

**Registered at the Ministry of Justice of the  
Republic of Azerbaijan  
Registration No.1112-A7-472  
“February 29, 2012”**

**Head of the Department of Registration  
and Notary  
Ilgar Mammadov**

**Approved by the decision of the State Oil Company  
of Azerbaijan Republic No.173  
of November 30, 2011**

**President of the State Oil Company  
of Azerbaijan Republic  
Rovnag Abdullayev**

**CHARTER  
OF THE BAKU HIGHER OIL SCHOOL OF THE STATE OIL COMPANY  
OF AZERBAIJAN REPUBLIC**

## I.GENERAL PROVISIONS

### **1.1. The Baku Higher Oil School of the State Oil Company of Azerbaijan Republic**

(hereinafter referred to as “the Higher School”) is governed by the Constitution of the Republic of Azerbaijan, “Education Law” of the Republic of Azerbaijan, decrees and orders of the president of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministries of the Republic of Azerbaijan, orders and decisions of the State Oil Company of Azerbaijan Republic, orders of the Ministry of Education of the Azerbaijan Republic, decisions of the Board and this Charter in its activity.

1.2. The Higher School- is a state higher educational institution that delivers higher education programs in relevant degrees (bachelor, master and doctorate).

1.3. Legal address of the Higher School: 30 Khojali Avenue, Khatai District, Baku, AZ 1025, Azerbaijan Republic.

1.4. The fiscal year of the Higher School starts on the state registration date and ends on December 31 of the same year. The following fiscal years cover the period from January 1 till December 31.

1.5. Establishment and functioning structures of political parties and religious organizations at the Higher School are not allowed.

1.6. The Higher School gives equal opportunity to men and women in recruitment, appointment or election for position, in stimulating of labor, in admission to the Higher School, in providing students with scholarship, in selection of specialty, in assessment of knowledge, in employment of graduates, in continuing education on the next degree, in raising qualification and other issues in the education sphere.

1.7. The uniform of the Higher School students is determined by the decision of the Academic Board of the Higher School.

1.8. Organizational-legal form of the Higher School- is the state higher educational institution, type- higher school, type of property- state, implements training of higher educated people in independent specific specialties and conducts scientific researches.

1.9. The Higher School is a state educational institution that functions in accordance with the “Education Law” of the Republic of Azerbaijan and is subjected to the State Oil Company of Azerbaijan Republic (hereinafter referred to as the “Company”). The Higher School is responsible for its liabilities according to the existing legislation and to extent of property issued to it.

1.10. Establishment, reconstruction and liquidation of the Higher School is implemented in accordance with the decision of the Cabinet of Ministries of the Azerbaijan Republic no.67 of May 14, 2003, on the approval of the “Rules on establishment, expansion, reconstruction and liquidation of the budget financed training and educational institutions.

1.11. The Charter of the Higher School shall be adopted by the academic board of the educational institution and shall be approved by the founder.

1.12. Name of the Higher School has been determined when it was established and may be substituted in case of reconstruction of the higher school. If the type of the higher school is changed, name of the higher school shall be substituted accordingly.

1.13. Special permit (licensing) on the activity of the Higher School and accreditation shall be implemented in accordance with the legislation.

1.14. The Higher School implements its educational activity under the perpetual special permit (license) issued by the Ministry of Education of the Republic of Azerbaijan in a manner determined by the legislation.

1.15. Accreditation of the Higher School is conducted in order to determine conformability of the organization of the educational process, material and technical base, education programs, academic activity, staff potential, financial resources and education infrastructure with requirements of the adopted state standards and normative legal acts.

1.16. Accreditation of the Higher School is carried out by the Ministry of Education of the Republic of Azerbaijan pursuant to the decision of the Cabinet of Ministries of the Azerbaijan Republic no.167 of September 28, 2010, on approval of the “Rules of accreditation of educational institutions”.

1.17. Complexes which combine educational institutions of different types may be established on the basis of the Higher School.

1.18. The Higher School is entitled to sign agreements with other higher educational institutions, to incorporate in teaching and educational complexes in which academic, production and other institutions take part, to establish educational and scientific-production unions (associations), to join territorial education-production unions and associations in order to develop and improve higher education.

1.19. Branches, faculties, departments, academic departments, libraries, scientific research and testing laboratories, relevant divisions for doctorate, additional education, registration offices, teaching-practice economies, sports facilities, educational theaters and studios, concert halls, exhibition halls, catering establishments, service and other structural units of the Higher School are allowed to function. Manufacturing, clinical, scientific-research, creative, institutions and organizations can be established in the structure of the Higher School.

1.20. The structure of the Higher School shall be determined by its academic board (excluding branches) and shall be approved by the rector of the Higher School. Scope of work and functions of the structural units of the Higher School shall be implemented in accordance with its Charter.

1.21. Structural units of the Higher School are directly involved in organization and implementation of teaching process and scientific research works and fulfill decisions of the Academic Board of the Higher School, orders and decrees of the rector.

1.22. Heads of the structural units shall be appointed according to the legislation.

1.23. Some of the heads of the structural units may be entitled to have status of legal entity by the decision of the Academic Board.

1.24. The Higher School is entitled to open branches in the territory of the country and foreign countries with the consent of the Cabinet of Ministries of the Republic of Azerbaijan, according to the legislation and its Charter

1.25. Branches of the Higher School fulfill their functions independently. Management of the activities of branches shall be conducted in accordance with the Charter of the Higher School and the regulation of branch.

1.26. Establishment, liquidation, substitution of branch name and properties of its address shall be reflected in the Charter of the Higher School.

1.27. Head (director) of the branch shall be appointed by the State Oil Company of Azerbaijan Republic on the basis of petition of the Higher School.

1.28. Education at the Higher School is fee-based and is provided at the expense of the State Oil Company of Azerbaijan Republic.

1.29. The Higher School shall fulfill the below mentioned responsibilities in accordance with the charter as an education, training and scientific center:

- To meet each person's demands (requirements) for intellectual, cultural and spiritual development, demands to receive higher education;
- High level of organization of teaching-training process;
- conducting scientific researches;
- training of highly-qualified scientific-pedagogical, scientific personnel;
- to provide improvement of professional skill and retraining of personnel;
- to be engaged in commercial activities in education, cultural and educational sphere, tourism, finance and economy, economics, scientific-production fields in a manner defined by the legislation;
- provision of international activities and foreign relations.

1.30. In order to fulfill those responsibilities the Higher School shall:

- independently develop teaching documents and other documents related to teaching process under its competence in accordance with education standards and education programs in different specialties (specializations);
- organize teaching process and conduct monitoring of this process;
- apply innovative technologies and modern training methods in the training process;

- organize and conduct the work of scientific, specialized and dissertation boards;
- conduct scientific research works according to its profile and develop scientific-methodical documents;
- organize and conduct scientific-practical conferences, seminars, symposiums, Olympiads, competitions, exhibitions;
- establish scientific relations, sign agreements and contracts on education and scientific-technical cooperation, involve in education-related projects also in the international projects;
- develop modern information and scientific- methodical support, specific web portal of the Higher School, information resources for world wide web related to application of principles of the international and European education system on the basis of approved state education standards of level of education quality;
- develop and publish scientific works, textbooks, school supplies, educational and educational-methodical literature;
- provide sports, health, catering and domestic services to students and teaching staff;
- conduct economic and financial activities;
- conduct activities directed to strengthen and expand the material-technical and teaching base;
- establish international relations for student-teacher exchange and their practice abroad.

1.31. Training of specialists and academic-pedagogical staff includes three levels at the Higher School:

- baccalaureate degree;
- magistrate degree;
- doctorate degree.

1.32. Following forms of education are determined at the higher education level:

- full-time study
- part-time study
- distant study
- independent study(external)

1.33. At the bachelor education level, highly-educated specialists of wide-line profile are trained on the basis of complete secondary education and high education in accordance with education programs of different specialties.

Bachelor degree is a complete higher education.

At the Higher School the normative duration for full-time study at the bachelor degree level is conducted over 4 years. Part-time study is conducted over 1 more year.

Persons who have completed their bachelor level shall be granted “bachelor” degree of higher vocational education.

Persons who have received their bachelor degree can be employed in all other fields excluding academic-pedagogical activities at the scientific-research and educational institutions. Persons who have graduated this education level can continue their education at the magistrate level.

Content and organization of bachelor degree are determined in accordance with the “Procedures of organizations and content of bachelor degree” approved by the decree of the Cabinet of Ministries of the Republic of Azerbaijan no.117 of June 24, 2010.

1.34. Being the second level of the higher education, magistrate level considers detailed study of a certain specialty area of specializations for scientific-research or professional purposes.

At the Higher School the normative duration for full-time study at the master degree level is conducted over 2 years. Part-time study is conducted over six more months.

Persons who have completed their master level shall be granted “master” higher scientific degree. Persons who have completed the magistrate degree shall be entitled to be engaged in professional activities, scientific research and scientific pedagogical activities. Persons who have graduated this education level can continue their education at the doctorate level.

Content and organization of the master degree education and granting the “Master” degree is determined in accordance with the “Procedures of organizations and content of the master degree education and procedures for granting the “Master” degree” approved by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.88 of May 12, 2010.

1.35. The third education level is doctorate at the Higher School. Being the highest level of the higher education, doctorate provides training of scientific and scientific-pedagogical personnel, development of specialty and scientific degree.

Doctorate education is held at the doctorate established at the Higher School and is completed by granting certain scientific degree. Scientific degrees shall be issued pursuant to the legislation and according to petition of dissertation councils functioning at the Higher School and scientific organizations.

1.36. Organization of doctorate and admission to the magistracy shall be held in accordance with the “Procedures of organizations of doctorate and admission to the magistracy” approved

by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.129 of July 1, 2010.

1.37. Granting scientific degrees to scientific-pedagogical personnel working at the Higher School, scientific and other organizations shall be realized by being candidate for a degree. Procedures for issuing scientific degrees and attaching of dissertators to the relevant departments of the Higher School and scientific research institutions are determined by the Cabinet of Ministries of the Republic of Azerbaijan.

Academic ranks shall be issued to the personnel of the Higher School for their achievements received in the scientific and pedagogical activity field in a defined manner.

Procedures and terms of issuing academic ranks of associate professor and professor are determined by the Higher Attestation Commission of the Republic of Azerbaijan at the Higher School.

The Higher School is entitled to issue honorary professor (Dr.) and associate professor ranks.

1.38. The Higher School is eligible to organize additional education for citizens as well as to issue diplomas to citizens who have state document on completion of relevant level of higher education in accordance with this Charter and within its capabilities. Additional education provides opportunity of continuous education for each citizen and is responsible for development of human potential, increasing and improving the intellectual and professional training level of staff, adopting them to continuously changing and modernizing labor market, proving active and effective involvement of older people in social, economic and cultural life of country. Additional education includes the following directions:

- improvement of professional skills;
- staff retraining;
- probation and staff improvement;
- second higher education;
- increasing of degrees;
- education of older people.

Content, organization and issue of relevant document to persons educated in certain education direction are determined by the “Procedure for content, organization and issue of relevant document to persons educated in certain education direction” approved by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.163 of September 6, 2010 and this is fee-based education.

1.39. At the Higher School teaching is conducted according to education programs (curriculum) that define education content and learning rules for different higher education levels.

## **2. ADMISSION TO THE HIGHER SCHOOL**

2.1. Persons who have received complete secondary education and high education shall be admitted to the bachelor degree level, persons who have completed bachelor degree level shall be admitted to the magistracy level at the Higher School on the basis of independent choice of specialty and education institution by competition in a defined manner.

Admission to the Higher School is conducted by the State Students Admission Commission according to the results achieved by the applicants at the knowledge assessment examinations.

2.2. Admission of foreigners and stateless persons to the baccalaureate, magistrate and doctorate levels is carried out on fee basis and in accordance with international agreements that the Republic of Azerbaijan has acceded and the agreements signed between the Higher School and foreigner and stateless person.

2.3. Admission plan of the Higher School is determined by the Cabinet of Ministries of the Republic of Azerbaijan according to the offers of the Higher School and the State Oil Company of Azerbaijan Republic considering resources of the Higher School, on the basis of order of the state, different institutions and organizations.

2.4. Each student, parent or other legal representative are eligible to review the below mentioned legal documents that regulate the teaching process of the Higher School:

- The Charter of the Higher School;
- Specific permit (license) for activity in educational field;
- State accreditation document of the Higher School.

Admission to the additional higher education, to the courses for improvement of professional skills and retraining, probation and specialty training courses is conducted in a manner defined by the Ministry of Education of the Republic of Azerbaijan and the State Oil Company of Azerbaijan Republic.

### **3. TEACHING ACTIVITY OF THE HIGHER SCHOOL**

3.1. Teaching language at the Higher School is the Azerbaijani language. Teaching can be conducted in the foreign language considering opportunities of the Higher School.

3.2. The Higher School carries out the following education programs at the higher education levels:

- Baccalaureate;
- Magistrate;
- Doctorate;
- Additional education.

The Higher School also implements international education programs. Training of specialists regarding the international education programs is regulated by the intergovernmental agreements, relevant legislation and the Charter of the Higher School.

3.3. General requirements for higher education programs and their implementation are defined

by the “State standard and program of the higher education level” (hereinafter referred to as “state education standard”) approved by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.75 of April 23, 2010.

3.4. The below mentioned subject divisions shall be considered in the education program for specialties on the higher education levels:

At the baccalaureate level:

- Humanitarian subjects;
- Technical subjects;
- Specialty training subjects.

Unit of humanitarian subjects provides analysis of existing problems and processes in the various fields of social activity.

Specialty training subjects provide learning of necessary knowledge, skills and habits in order to settle standard and non-standard issues related to specialty.

Humanitarian subjects require 15-20% of general contact hours, teaching of specialty training subjects requires 80-85 % of general contact hours. Amount of academic hours allocated for teaching of subjects can be changed depending on specialty field.

“History of Azerbaijan”, “Azerbaijani language” (for students who study foreign languages) and “Foreign language” shall be included as mandatory subjects in the humanitarian subjects units.

Programs for specialties that are shortened in accordance with education programs can be applied for students who study for the second education at the bachelor level. Only specialty training subjects shall be added to the shortened education program. Education shall be completed in a short-term period at these programs.

Specialty education programs include education and scientific research parts at the magistrate level. In this case, hours allocated to the education part consist of 40-50% of hours.

The below mentioned subject units are considered in the education part:

- technical subjects;
- specialization subjects.

While teaching subjects included in these units, master students develop skills to conduct and organize scientific research works, to use modern information technologies, to be engaged in pedagogical activities at the higher education institutions and to operate at the management area.

Humanitarian subjects unit require 25-30 % of general contact hours and specialty subjects require 70% of contact hours for these education programs.

“Foreign language”, “Higher school pedagogy” and “Psychology” shall be included into the humanitarian subjects unit as mandatory subjects.

Elective subjects shall be included into the all subject units of bachelor and master

education programs for specialties. Amount of hours that allocated to the elective subjects in both programs require 25-30% out of the general contact hours. Those subjects shall be defined by the Higher School.

3.5. Education programs of various specialties of the higher education level shall be implemented on the basis of teaching-methodical documents at the Higher School.

Forms of these documents shall be determined by the Ministry of Education of the Republic of Azerbaijan and the Higher School within their power.

3.6. Normative education periods in the education programs for specialties shall be determined by the state education standard.

3.7. Organization of teaching process for specialties at the Higher School has been developed in accordance with the state education standard of the higher education level and is implemented on the basis of curriculum approved by the administration of the Higher School.

Student's maximum amount of weekly teaching load is 45 hours (considering class hours and extracurricular classes) at the Higher School.

At the bachelor level, class hours shall not exceed 30 hours, at the master level class hours shall not be more than 16 hours.

Volume of academic work is determined by credit units in the curriculum and one credit is equivalent to 30 hours (15 class hours and 15 hours for student's essays). Organization of education by applying credit system is implemented in a manner approved by the Ministry of Education of the Republic of Azerbaijan.

Maximum amount of mandatory class hours for full time study is defined by curriculum for different specialties.

Student's class hours for part time study are considered 180-240 hours at the bachelor level and 120-160 hours at the master level.

In each study year, teaching period begins on September 15 and finishes according to curriculum for specialty.

Study year consists of two semesters (fall and spring). In addition, summer semester can be organized lasting not more than 6 (six) weeks during summer holiday.

Study year consists of 40 weeks. Each semester consists of 20 weeks (5 weeks per exam session).

During all the teaching period, duration considered for production practice shall be 8-18 weeks at the bachelor level and 8-10 weeks at the master level.

Holiday duration consists of 8-12 weeks per each study year (including, winter holiday not less than 2 weeks).

Types of classes include lectures, seminars, theoretical, practical and laboratory works, control works, scientific research works, undergraduate's thesis (project), essays of students and etc.

Academic hour is 45 minutes. 2 academic hours are defined for all types of classes. The break between academic hours should not be less than 5 minutes.

Programs for bachelor and master levels of higher education are completed with state attestation of students. State attestation is mandatory for all students, 6 weeks are allocated for its development and organization. Final attestation of students is conducted by the State Attestation Commission. It is conducted as a mid-term attestation exam, examination lists for each semester shall be communicated to students.

Students' knowledge assessment is conducted by the point scoring system (100 points) during current, mid-term and state attestation and in this system A (excellent), B (very good), C (good), D (fair), E (pass) and F (fail) are defined. Distribution of points according to scores indicated shall be defined by the Education Ministry of the Republic of Azerbaijan.

Organization of exam sessions, current and mid-term assessment of students' knowledge, procedures for conducting state attestation are determined by the Cabinet of Ministries of Azerbaijan Republic, the Ministry of Education of the Republic of Azerbaijan within their power and in accordance with the Charter of the Higher School.

3.8. In order to stimulate activities of full-time students who financed by state budget, they are granted scholarships (including, student-specific scholarships) and grants in a manner defined by legislation.

3.9. Transfer of students from one education program to another or transfer to another university, expulsion from the Higher School, granting academic leave and education recovery issues are regulated by procedures defined by the Education Ministry of the Republic of Azerbaijan.

3.10. Students who have completed the bachelor and master education programs of higher education and who have passed the final state attestation shall be granted state sample document (diploma) about the graduation of the Higher School. Subjects that students learned, their credits and grades shall be reflected in the appendix of diploma. Persons who have completed the doctorate education and who have received relevant academic degree are issued single form of state document- diploma that certify the scientific degree in accordance with the "Samples of state documents about education and procedures for their issue" approved by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.82 of April 29, 2010.

Persons who have successfully completed residency at the Higher School are issued relevant state document -diploma.

Graduates who have completed baccalaureate and magistrate levels at the Higher School can be issued diploma appendix developed at their own will in accordance with sample of European Commission, Council of Europe and UNESCO/CEPES and the Ministry of Education of Azerbaijan Republic.

Persons who have not completed the relevant levels of higher education for any reason, are given certificate in accordance with the “Procedures for issuing certificate to persons who have not completed any level and degree of education for different reasons” approved by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.12 of January 21, 2010.

#### **4. SCIENTIFIC ACTIVITY**

4.1. Training of specialists at the Higher School is conducted on the basis of combination of science and education.

4.2. Scientific researches at the higher education level are conducted at the scientific research structures which function under the authority of education management bodies, at the Higher School and its relevant bodies or divisions (scientific research institutions, centers, departments, laboratories and etc.).

4.3. Scientific activity of the Higher School is directed to development of relevant scientific fields related to its profile and application of scientific research results to teaching process.

4.4. Scientific research works conducted in the education system are of fundamental and applied character.

4.5. Scientific activity is a part of work of teaching staff. Procedures for conducting and organization of scientific research works at the Higher School shall be determined by this Charter.

4.6. Application of results of scientific research work conducted at the Higher School to production and teaching process (lecture, training, seminar, laboratory classes, course projects, thesis and course works, master and doctorate dissertations) and distribution of results by publishing in the form of monographs, scientific articles, textbooks, school supplies, methodical supplies and by reporting at the scientific forums shall be organized.

4.7. Results of scientific research work conducted at the Higher School shall be taken into account in selection and appointment of teaching staff to certain positions.

4.8. Scientific researches conducted at the Higher School are conducted at the expense of the State Oil Company of Azerbaijan Republic, different funds, resources of the Higher School received on the basis of extra-budgetary funds and orders, as well as by grants.

4.9. Researches on development problems of education are of innovative character and are directed to education improvement, studying of education history, improvement of education organization and management, establishment of teaching process on the basis of modern methods, development and application of new teaching technologies and pedagogical innovations on the other directions.

#### **5. MANAGEMENT OF THE HIGHER SCHOOL**

5.1. Establishment of governing and self-governing bodies (general assembly, board of trustees, scientific, scientific-methodical, pedagogical boards, board of students, guardians and

etc.) is allowed in order to provide democracy and transparency in management of the Higher School. Procedures for establishment of those bodies and their authorities shall be defined in accordance with this Charter on the basis of specific procedures.

5.2. Top management body of the Higher School is Academic Board. The Academic Board is an elective body; establishment and activity of the board are regulated by the “Regulation on the Academic Board of the higher education institution”, “Exemplary Charter of the higher education institution” approved by the Cabinet of Ministries of the Republic of Azerbaijan and in a manner prescribed by the President of the State Oil Company of Azerbaijan Republic.

Management of the Higher School activity is directly conducted by the rector. The rector of the Higher School shall be appointed to position or dismissed pursuant to the legislation.

The rector is not allowed to be appointed by pluralism.

The pro-rectors (teaching, science, training and education, economics and international relations) of the Higher School shall be appointed by the State Oil Company of Azerbaijan Republic on basis of recommendation of the rector of the Higher School.

The rector is responsible for quality of specialists training, organization of teaching, science, training, financial-economic activities at the higher education institution and budget execution. The rector approves the administrative and functional structure and staffing plan of higher education institution.

Authorities of the rector are determined by this Charter. State and local self-governing bodies and other organizations, excluding education management bodies (establishment of which is considered in the Clause 5.1.), are not allowed to interfere in the issues related to the management of the Higher School.

5.4. Faculty is a teaching, science and administrative division of the Higher School and conducts training of bachelors, masters and doctorates in one or several interrelated specialties within the same field and direction, improvement of professional skills (and retraining) of specialists (personnel) in the relevant field and it also leads scientific research and training activities.

General management of the Higher School faculties is conducted by the faculty academic board. Faculty academic board is elected in accordance with the order of the rector of the Higher School for the period of 3 years. The chairman of the faculty academic board is dean. Untimely re-election of the faculty academic board shall be conducted by request of at least 2/3 members of the board, as well as by the recommendation of the rector of the Higher School in exceptional circumstances. Structure of faculty academic board is approved by the rector. Structure of faculty academic board and its authorities are regulated by the procedures approved by the Education Ministry of the Republic of Azerbaijan.

5.5. Faculties of the Higher School are governed by the dean who is elected or appointed to this position and in a manner prescribed by the legislation.

Dean shall:

- directly govern teaching process, training activities and implementation of scientific researches;
- provide implementation of education programs and curriculums in accordance with requirements of the state education standards;
- provide participation of students at the classes;
- provide conditions for students in order to conduct scientific, pedagogical and production practices and control this process;
- supervise development of class schedules of faculties, be responsible for provision of optimal options of schedule and control its implementation;
- organize supervision of students' essays and provide conditions for students' scientific activities;
- organize supervision of conducting exams for students, be directly responsible for conducting normal exam sessions in accordance with existing requirements;
- submit recommendations to the rector about the expulsion and recovery of students at the university;
- allow students' participation at the final state examinations, final diploma works and at the defense of master dissertation;
- recommend students of faculty who are financed from state-budget for scholarships;
- supervise implementation of work for improving professional skills and retraining of teaching staff who work in the faculty;
- provide appropriate organization of education of the doctors in the faculty, conduct their attestation;
- show initiative to develop textbooks, school supplies, subject programs, education norms, curriculums, methodical instructions and manage this work generally;
- organize interdepartmental meetings, scientific-methodical discussions and conferences and manage these meetings;
- provide organization of scientific-methodical and scientific seminars of faculty;
- organize implementation of specialty directed works for the specialties developed at the faculty and be responsible for their appropriate implementation;
- determine possible and necessary specialties and specializations that are developed at the faculty in three higher education levels, submit offers on annual and perspective admission plans to the head of the higher school;
- manage the faculty academic board;
- represent the faculty at all the events, commissions, meetings and councils related to the faculty at the higher education institution;
- submit recommendation for appointment of deputies;

- supervise the work of all the teaching-support staff at the faculty, submit recommendation for their recruitment, dismissal as well as their encouragement and punishment to the head the Higher School;
- control appropriateness of teaching load of different faculties and comment about them.

5.6. Department is a basic education and scientific structural unit of the Higher School (Faculty) and it conducts training, retraining of teaching, methodical, scientific research, scientific- pedagogical and scientific workers and improving of their professional skills and educational activities among students.

The key responsibilities of the department are as follows:

- conducting lectures, laboratory works, practical seminars and other classes that are considered in the curriculums for all education forms, on the high scientific-theoretical and methodical level;
- supervision over the course and final works (projects), production and other practices, essays and classes of the students;
- conducting current examinations;
- organization and conduct of state examinations;
- organization of educational activities among the students;
- development of education programs for the subjects studied at the department and submission for approval in a prescribed manner, as well as making comments about the education programs developed by the other departments;
- development of textbooks, school supplies, methodical guidelines and instructions and visual aids, making comments about textbooks, school supplies and teaching-methodical literature according to instructions of the rectorate (faculty);
- conducting scientific research works, supervising scientific research works of students;
- discussion of completed scientific research works, making comments about their application to production and publishing;
- development and implementation of individual plans for teaching, scientific-methodical and other works of employees of department;
- learning and distributing advanced work experience of different teaching staff, departments of universities of the country and foreign countries, assisting young teachers in acquiring pedagogical experience;
- developing and implementing measures in order to apply modern technical means in teaching process;
- training of scientific-pedagogical and scientific personnel;
- discussion and making comments about the dissertation of other claimants according to the instructions of the employees of the department and rectorate;

- learning advanced experience of teaching technologies and establishment of relations with different institutions and organizations in order to provide them with scientific-technical assistance;
- provide assistance to specialists working in different fields for improving their professional skills;
- organization of continuous relations with the Higher School graduates;
- propagating scientific knowledge.

5.7. Chairman of the department who is elected or appointed in a manner prescribed by the legislation shall conduct department management.

Chairman of the department shall:

- conduct department meetings, preside over meetings, approve their decisions;
- plan and organize department work, supervise its activity;
- submit report on department activity annually;
- make suggestion about staff composition within the allocated salary fund and at the expense of extra-budgetary resources of the department;
- represent the department at the faculty, higher education institutions and at the external organizations;
- recommend candidates for positions of deputy head of the department;
- be responsible for department activity before the collective of department, faculty, Academic Board of the Higher School and management.

5.8. Positions for scientific-pedagogical (teaching staff, scientific workers), engineering-technical, administrative, administrative-economic, teaching-support staff and other personnel are considered at the Higher School.

## **6. RIGHTS AND RESPONSIBILITIES OF STUDENTS, EDUCATORS AND OTHER EMPLOYEES**

6.1. Right and responsibilities of students and educators at the Higher School are regulated by the Constitution of the Republic of Azerbaijan, “Law on Education of the Republic of Azerbaijan” and other normative legal acts and international agreements that the Republic of Azerbaijan has acceded, the Charter of the Higher School and internal disciplinary rules, as well as by the employment contracts signed between the employers and educators.

6.2. The rights of students are the following:

- admission to the Higher School in a manner prescribed by the legislation;
- free to choose educational institution, education aspect, specialty, form of education and language of education;
- to obtain high-quality education in accordance with state education standard;
- free to choose subjects, number of credits for semesters, educators and tutors in

accordance with curriculum of the Higher School;

- to use existing infrastructure of the Higher School (teaching-production, scientific research, information, cultural and welfare, sport, health centers, dormitories, libraries and etc.);
- to change institution of higher education and specialty in a defined manner;
- to be engaged in scientific research activity;
- obtain continuing education;
- to be provided with education condition that is safe and harmless for health;
- to be protected against actions that abase dignity and honor and that are contrary to human rights;
- temporarily suspend studies at the educational institution in a defined manner;
- to require re-assessment of knowledge in a manner prescribed by the Ministry of Education of the Republic Azerbaijan;
- to obtain free education only once, except as otherwise provided by the legislation on each level of higher education;
- to take an active part in organization and management of education process, to express their points of view and ideas freely;
- to take part in scientific, public, social and cultural life of the Higher School, in establishment of scientific communities, circles, associations, unions and other organizations as well as to become a member of national and international institutions;
- to take part in organization of scientific- practical conferences, seminars, assemblies and meetings, as well as other events related to the educational life;
- to choose education bent, education programs in a defined manner;
- to fulfill other rights provided by the legislation.

6.3. The responsibilities of students are as follows:

- to obtain knowledge, skills and habits in accordance with state education standard;
- to respect honor and dignity of teaching staff;
- to comply with requirements of the charter of educational institution;
- to understand their responsibility before the country, society, family and themselves;
- to comply with requirements of legislation in education field, ethical norms and procedures related to the process of education;
- to fulfill other responsibilities provided by the legislation.

6.4. The rights of educators are as follows:

- to be provided with normal labor, scientific-pedagogical work and educational conditions and with technologies that meet modern standards;
- to take active part in organization and management of teaching process in accordance with the Charter of the Higher School;

- free to choose form of education, methods and tools;
- to demand respectful attitude to their honor and dignity;
- to occupy a position at the Higher School and to elect or to be elected to elective positions when appropriate;
- to improve professional skills, to obtain new specialty, to get internship (probation), to increase specialty and academic degree;
- to be awarded and rewarded in a determined cases and manner;
- to occupy position of counselor-professor, subject to dismissal from academic and administrative position, preserving monthly salary and implementation to their salary, other benefits and privileges for professors who have worked perfectly for a long time at the Higher School and who have important role in its scientific-pedagogical life;
- to fulfill other rights provided by the legislation.

6.5. The responsibilities of educators are as follows:

- to take part in implementation of state policy in education field;
- to provide learning of education programs;
- to form active civil position with students, to educate them in the spirit of patriotism and Azerbaijanism, to prepare them for independent life and labor activity;
- to involve students into scientific activity;
- to develop respect and solicitude in students towards independence of the Republic of Azerbaijan, Constitution and laws, state symbols, the history, culture, language, traditions and customs of Azerbaijan people, national and universal values, society, environment by setting good example.
- to comply with pedagogical ethics and moral norms, to respect teacher reputation, to show an example of intelligence;
- to respect honor and dignity of students;
- to protect the young against all forms of physical and psychological violence, discourage them from bad habits;
- to improve specialty and scientific-pedagogical level, to conduct scientific researches, to carry out additional trainings;
- to pass attestation in a manner prescribed by the legislation;
- to fulfill other responsibilities provided by the legislation.

6.6. Age limit for occupying academic and administrative positions at the Higher Schools is determined by the Cabinet of Ministries of the Republic of Azerbaijan. Teaching staff who reached that age limit is allowed to take part in teaching and scientific activity of the educational institution, subject not to occupy academic and administrative positions.

6.7. Rights and responsibilities of the administrative, administrative and management, administrative-economic, engineering and technical, production, teaching-support and other

staff of the Higher School are regulated by the relevant legislation, Exemplary Charter, the Charter of the Higher School, internal disciplinary rules, as well as by the employment contracts signed between the employees and educators.

## **7. FINANCIAL AND ECONOMIC ACTIVITY OF THE HIGHER SCHOOL**

7.1. Property of the Higher School consists of property issued under ownership and use by the state, the State Oil Company of Azerbaijan Republic, legal and natural entities as well as the property obtained as result of activities reflected in this Charter and not prohibited by the legislation, including its intellectual property products.

The Higher School is responsible to preserve, retain and effectively use the property under its ownership and use. The State Oil Company of Azerbaijan Republic and its authorized person shall control the activity related to management of the property of the Higher School.

Strengthening and expanding of the material-technical base are conducted at the expense of state budget funds and extra-budgetary funds.

The Higher School is allowed to obtain real and personal estate, including building, equipment, new technologies, vehicles, production areas and etc. as a result of services provided (teaching, scientific research, advisory and consulting, treatment- prophylactic, hospitality services and other services).

Privatization of Higher School is prohibited.

The Higher School property gained as a result of funds received from extra-budgetary resources shall be transferred into its ownership.

Restitution of property passed into use of the Higher School is regulated by the legislation.

7.2. Funds are allocated from state budget and other resources for development of the Higher School.

The Higher School is entitled to provide education services of different fees to from legal and natural entities, to be engaged in entrepreneurial activity, to receive donations and voluntary contributions from legal and natural entities in a manner defined by its legislation and under the within the framework of the existing legislation. Funds and other property received from these sources shall not affect the amount of funds allocated to the Higher School and it shall be used freely in accordance with the Charter.

Profit obtained by the Higher School shall be directed only to development of education and social protection of students and educators.

Financing of Higher School is implemented in accordance with financial norms defined for each education level. These norms are determined by considering amount of cost defined for each student and in accordance with the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.120 of June 25, 2010 on approval of “Implementation of new financing mechanism at the higher education institutions” according to the category of the Higher School.

The Higher School freely determines expenditure direction of funds received from paid education and from other extra-budgetary funds and specific amount of allocations for material incentives of employees and provides financial assistance to students.

It provides issuing of long-term and individual credits for development of the Higher School, for paying tuition fee and expenditures related to education, and allocation of grants for conducting scientific research works, financing doctorate programs, studying international experience and for other purposes in a prescribed manner. Procedures and terms for issuing credits and grants shall be defined by the relevant legislative acts. State education and scientific research grants are not allowed to be directed to financing of other activities of educational institution.

State provides creation of effective investment environment in order to attract investment in education sphere including foreign investment and for this purpose, makes concessions for shareholders in a manner prescribed by the legislation.

7.3. The Higher School is funded from the following resources:

- the state budget and local budget funds, in accordance with legislation;
- funds received from paid education;
- grants, funds bequeathed, donations and contributions of legal and natural entities, including foreigners and stateless persons, foreign legal entities allocated in accordance with legislation;
- scientific research grants allocated by the state as a result of competition;
- funds received from education, science, production, consulting services and other services determined by the legislation;
- funds allocated by the legal and natural entities in accordance with contract for training of specialists, for improving professional skills and retraining of personnel;
- funds received from state-finances targeted programs and projects;

- funds received from sale of physically and morally outdated equipments, vehicles that are under ownership of the Higher School and other property which is unsuitable for teaching purposes in accordance with legislation;
- grants and funds that the Higher School has received as a result of international cooperation in accordance with the legislation;
- funds received from other resources that are not prohibited by the legislation.

7.4. The Higher School is allowed to be engaged in entrepreneurial activity determined by the decision of the Cabinet of Ministries of the Republic of Azerbaijan no.10 of January 19, 2010, on “defining types of entrepreneurial activity that the educational institution is allowed to be engaged in order to make additional income” in a manner defined by the legislation in order to make additional income.

The Higher School is entitled to use independently the income earned from entrepreneurial activity. This income is immediately directed to development of education and social protection of employees. The Higher School is allowed to establish legal entities in a manner defined by the legislation in order to implement entrepreneurial activity or take part in the activity of other legal entities.

7.5. The Higher School is not intended to make immediate profit.

7.6. If as a result of failure in organization of education in accordance with state education standard at the Higher School, poor quality training is determined, claims can be pursued by the Ministry of Education of the Republic of Azerbaijan in accordance with negative review of the accreditation service for compensation of damages caused, including expenses necessary for retraining of students at the other educational institution by the Higher School.

## **8. INTERNATIONAL RELATIONS IN EDUCATION SPHERE**

International cooperation in higher education sphere of the Higher School is implemented in accordance with the legislation of the Republic of Azerbaijan and international agreements that the Republic of Azerbaijan has acceded. Teaching process at the Higher School is organized pursuant to the “Procedures for organization of education according to credit system” approved by the Cabinet of Ministries of the Republic of Azerbaijan in accordance with the European Credit Transfer System.

The Higher School is allowed to establish direct relations with scientific and educational institutions, organizations, international agencies and foundations, to sign bilateral and multilateral agreements on cooperation, to enter into governmental and non-governmental organizations (alliances, unions, associations and etc.) operating in the field of education and to carry out other forms of cooperation.

The Higher School is entitled to be freely engaged in development of international scientific and educational joint projects, in conducting fundamental scientific research and project-design developments, scientific-practical conferences, symposiums, in students, master students, doctoral students, teachers and scholars exchange, in activities related to claim document, patent rights or alienation of the rights related to them and in other similar activities in a manner prescribed in the normative legal acts.

The Higher School is entitled to freely establish collective structural units (centers, branches, laboratories, industrial parks and etc.) with foreign partners in the country and in the foreign countries according to its Charter, by complying requirements of normative legal acts of the Republic of Azerbaijan in order to expand international relations and improve activity performance.