

# INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY MAIN STATUTE

## CHAPTER ONE Corporate Status

### Organizational Structure

**ARTICLE 1-** (1) International Science and Technology University (ISTU) is a multinational accredited higher education institution and a global higher education service provider. Its Corporate Liaison Office will be established in the Republic of Poland in a manner that demonstrates physical and/or digital presence, while the Global Investment and Human Resources Office will be located in the Republic of Türkiye, and Representative Offices will be deployed in the Republic of Azerbaijan and the Republic of Türkiye. For the physical campus to be established on the African continent, the necessary arrangements will be made in the Republic of Liberia. In addition, it may also demonstrate digital presence in Greece. Subject to the approval of the Rectorate, operations may also be carried out in other regions.

(2) ISTU commenced its institutional activities in accordance with Article 26 of the Universal Declaration of Human Rights adopted in the United Nations General Assembly on December 10, 1948, regarding the right to education and Article 28 on the establishment of new methods and institutions for exercising this right, along with the Articles 13 and 14 of the International Covenant on Economic, Social and Cultural Rights adopted on December 16, 1966, pertaining to the right to education, and Articles 10 and 11 of The Convention on the Prevention of All Forms of Discrimination Against Women adopted on December 18, 1979, concerning the right to education.

(3) The ISTU offers educational opportunities and technologies to disadvantaged groups, such as disabled individuals, veterans, and victims of war and terrorism, who are currently employed and wish to pursue university education simultaneously. It employs an education model that utilizes information technology, and is designed to meet the needs of the modern age, allowing for flexible learning that is not restricted by time or location.

(4) ISTU is officially registered to provide higher education activities in accordance with the Statistical Classification of Economic Activities in the European Community.

(5) In ISTU's institutional operations, business processes and procedures are primarily conducted in accordance with the processes and procedures of the International Organization for Standardization (ISO) 29993:2017 Learning Services Outside Formal Education. In addition, in order to ensure sustainability within its institutional business continuity processes, ISTU may also obtain "Quality in Business" certification.

(6) In order to secure "Trusted Brand" registration for its corporate identity, ISTU passed a series of thorough evaluations and assessments conducted by the Brand Name Center while meeting all of the necessary requirements and maintaining its sustainability.

(7) The ISTU corporate brand is officially registered in the internationally accredited higher education activity service class at all levels, and its international document verification services related to the issuance and verification of digital higher education diplomas are also officially registered as a corporate brand.

(8) In order to achieve the same level of educational quality as contemporary and advanced higher education institutions, a "Management Reporting and Analysis Platform" is established within ISTU. In addition, the "Student Information System," "Learning Management System," "Infopack Academic Information System," "Electronic Document Management System," "Prospective Student Online Application System," and the "Registered Electronic Mail" platforms are maintained in full operation, providing uninterrupted service 24 hours a day, 7 days a week.

## **CHAPTER TWO**

### **Top Management Structure**

#### **Rectorate**

**ARTICLE 2-** (1) The Rector serves as the highest authority in matters of administration and finance at the ISTU and also acts as the primary representative of the university's corporate identity to all relevant parties and external entities.

(2) In formulating the establishment budget, the Rector supervises and oversees academic and scientific pursuits that emphasize dependability, efficacy, productivity, and durability.

(3) The Rector may appoint any number of Vice Rectors, Rector's Advisors, Directors, and Consultants as deemed appropriate to support the fulfillment of his/her duties and responsibilities.

#### **Senate**

**ARTICLE 3-** (1) The Senate is the authority responsible for making decisions on matters related to operational procedures, academic policies, and other crucial decisions affecting the institutional functioning of the ISTU. This includes proposals from relevant academic units.

(2) Senate members comprise the active Deans of the Faculties affiliated with the Rectorate and the active Director of the Graduate Education Institute.

(3) The President of the Senate is the Rector. Under no circumstances can a Senate meeting be held or decisions taken in the absence of the Rector or appointed legal representative be made.

#### **General Secretariat**

**ARTICLE 4-** (1) The General Secretary holds the highest position within the administrative organization of the ISTU and is accountable to the Rector for the performance of his duties.

(2) The General Secretary oversees the necessary institutional and administrative services of the ISTU through the relevant units under his/her jurisdiction. The General Secretary ensures that the sub-units within the ISTU's administrative structure operate efficiently, regularly, and harmoniously in accordance with relevant regulations.

(3) The Secretary General is appointed by the Rector without term limits and can be dismissed by the same procedure.

(4) To aid the Secretary General in the discharge of his/her responsibilities and duties, a maximum of three Deputy Secretary Generals may be appointed, subject to the proposal of the Secretary General and the approval of the Rector.

## **CHAPTER THREE**

### **Academic and Administrative Units**

#### **Faculties**

**ARTICLE 5-** (1) The ISTU consists of the following faculties affiliated with the Rectorate:

- a) Faculty of Engineering,
- b) Faculty of Health Sciences,
- c) Faculty of Management Sciences,
- d) Faculty of Law.

(2) The most authoritative decision-making authority of each faculty member is the dean. Deans are appointed by the Rector without limitation of their term of office and can be dismissed in the same manner.

(3) To aid deans in discharging their duties and obligations, a maximum of three Vice Deans may be appointed, subject to the proposal of the pertinent dean and approval of the Rector.

(4) The institutional platforms of ISTU serve as a means of disseminating all types of information, digital documents, and other materials related to undergraduate programs that are offered within the faculties.

### **Institute**

**ARTICLE 6-** (1) Within the ISTU, there exists a Institute of Graduate Education that falls under the jurisdiction of the Rectorate, with the purpose of offering education at the master's and doctoral levels.

(2) The most authoritative decision-making authority of the Institute of Graduate Education is the Director. The Director is appointed by the Rector without limitation of his/her term of office and can be dismissed in the same manner.

(3) To aid the Director in discharging their responsibilities and duties, a maximum of three Deputy Directors may be appointed, subject to the proposal of the relevant Director and the approval of the Rector.

(4) The corporate platforms of the ISTU serve as a source of information for all types of digital documents and other content related to the departments and graduate programs where educational activities will be conducted within the institute.

### **Administrative Units**

**ARTICLE 7-** (1) The ISTU consists of the following administrative units under the General Secretariat:

- a) Department of Personnel and Strategy Development,
- b) Department of Student Affairs,
- c) Department of Information Technologies,
- d) Directorate of International Relations,
- e) Directorate of General Documents.

(2) The administrative managers of the Departments were the Heads of Departments, the administrative managers of the Directorates were the Directors and the administrative managers of the Coordinatorship were the Coordinator. Heads of Departments, Directors and the Coordinator are appointed by the Rector upon the proposal of the Secretary General or directly by the Rector without any time limit; they can be dismissed by the same procedure. Heads of Departments and Directors are responsible to the Secretary General for their activities. The Coordinator is responsible to the Head of the Department to which he/she reports.

### **Centers**

**ARTICLE 8-** (1) The ISTU consists of the following (1) centers affiliated with the General Secretariat:

- a) Innovation, Research and Project Center,
- b) Continuing Education Center,

- c) Career Development Center,
- d) Alumni Center,
- e) Ofelia Bakhshaliyeva Center for Social Policies.

(2) The administrative managers of the centers are the Directors. Directors; they are appointed upon the proposal of the Secretary General or directly by the Rector without any term limit; can be dismissed using the same procedure. They are responsible to the Secretary General for their activities as department heads and managers.

## **CHAPTER FOUR**

### **General Norms and Operating Procedures**

#### **Compliance with Global Norms**

**ARTICLE 9-** (1) In the execution of ISTU corporate activities, The European Credit Transfer System (ECTS) is implemented in accordance with the Lifelong Learning Strategy Document and Action Plan.

#### **Accreditation**

**ARTICLE 10-** (1) ISTU undertakes the requisite procedures before pertinent regional and global organizations to ensure its corporate identity and the accreditation of the educational and training programs it provides.

(2) In the execution of authorization processes in case of need; Boards, commissions or groups may be established for the relevant areas of expertise.

#### **Language of Education**

**ARTICLE 11-** (1) The language of education at all degree levels of the ISTU is English. However, if deemed necessary, if there is a need and if requested; education can be provided in different languages with the approval of the relevant authorities of ISTU.

#### **International Collaborations**

**ARTICLE 12-** (1) ISTU may establish national, regional, and international collaborations with third-party institutions and organizations in order to develop and protect all kinds of mutual interests.

#### **Corporate Correspondence**

**ARTICLE 13-** (1) At ISTU, all internal and external corporate correspondence is carried out through the Electronic Document Management System with an electronic signature and/or electronic approval.

#### **Academic Measurability**

**ARTICLE 14-** (1) All full-time and part-time academic staff at ISTU are responsible for regularly inputting data into the information-based systems commissioned by ISTU, with the goal of promoting visibility, awareness, and recognition of their scientific and professional activities and ensuring that the data remain up-to-date.

#### **Academic Incentives**

**ARTICLE 15-** (1) Academic publications produced by researchers, academics, and scientists affiliated with the ISTU may be eligible for incentives according to the guidelines set forth in the directive, regardless of their employment or assignment status.

#### **Educational Regulations**

**ARTICLE 16-** (1) The guidelines and rules governing the provision of educational and training services across all levels at the ISTU are formulated, approved by the Senate, and prominently displayed on the university's institutional platforms.

**Other Regulations**

**ARTICLE 17-** (1) All necessary regulations and directives for ISTU will be developed by the senate and will take effect after approval. Changes and cancellations also follow the same process.

**CHAPTER FIVE  
Final Provisions****Validity**

**ARTICLE 18-** (1) This Main Statute shall become effective upon the ISTU's receipt of the ISO 29993:2017 Learning Services Outside Formal Education Certificate from the International Standards Organization.

**Execution**

**ARTICLE 19-** (1) The provisions of this Main Statute are executed by the Rector of the International Science and Technology University.