection of participants' rights.

To further enhance awareness of ethical practices, the Department organized two workshops on research ethics. These workshops were attended by faculty, graduate students, and postdoctoral researchers. The goal of these workshops was to provide guidance on the ethical challenges commonly encountered in research, such as data integrity, plagiarism, and participant confidentiality.

**Consultations**

The Scientific Department provided consultation services for faculty and students who faced ethical dilemmas in their research. These consultations helped clarify the best practices and decision-making processes in situations such as handling sensitive data, navigating conflicts of interest, and addressing unanticipated risks in research.

**Handling Complaints and Misconduct**

Over the year, the University handled several formal complaints regarding academic misconduct. These cases were thoroughly investigated in line with university policies, and appropriate actions were taken to resolve the issues. University administration and other relevant bodies worked closely to ensure fair and transparent handling of these complaints.

When a controversial issue arises within the university, complaints are submitted through designated channels: students and academic staff utilize the electronic university platform, while administrative staff use the internal document circulation (DMS) system. These complaints are then forwarded to the Rector, who initiates the formation of an investigative commission in accordance with University procedures. The commission conducts a thorough and transparent investigation of the matter before reaching a decision. In the current year, a total of three complaints were received. Upon review, the commission issued favorable decisions in two cases and rejected one complaint.