



Student Innovation and Leadership Circle (SILC) Policy  
of  
Azerbaijan Technical University

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## 1. CONTEXT AND PURPOSE

The Student Innovation & Leadership Circle (SILC) at Azerbaijan Technical University (AzTU) is designed to empower students by providing a platform for leadership, innovation, and interdisciplinary collaboration. SILC enhances academic and extracurricular experiences through student-led projects, initiatives, and leadership opportunities, contributing to AzTU's strategic goals of academic excellence, social engagement, and sustainable development.

The purpose of this Policy is to establish the institutional framework, governance, and principles that guide the operations of SILC, ensuring its activities align with the University's mission and foster student innovation, leadership, and engagement.

## 2. KEY TERMS AND DEFINITIONS

For the purposes of this Policy, the following key terms are used with the meanings set out below. These definitions clarify the scope, governance focus, and standards applicable to student accommodation associated with AzTU:

- **SILC** – Student Innovation & Leadership Circle, a university-wide initiative empowering students to lead projects and initiatives.
- **Club** – A thematic group within SILC focusing on specific areas such as technology, entrepreneurship, sustainability, or leadership.
- **Member** – Any registered undergraduate or graduate student of AzTU participating in SILC activities.
- **Executive Board** – Student leaders elected to oversee the strategic and operational management of SILC.
- **Faculty Advisor** – Academic staff providing guidance and ensuring alignment of SILC activities with University goals.
- **Project/Initiative** – Any event, program, research activity, or workshop organized under SILC to promote innovation, leadership, and collaboration.

## 3. APPLICABILITY

This Policy governs the operation, participation, and oversight of the Student Innovation & Leadership Circle (SILC) at Azerbaijan Technical University (AzTU). It applies to all individuals and units involved in SILC initiatives, as well as to the activities and events organized under its framework.

- **Students:** All undergraduate and graduate students enrolled at AzTU who participate in SILC, whether as members, leaders, or contributors to projects and initiatives, must adhere to this Policy. This ensures responsible engagement, ethical conduct, and alignment with the University's strategic goals for leadership, innovation, and interdisciplinary collaboration.
- **University Units:** All faculties, research centers, and administrative departments that provide guidance, mentorship, resources, or logistical support to SILC initiatives

are bound by this Policy. Their responsibilities include supporting project implementation, ensuring compliance with university regulations, and facilitating student development through oversight and guidance.

- **External Collaborators:** Industry partners, mentors, sponsors, and other external stakeholders involved in SILC projects are expected to follow the principles outlined in this Policy. This includes maintaining ethical engagement, respecting students and staff, and supporting the objectives of SILC without compromising academic integrity or institutional standards.
- **Activities and Events:** All projects, workshops, competitions, seminars, and events organized by SILC, whether conducted on AzTU campuses or at officially recognized off-campus venues, fall under this Policy. This includes planning, execution, use of resources, and reporting, ensuring that all SILC initiatives align with the University's mission, standards, and values.

In summary, the Policy establishes clear responsibilities and expectations for all participants and stakeholders, ensuring a consistent, safe, and effective environment for student innovation, leadership development, and interdisciplinary collaboration.

#### 4. GOVERNANCE

The Student Innovation & Leadership Circle (SILC) at Azerbaijan Technical University (AzTU) operates under a structured governance framework that ensures effective leadership, accountability, and alignment with the University's strategic goals. The governance structure defines clear roles for student members, faculty advisors, and administrative offices.

- **General Assembly:** The General Assembly includes all registered SILC members. It serves as the highest decision-making body within SILC and convenes at least once per year. The General Assembly is responsible for reviewing overall progress, approving major initiatives, electing student leadership, and providing guidance on strategic directions for the organization.
- **Administrative Board:** The Administrative Board consists of elected student representatives responsible for the day-to-day management of SILC. This Board oversees the operations of all SILC clubs, ensures projects are executed in accordance with the organization's mission, and monitors alignment with SILC objectives and University policies. It acts as the primary coordinating body between the student membership and the Supervisory Board.
- **Supervisory Board:** The Supervisory Board is composed of faculty advisors and University administrators. This Board provides strategic oversight, ensures that SILC initiatives comply with University regulations, and supports the long-term sustainability of student-led projects. Faculty advisors also guide students in maintaining academic rigor and integrating learning outcomes with project objectives.

## Membership

Membership in SILC is open to all registered undergraduate and graduate students at AzTU. Leadership roles—including President, Vice President, Secretary, and Treasurer—are elected annually by the student membership. Members are expected to actively participate in projects, attend meetings, and uphold the standards and mission of SILC.

## Responsibilities

- **SILC Executive Board:** Oversees the organization’s strategic direction, coordinates cross-club initiatives, mentors club leaders, and ensures that all activities align with SILC’s mission and University policies.
- **Faculty Advisors:** Provide academic guidance, ensure projects meet educational objectives, and assist in aligning student initiatives with broader University research and learning goals.
- **Office of Student Affairs & Quality Assurance:** Monitors compliance with University policies, supports the planning and execution of SILC events and projects, and provides reporting and evaluation mechanisms to track progress.
- **Club Members & Leaders:** Execute approved projects and initiatives, maintain accurate reporting of activities, participate in governance processes as required, and adhere to all relevant University rules and standards.

This governance framework ensures transparency, accountability, and active engagement of all stakeholders, while fostering innovation, leadership, and interdisciplinary collaboration among students.

## 5. SILC PRINCIPLES AND INSTITUTIONAL STANDARDS

This section sets out the institutional standards that govern how student accommodation associated with AzTU is designed, overseen, and evaluated. The standards focus on student wellbeing, safety, access, and transparency, and apply irrespective of whether accommodation is provided directly by AzTU or through third-party arrangements.

### 5.1 Student Wellbeing and Safety

Accommodation associated with AzTU is expected to support students’ physical safety, psychological wellbeing, and ability to participate effectively in academic life. Living environments should be stable, predictable, and conducive to study, recognising that accommodation conditions directly influence student performance and retention.

Students have access to established institutional mechanisms for raising accommodation-related concerns and complaints, which are addressed through defined escalation and oversight processes in line with this Policy.

Safety considerations focus on preventing material risks and ensuring that students have clear channels to raise concerns related to living conditions. AzTU treats wellbeing and safety as foundational requirements rather than supplementary features of accommodation arrangements.

## 5.2 Accessibility and Inclusive Living Conditions

Accommodation governance at AzTU incorporates accessibility and inclusion as core standards. Accommodation arrangements should not create barriers for students based on disability, health conditions, or other specific needs.

In practice, accessibility considerations include:

- reasonable physical access to accommodation spaces where applicable;
- non-discriminatory allocation and management practices; and
- flexibility in accommodation arrangements to support diverse student needs.

## 5.3 Affordability and Transparency

Affordability and transparency are essential to ensuring fair access to student accommodation. AzTU expects that accommodation associated with the AzTU is governed in a manner that allows students to clearly understand the financial conditions linked to housing arrangements before commitments are made.

Transparency requirements relate to the communication of accommodation costs, eligibility criteria, and any conditions attached to residence. These elements are treated as part of institutional accountability rather than operational detail.

## 5.4 Minimum Living and Operational Standards

Where accommodation falls under AzTU's operational control, minimum living standards are applied to ensure acceptable living conditions and reduce risks associated with inadequate housing. These standards are intended to provide a consistent baseline rather than prescribe detailed operational rules.

Minimum standards may address issues such as maintenance, cleanliness, suitability of living spaces, and access to essential utilities.

## 5.5 Oversight of Third-Party Accommodation

When student accommodation is provided through third-party arrangements, AzTU applies oversight proportionate to its level of involvement and influence. The University does not manage third-party accommodation directly but seeks to ensure that such arrangements align with the principles set out in this Policy.

Oversight focuses on governance-level controls, including expectations for quality, responsiveness to student concerns, and mechanisms for addressing persistent or material risks.

# 6. PROCEDURES

**Club Establishment:** Students submit proposals including mission, objectives, and activities. Administrative Board reviews and approves proposals, granting recognition and resources.

**Event Planning:** Event proposals are submitted to the Executive Board for approval. Upon authorization, events are scheduled, promoted, and executed in alignment with SILC's mission.

**Funding and Sponsorships:** Clubs may request financial support internally or externally through formal agreements outlining terms of sponsorship.

## 7. MONITORING AND PERFORMANCE INDICATORS

SILC performance is monitored through project outcomes, participation metrics, and alignment with university strategic objectives. Key indicators include the number of projects executed, student engagement levels, impact on academic and social development, and sustainability outcomes. Annual reports are submitted to the Supervisory Board and shared with the General Assembly.

## 8. POLICY EVOLUTION

This Policy is reviewed every two years, or earlier if required by strategic, operational, or regulatory changes. The previous version remains in full force until the adoption of a new version.