



BAKI ALI NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

Residential and Disciplinary Regulations for Student House



1. General terms

- 1.1. Residential and Disciplinary Regulations for Student House of Baku Higher Oil School (hereinafter referred to as Regulations) were developed in accordance with the legislation of the Republic of Azerbaijan as well as the Internal Disciplinary Regulations of BHOS, and regulate residential and disciplinary relations in the Student House of Baku Higher Oil School (hereinafter BHOS) of SOCAR.
- 1.2. The Regulations define the rules and conditions of the placement, residence, behavior, title and procurement of the persons residing in the Student House (hereinafter referred to as Residents) as well as their rights and responsibilities.
- 1.3. The Regulations are regarded as the bylaw of SOCAR, and the rules stipulated herein are binding for all the Student House Residents.
- 1.4. The Regulations shall be posted in publicly visible areas at BHOS and the Student House.

2. Registration in the Student House

- 2.1. Students studying at BHOS as well as international visitors (alone) invited by BHOS and faculty members (together with their family members) may reside in the Student House.
- 2.2. Registration in the Student House is carried out based on the relevant order issued by the BHOS Rector upon submission of an application addressed to the Rector by a student or a faculty member.
- 2.3. The Parties (BHOS and the Tenant) shall conclude a Tenancy Agreement on Residential and Disciplinary Regulations of the Student House with the view to regulate their rights and responsibilities.
- 2.4. The agreement shall stipulate the rights and responsibilities of the Tenant as well as termination rules in accordance with the duration of the residence in the Student House. The agreement may also include additional terms not contradicting with the Regulations.

3. Registration sequence

- 3.1. The following sequence criteria shall be taken into account while registering students in the Student House:
 - Orphanage graduates;
 - Students with first category disabilities;
 - Children of martyrs;
 - Children of the war veterans;
 - Children deprived of parental care;



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Students representing families with the income level lower than the national living minimum wage;

4. Students having the IDP status (apart from those living in Baku or Sumgait).

- 4.1. During the selection of the students representing the categories indicated in paragraph 3.1, preference shall be given to those having at least two or more of the above statuses.
- 4.2. In order to benefit from the privileges indicated in paragraph 3.1, the student shall present a relevant document approving the appropriate status.
- 4.3. In case of the availability of the last vacant room at the Student House, first come first served principle shall be applied in relation to the students representing the categories indicated in paragraph 3.1.

5. Rights and Responsibilities of Tenants

- 5.1. The Tenants have the following rights:
 - 5.2. to freely occupy the room (with the exception of expulsion or contract termination);
 - 5.3. to use the building, inventory and furniture in the Student House respecting other people's rights;
 - 5.4. to change the room, with a prior approval of the BHOS Management;
 - 5.5. to participate in social, cultural and sports activities of the Student House;
 - 5.6. to allow family members and relatives in the room only during 9 a.m.- 10 p.m.;
 - 5.7. to submit valuables for preserving in the safe available at the Student House.
- 5.8. The Tenants have the following responsibilities: to strictly observe ethical and behavior rules, technical and fire safety regulations, while keeping bedrooms and places of general use clean;
 - 5.8.1. to take care of the room, inventory and furniture saving electricity and water supply in the Student House;
 - 5.8.2. To switch of the lights and any other electrical power supply devices when leaving the room;
 - 5.8.3. To fully and appropriately abide by the instructions on the use of the Student House, issued by the Rector and the Student House Management;
 - 5.8.4. To reimburse the relevant costs related to the damage on the Student House caused by the Tenant's acts or omissions in accordance with the existing legislation and/or the agreement signed with BHOS;
 - 5.8.5. To take part in the beautification activities during extracurricular hours;



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5.8.6. To strictly observe the Residential and Disciplinary Regulations for the Student House;

5.8.7. To inform the Student House Management about the personal health conditions to prevent contagious diseases.

5.9. Prohibitions Tenants are prohibited:

5.9.1. To move to another room without prior permission of the Student House Management;

5.9.2. To move any items or belongings of the room without prior permission of the Student House Management;

5.9.3. To allow any unethical or improper conduct against the staff and/or other Tenants;

5.9.4. To maintain any power supply devices and/or move them to another place without prior permission of the Student House Management;

5.9.5. To conduct any religious, ethical and/or racial discrimination action, carry out this type of promotion as well as post any photo, announcement, etc. on the wall.

5.9.6. To read loudly and/or use any audio device in a manner which would disturb other Tenants or staff.

5.9.7. To bring and use strong drinks, psychotropic substances and precursors as well as to enter the territory of the Student House being drunk or disorderly;

5.9.8. To smoke at the building, in the yard and within 10 m radius of the outer gates of the Student House (in the territory of the BHOS campus);

5.9.9. To keep and/or use explosive substances in the Student House;

5.9.10. To fix additional door lock or change it without prior permission of the Student House Management;

5.9.11. To keep pets in the rooms;

5.9.12. To keep foodstuff not used on a daily basis and with a short shelf life in the rooms not equipped with refrigerators;

5.9.13. To bring and/or keep any sharp objects, explosive substances as well as guns and other hazardous objects in the room;

5.9.14. To litter the building and the surrounding area of the Student House and the campus;

5.9.15. To enter/exit the Student House from 12 a.m. to 6 a.m, with the exception of an urgency;

5.9.16. To allow strangers to use the room at the Student House.

5.10. Entrance/exit terms and hours



- 5.11. Entering\exiting the Student House during the period out of the hours indicated in paragraph 4.3.15 above, shall be regarded as an acceptable excuse only after a compelling justification is provided by the Tenant and approved by the Student House Management.
- 5.12. Students leaving the Student House for the duration of more than 2 (two) days shall notify the Student House Management in written form.
- 5.13. If an international student or a faculty member leaves the Student House for another place of residence to stay for more than 4 days, he\she must submit the relevant documents to the State Migration Service to renew the residence permit within 5 working days after moving to the new place of stay.

6. Preserving Valuables

- 6.1. The Tenants may preserve their valuables in the safe available at the Student House. In this case, the Tenant and the relevant authorized person representing the Student House shall sign an act where the item preserved in the safe shall be described in detail.
- 6.2. The Student House Management or BHOS shall not be responsible for the items which have not been submitted for preserving in the safe.

7. Disciplinary Responsibility

- 7.1. One of the following disciplinary punishments shall be applied against the Tenant breaching the disciplinary regulations:
- 7.1.1. A reprimand;
 - 7.1.2. A severe reprimand with a final warning;
 - 7.1.3. Privilege deprivation along with a severe reprimand by final warning;
 - 7.1.4. Termination of the tenancy agreement.
- 7.2. The student's personality, the type of misconduct and the student's approach to the conduct shall be taken into consideration. Prior to the application of one of the disciplinary punishments indicated in paragraph 6.1.1-6.1.4. above, verbal or written warning may be issued.

8. Person responsible for issuing a disciplinary punishment

- 8.1. A disciplinary punishment shall be issued upon the Rector's order.
- 8.2. The Rector may by order delegate his authority to issue a disciplinary punishment to one of the Vice-Rectors as well as another BHOS staff member/Committee.



8.3. No one except the persons indicated in paragraphs 8.1 and 8.2. above is authorized to issue a disciplinary punishment.

9. Terms for applying disciplinary punishment

9.1. Only one disciplinary punishment may be applied for a single misconduct. The disciplinary punishment shall be valid for 6 (six) months. A disciplinary punishment shall be issued only within a 6-month period after the misconduct is done.

9.2. The Tenant proved of a misconduct shall be required to provide an explanation. The Tenant's refusal to provide an explanation shall not exclude the possibility of issuing a disciplinary punishment for the misconduct.

9.3. The copy of the order for disciplinary punishment shall be submitted to the Tenant upon his/her request.

10. Cases stipulating warning

10.1. Being rude or raising one's voice at others; making noise, listening to TV, radio or other audio devices loudly; and/or littering the building and the yard.

10.2. Not responding to the enquiries by authorities without any justified reason.

10.3. Littering the building corridors, rooms, stairs and the surrounding area.

11. Cases stipulating reprimand

11.1. Scratching the wall or any item in the Student House as well as breaking them, writing, painting or putting some signs on the items;

11.2. Providing false information to the staff;

11.3. Placing announcements on the areas, except for the ones permitted by the Management;

11.4. Scratching, moving or tearing off already placed announcements;

11.5. Breaching the campus entrance/exit rules;

11.6. Keeping pets in the rooms;

11.7. To repeat any of the disciplinary misconduct indicated in paragraph 10 above.

12. Cases stipulating severe reprimand with final warning

12.1. Making noise or committing an act which shall disturb the others at the Student House;



12.2. Making or posting any prohibited announcements as well as posters and flyers at the Student House;

12.3. Providing an opportunity for other person/people to use any document and/or certificate provided to the Tenant by BHOS, or use someone's document and/or certificate.

12.4. Supporting any action which may cause linguistic, religious or ethnic discrimination and/or misunderstanding.

12.5. Smoking at the building, in the yard and within 10 m radius of the outer gates of the Student House (in the territory of the BHOS campus);

12.6. Keeping foodstuff not used on a daily basis and with a short shelf life in the rooms not equipped with refrigerators;

13. Cases stipulating privilege deprivation along with severe reprimand by final warning

13.1. Joining any prohibited meetings, rallies and movements as well as promoting and supporting organization of similar events;

13.2. Pushing students or other people to commit acts which may impede or delay regular functioning of the Student House;

13.3. Bringing and/or keeping any sharp objects, explosive substances as well as guns and other hazardous objects in the room;

13.4. Moving any items or belongings of the room without prior permission of the Student House Management;

13.5. Allowing strangers to use the room at the Student House;

13.6. Fixing additional door lock or changing it without prior permission of the Student House Management;

14. Cases stipulating termination of Tenant Agreement

14.1. The following cases may cause termination of the Tenant Agreement:

14.1.1. The Tenant's personal will to terminate the Contract;

14.1.2. Severe breach of the Regulations;

14.1.3. Expulsion from the Higher School (for students) or termination of the labor contract (for faculty members) due to health conditions based on the certificate issued by the relevant health commission);

14.1.4. Verbal or written personal insult against students or BHOS staff members;

14.1.5. Bringing and using strong drinks, psychotropic substances and precursors as well as entering the territory of the Student House being drunk or disorderly;

14.1.6. Keeping and/or using explosive substances in the Student House;

14.1.7. Student House shutdown in case of Force-Majeure circumstances;



14.1.8. Being away from the Student House for more than 3 (three) days without submitting a relevant justification document;

14.1.9. Other cases indicated in the Tenant Contract.

15. Unspecified disciplinary misconduct

15.1. The Tenant committing a misconduct unspecified in the Regulations shall be subject to a disciplinary punishment defined for the case similar to one of the misconduct (taking into account the type and severity degree of the act, and the personality of the Tenant) stipulated above.

15.2. Each person residing in the room shall bear a shared responsibility for the committed disciplinary misconduct.

15.3. During investigation of the disciplinary misconduct in case of an event stipulated in paragraph 15.2 above, the other person shall be duly notified.

16. Repetition of the disciplinary misconduct

16.1. If during the effect of the disciplinary punishment any act or omission resulting in application of the disciplinary punishment is repeated, a more severe degree of punishment shall be applied.

17. Investigation

17.1. Carrying out and completion of the disciplinary investigation shall comply with the Internal Disciplinary Regulations BHOS.

17.2. The Student House Management shall be involved in the process of investigation.