

State Oil Company of Azerbaijan Republic
Baku Higher Oil School
Disciplinary Procedures for Students

Clause 1. General Provisions

1.1. Baku Higher Oil School (hereinafter named “BHOS”) of State Oil Company of Azerbaijan Republic is the public institution of higher education established according to Decree № 539 of the President of Azerbaijan Republic, dated November 29, 2011, approved by Order № 173 of the President of State Oil Company of Azerbaijan Republic, dated November 30, 2011, and operating under the Charter registered by the Ministry of Justice of Azerbaijan Republic, which provides higher education based on three degrees (Bachelor of Arts, Master of Arts and Doctor of Science).

1.2. “Disciplinary Procedures for Students of Baku Higher Oil School” (hereinafter named “Procedures”) are established based on the legislative acts of Azerbaijan Republic on education as well as the relevant provisions of BHOS Regulations.

1.3. These procedures are established to determine disciplinary actions against students, who willfully fail to perform the duties specified for them and allow any type of conduct that will contradict the role or merit of a student.

Clause 2. Objective

These procedures establish all types of misconduct by the students of Baku Higher Oil School, the disciplinary action and duties of persons authorized to take disciplinary actions, rules for investigating the cause of misconduct as well as the initiative policy aimed at encouraging the students and attendees to demonstrate better performance and awarding those with best performance in the learning process.

Clause 3. Rights reserved by BHOS

BHOS shall reserve the right

3.1. to organize and administer the teaching process as per BHOS Regulations;

3.2. to require that students fulfill their commitments during the period of

education;

3.3. to make a free choice of training methods, forms and facilities;

3.4.to encourage and award the students with best performance in the learning process;

3.5. not to allow students with unauthorized absence from 25% (twenty five percent) of the semester hours specified for each specialty to examinations;

3.6. to fulfill other commitments as provided for in the applicable laws of Azerbaijan Republic.

Clause 4. Duties of BHOS

BHOS shall perform the following duties:

4.1. to ensure that the teaching process is based on high-level scientific methods;

4.2.to enable students to use libraries, gyms and other scientific, cultural and social infrastructures;

4.3. to protect students from all forms of physical and psychical harassment and harmful habits;

4.4.to grant a relevant public document to the students who have completed education successfully;

4.5. to perform other duties as specified in the applicable laws;

4.6. to educate students to be patriotic, to feel socially responsible and attached to their homeland and tradition, and to provide other services to make sure that they are trained as a citizen of sound mind.

Clause 5. Rights reserved by the students

5.1. to receive education based on the teaching programs applied by BHOS and these standards, to gain knowledge based on the modern level of science, technology and culture and to be involved in selecting disciplines;

5.2. to attend training sessions and be involved in studies conducted in other institutions of higher education with the consent of BHOS Rector:

5.3. to use BHOS libraries, and services provided by other educational, scientific

departments of BHOS;

5.4. to make effective proposals for improving teaching quality;

5.5. to require that his or her honor and dignity be respected by other people.

Clause 6. Duties of the students

6.1.to observe these rules:

6.2. to protect and not to damage BHOS property;

6.3. not to violate applicable laws of Azerbaijan Republic, the Procedures as well as common moral and ethic principles;

6.4. to complete all teaching and training programs on the specialty they have chosen in the period as specified by BHOS:

6.5.to acquire knowledge, practical knowledge and modern investigation methods relevant to the field of study they have chosen;

6.6. to attend all types of training sessions provided in the curriculum;

6.7. not to remove any items or equipment from the lecture rooms and other rooms without consent of BHOS Provost for Administrative Measures;

6.8. to pay damages to BHOS property or business reputation in the manner as specified in the applicable laws of Azerbaijan Republic;

6.9. to submit all necessary documents required by BHOS within 10 (ten) working days of submission of an oral or written request;

6.10. to treat with care all items of property possessed or used by BHOS as well as pieces of equipment, devices and other technical facilities and teaching aids;

6.11. to attend and not to be late for social, cultural, mass and other types of events held by BHOS and not to violate accepted rules of conduct during these events;

6.12. to treat with care the uniforms provided by BHOS in the period of 5 (five) academic years and to buy at one's own cost all uniforms lost or unfit for use.

Clause 7. Organizing BHOS teaching activity

7.1. Lessons in academic groups will be arranged based on the time schedule and school time-tables approved by BHOS Rector.

7.2. School time-tables shall be developed for each semester and be attached to relevant boards in front of school departments and dean's offices, and placed on BHOS website 3 days before the start of lessons.

8. Incentive policy for students demonstrating best performance in the learning process

8.1. Incentive policy shall be documented as ordered by BHOS Rector and included in the personal record of the students.

8.2. The following awards shall be offered to the students who have made outstanding accomplishments in research activities and taken active part in the social, cultural and public life of BHOS:

- a message of gratitude;
- a certificate of honors;
- a valuable gift;
- a money prize;
- short-term education abroad;
- enrolling in internship programs in international companies;
- attending international conferences.

Clause 9. Types of disciplinary actions in case of violation of disciplinary rules

9.1. students and attendees who violate disciplinary rules shall be subjected to one of the following disciplinary actions depending on the extent of violation:

- a)** reprimanding;
- b)** a severe reprimand by final warning;
- c)** depriving of all benefits in addition to the severe reprimand by final warning;
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- d)** to remove BHOS students or attendees from the list.

9.2. Disciplinary actions shall consider student personality and reputation as well as the nature of misconduct, and an attitude toward that misconduct. Students may be warned orally or in a written form without taking any of the disciplinary actions

specified in Clause 9.1. Warning shall not be construed as a disciplinary action. In the context of this document the term “warning” shall mean “an oral or written notice given to a student to emphasize the importance of being careful and performing duties assigned to him or her.

Clause 10. Procedures for disciplinary actions

Students shall be required to provide a written explanation for the cause of his or her misconduct before any disciplinary action is taken. That shall not rule out the possibility for taking the disciplinary action in case students refuse to provide the explanation.

Clause 11. Authorization to take disciplinary actions

11.1. The disciplinary action shall be documented as ordered by BHOS Rector.

11.2. BHOS Rector may authorize one of the BHOS provosts or any BHOS officer to take disciplinary actions against the students.

11.3. No official shall be authorized to take disciplinary actions against the students other than the officials specified in the first and second sections of this clause.

Clause 12. Conditions for taking disciplinary actions

12.1. Only one disciplinary action shall be taken against each type of misconduct. One-time misconduct shall not be subjected to more than one disciplinary action. The disciplinary action will remain effective within 6 (six) months of the time when it was taken.

12.2. The student who has been subjected to the disciplinary action may be deprived of benefits within the effective period of that disciplinary action (except for warnings).

12.3. At the request of the student who has been subjected to the disciplinary action, a copy of the order for initiation shall be submitted to him or her.

12.4. Types of conduct and cases subject to warning

- a. a type conduct that contradicts socially accepted rules of conduct;
- b. rude behavior disturbing other people like yelling, making a noise, littering the facility and yard;
- c. not responding promptly to authorized persons without any reasonable cause;
- d. littering the corridors, rooms, stairs and surroundings of the facility with chewing-gum, sunflower seeds, used plastic cups, pieces of paper, food remains etc.

12.5. Types of conduct and cases subject to disciplinary action

- a. scratching, breaking, marking, writing or drawing pictures on the walls of the facility or other items possessed by BHOS;
- b. misinforming BHOS employees;
- c. putting up announcements in locations other than specified by BHOS;
- d. interfering with lectures, training sessions, laboratory work, workshops and other scientific activities;
- e. removing, tearing, replacing or crossing out any announcement put up by BHOS.
- f. violating rules of entry to BHOS territory;
- g. repeatedly violating the disciplinary rules specified in Clause 12.4 of Procedures.

12.6. Types of conduct and cases subject to severe reprimand by final warning

- a. directly or indirectly restricting the right to learn or to teach, causing disturbance in work environment;
- b. putting up unauthorized advertisements, announcements, billboard or posters inside BHOS facility;
- c. allowing BHOS document to be used by other people or using the documents which belong to other people;
- d. humiliating or insulting BHOS employees or students orally and in written form;
- e. supporting any efforts aimed at provoking disagreements or discrimination with regard to language, ethnic and cultural background, and religious belief;
- f. using mobile phones during the learning or examination process or iPad and other items unnecessarily during the learning process;

- l. smoking within 10 meters of BHOS's territory, yard or outside walls;
- m. repeatedly violating the disciplinary rules specified in Clause 12.5 of Procedures.
- n. allowing other students to copy his or her or other students' materials or attempting to answer their questions both orally and in written form.

12.7. Types of conduct and cases subject to deprivation of benefits with the severe reprimand by final warning

- a. interfering with any event or upsetting the event program;
- b. using strong drinks in the BHOS territory or attending lectures, workshops, conferences or training sessions drunk;
- c. joining or attempting to join unauthorized and illegal meetings, actions, and protests or spreading propaganda at such events;
- d. interfering with or instigating other students and persons to interfere with BHOS's regular activity.

12.8. Cases subject to removal from the list of BHOS students or attendees

12.8.1. Students will be removed from the list of BHOS students under following conditions:

- ✓ at will;
- ✓ academic failure;
- ✓ being moved to another higher educational institution;
- ✓ gross violation of learning discipline or disciplinary rules of the higher educational institution (in case of two severe reprimands within an academic year);
- ✓ with regard to case history (based on the health certificate submitted by the medical commission).

Note 1: *Academic failure means failure to acquire most of the disciplines taught based on the training programs, to possess skills, habits and knowledge required to become a specialist, to make efficient use of time and conditions provided by Higher School address the failure, and to attempt to be successful in the learning process, according to the results of the current, interim or state attestation committee.*

Note 2: Learning discipline– failure to regularly attend classes, lectures, training sessions and laboratory training and any effort to interfere with midterm and final examinations, not to do tasks assigned by the teaching staff, to interfere with classes by intentionally making teaching aids and materials unfit for use as well as to humiliate and insult the teaching staff repeatedly, to instigate other students to break BHOS disciplinary rules, to allow ones close relatives (parents, family members, relatives etc.) to intervene in the performance evaluation process, to cause public disturbance and pose threat to life of the teaching staff and students, and to copy answers from other students for a second time during the examinations.

12.8.2. for BHOS:

12.8.3. Students who are expelled from BHOS shall lose their right to deferment of military service. BHOS Rector will officially report to State Service for Mobilization and Conscription of Azerbaijan Republic about these students within a week of their removal from the BHOS list.

12.8.4. Students who are expelled from BHOS will be provided with an academic transcript confirming that he or she has studied for a certain period of time at BHOS and the copy of his or her previous academic record. The copies of both documents will be kept by BHOS.

Clause 13. Unspecified types of misconduct

Student who have violated disciplinary rules not specified in the Procedures shall be subjected to the most similar disciplinary action of the above-mentioned ones (depending on student personality and the nature, severity, and extent of the misconduct).

Clause 14. Repeated violation of the disciplinary rule

Students, who, both in action or inaction, exhibit behavior that will lead to another disciplinary action during the effective period of the disciplinary action taken against him or her, shall be subjected to a more severe disciplinary action.

Clause 15. Authorization to initiate investigation

15.1. The following persons shall be authorized to initiate disciplinary investigation upon request in accordance with subordination procedures.

- a. head of the structural department which provides the preparation training course to the student who has violated the disciplinary rule;
- b. head of the structural department where undergraduates has violated the disciplinary rule;
- c. head of the department post-higher education department where graduates and post-graduates has violated the disciplinary rule;

15.2. Persons authorized to initiate disciplinary investigation will personally conduct that investigation. In case of absence of the persons specified in Clause 15.1 of the Procedures from work, their official substitutes may conduct the investigation.

Clause 16. Investigation period

The disciplinary investigation will be initiated not later than the day of receiving direct information about the misconduct. The investigation shall be finalized within 15 days. In case the above-mentioned investigation period is exceeded, the investigator may ask BHOS Rector to extend the period by justifying such extension.

Clause 17. Investigation procedures

The investigator may hear witnesses, investigate the cause of action and collect necessary facts. Each investigation shall be subject to a separate record of evidence which may be signed by the investigator in case it provides full details about the time and nature of and accessory to the incident as well as other testimonies that will cover all the questions and answers into the cause of the investigation. All BHOS staff shall agree to give necessary support for the investigation and unconditionally submit all types of information and materials required by the investigator.

Clause 18. Completion of the investigation

The completed investigation shall be reported to BHOS Rector. This report shall include starting and ending dates of the investigation, personal record of the person subject to investigation and nature of the misconduct, and propose necessary disciplinary actions against the violator. In case BHOS Rector has reasonable doubts over the impartiality of the investigation, (s)he may assign a three-man disciplinary commission to resume the investigation as per the Procedures.