

Approved with Decree of the Cabinet of Ministers

Of the Republic of Azerbaijan

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## **Rules on**

### **Organizing the Credit system education at bachelor and master levels of higher education institutions, main (basic higher) medical education and master level studies of Azerbaijan National Academy of Sciences**

#### **1. General provisions**

1.1. These Rules are conducted in accordance with the Law of the Republic of Azerbaijan "On Education", Activity Plan on the implementation of "State Program on reforms at higher education system of the Republic of Azerbaijan for 2009-2013", "State Standard and Program of Higher Education" approved by relevant decree of the Cabinet of Ministers of the Republic of Azerbaijan, "Summary of Bachelor Education and Rules on Organizing", "Summary, organizing of Magistracy Education and Rules on Issuing of Master Degrees" and "European Credit Transfer System".

1.2. These Rules apply to all higher education institutions of the Republic of Azerbaijan and Azerbaijan National Academy of Sciences (hereinafter, ANAS) notwithstanding the subordination, type of property, organizational-legal form.

1.3. The specifications of educational system organized in accordance with credit system are followings:

1.3.1. Existence of personal curriculum of each person getting education (hereafter – student) and their participation in working out of this plan;

1.3.2. Providing freedom of election of subjects, amount of credits during semester, education providers and academic tutors in accordance with curriculums of higher education institution and ANAS;

1.3.3. Engagement of academic tutors to education process;

1.3.4. Providing conditions to student for free work;

1.3.5. Application of multi-mark system to assess knowledge;

1.3.6. Formation of training groups by subjects at each semester;

1.3.8. Providing the mobility of students and persons providing education;

1.3.9. Education period depends on the achievements of the student (excluding special higher education institutions);

1.3.10. Codification of faculties, departments, professions, disciplines, teachers and students;

1.4. Introduce the organization of credit system to high education institution students and make available for student to get credit under curriculum during education period.

1.5. The organization of education with credit system in the higher education institutions and ANAS is regulated by relevant authorities (education, registration, assessment, monitoring).

1.6. These rules concern the full-time studies (full engagement in education – fulltime and partial engagement in education – parttime) and -parttime education forms of higher education.

1.7. The financing of expenditures concerning the implementation of these rules are provided by allocations from the state budget to higher education institutions and ANAS for students studying with state order, as well as financial means gained by those institutions and ANAS from paid education, entrepreneurship activities and other activities in accordance with legislation.

## 2. General terms

2.1. General terms used in these rules have the following meanings:

2.1.1. **education credit** – is the measure unit of time allocated to mastering of discipline according to it's meaning and size;

2.1.2. **curriculum of specialty (specialization)** – is the main regulatory document defining the amount of time allocated to disciplines taught and studies out of lecture-halls in accordance with education programs on specialty (specialization) at relevant level of higher education;

2.1.3. **teaching schedule of specialty (specialization)** – is document reflecting the division of disciplines in curriculum of specialty (specialization) by education years;

2.1.4. **individual curriculum of the student** – is document reflecting the disciplines to be learned within academic year, their relevant credits, the list of teachers according to disciplines;

2.1.5. **annual work curriculum on specialty (specialization)** – is document prepared according to curriculum of specialty (specialization) and individual curriculum of students reflecting the names of disciplines taught in the current year,

types of lessons, credits of disciplines and number of students;

2.1.6. **annual work curriculum of the teacher** – is the document reflecting the disciplines taught by teacher, time allocated for lectures and studies (laboratory works), teaching of those disciplines during semester as well as the number of students;

2.1.7. **free work of students** – is the independent work implemented by student freely and under the leadership of the teacher out of the lecture-rooms;

2.1.8. **academic tutor** – is educational consultant at high education institution and ANAS;

2.1.9. **academic mobility** – is the right of the student and the academic staff to study freely both within country and at high education institutions of foreign states and ANAS and to engage in academic activities;

2.1.10. **European Credit Transfer System (ECTS)** – is the system which defines the volume of work and the direction of education of the student for achieving the competences defined by education program. This system also provides the mobility of the students and facilitates the interstate comparing and recognition procedures of education programs;

2.1.11. **prerequisite disciplines** – are disciplines the teaching of which is of first importance;

2.1.12. **academic transcript** – is the document reflecting the credits and marks (in numbers and letters) got by student during education on disciplines he/she studied;

2.1.13. **registration on disciplines** – is the procedure of selection of disciplines by students in accordance with rules defined by education institution and ANAS;

2.1.14. **General Middle Success Indicator (GMSI)** – is the indicator of level of mastering of education program by the student. GMSI is applied for activating the education activity of the student, establish self-control mechanism, assess the achievements gained at education;

2.1.15. **academic calendar** – is the document reflecting events considered by academic year at high education institution and ANAS;

2.1.16. **student studying with success** – is the student who got credits on all disciplines defined in individual curriculum;

2.1.17. **student with academic failure** – is the student who could not get credit from at least one of the disciplines noted in individual curriculum.

2.1.18. **full engagement in education (fulltime)** – ixtisasın təhsil proqramı ilə müəyyən olunmuş normativ təhsil müddətinə uyğun, tədris qrafiki ali təhsil müəssisəsi tərəfindən planlaşdırılan əyani təhsiləmə formasının növüdür;

2.1.19. **partial engagement in education (parttime)** - ixtisasın tədris planına

uyğun, hər semestrdə iki fəndən az olmamaqla, tədris qrafiki tələbə tərəfindən planlaşdırılan əyani təhsilə formasının növüdür;

2.1.20. **current assessment** – is an assessment of the student's performance by subject during a semester;

2.1.21. **interim assessment** – is an assessment of student's knowledge and skills by subject through examination.

### **3. Education process**

#### **3.1. Education-methodological provision**

3.1.1. The education of student at high education institution and ANAS is conducted in accordance with education program on specialty (specialization). The organization of education on different specialty (specialization) and education-methodological provision of education process are implemented in accordance with the requirements of the Law of the Republic of Azerbaijan "On Education", "State standard and program of the high education level" approved by decree of the Cabinet of Ministers of the Republic of Azerbaijan No. 75 of April 23, 2010, "The content and organization of bachelor education" approved by decree No 117 of June 24, 2010 and "The content, organization of magistracy education and issuing of "master" degree" approved by decree No 88 of May 12, 2010.

3.1.2. The following education documents are used by the Ministry of Education of the Republic of Azerbaijan in credit system on defined forms:

3.1.2.1. Curriculum of specialty (specialization);

3.1.2.2. Education schedule of specialty (specialization);

3.1.2.3. Annual work curriculum on specialty (specialization);

3.1.2.4. Individual curriculum of the student;

3.1.2.5. Annual work curriculum of the teacher.

#### **3.2. Organization of the education**

3.2.1. Academic year consists of two semesters (autumn and spring). In addition summer semester can be organized not exceeding the period of 6 (six) weeks during summer vacation.

3.2.2. Academic year for full-time education form at both two levels of high education is 40 weeks. Each semester consists of 20 weeks (also 5 weeks for exams). 30 credits are defined for one semester. 30 credits are assigned per semester to (fulltime) students fully engaged in education (number of credits may be lower in case a student has an academic debt of prerequisite subject or subjects) and up to 20 credits for (parttime) students partially engaged in education. One credit is equal to 30 hour work of the student in or out of the lecture-room. The general load in and out of the lecture-room for the student during 5 days of work regime is 45 hours (excluding special higher education institutions). The weekly work load of the student is 1,5 credits (excluding summer semester). Each one week for preparation of graduation work, master's thesis and defence of thesis as well as getting ready to graduation state and semester exams, passing exams and internships are equal to 1,5 credits.

3.2.3. Education year on distant education form is equal to 32 weeks. Each semester consists of 16 weeks (also 1 week exam session) and 24 weeks are defined for each semester.

3.2.4. Depending on the educational term of the specialty (specialization) 240-300 credits during bachelor level (300-360 credits at (main (basic higher) medical education), and 90 credits if the normative academic duration is 1,5 years and 120 credits if it is 2 years at magistracy level. Collecting all defined credits is obligatory for the student.

3.2.5. Student (fulltime) fully engaged in education is allowed to take additional subject (subjects). In this case, payment of tuition fee is carried out in accordance with the requirements of the Article 4.3 of these Rules. State sponsored students with 81-100 point performance in different subjects during the whole course of education are allowed to take additional specialty-related subject (subjects) without paying additional fee with due account for the Subarticle 3.2.11 of these Rules. Nonetheless, the number of credits taken by a student per semester shall not exceed 40.

3.2.6. The student is also allowed to choose the discipline of relevant specialty on paid bases by observing the requirements of subparagraph 3.2.5 of these Rules with the aim of providing the student to use at future profession the bachelor level or get additional education in the analogous specialty (if 70 % of the disciplines the teaching of which is concerned in the education program and the credits are the same). Person studying under this conditions are provided with bachelor degree and relevant diploma on that specialty.

3.2.7. The amount of teaching work in the curriculum is defined by credit units. The credits are defined by following activity of the student:

3.2.7.1. Presence at lecture classes (lecture, seminar, practice studies, laboratory);

3.2.7.2. Work out of lecture-rooms (the independent work of the student and free work under leadership of teacher);

3.2.7.3. Presence at experiments;

3.2.7.4. Implementation of laboratory works;

3.2.7.5. Preparing course work and projects and defend them;

3.2.7.6. Readiness for exams and passing exams;

3.2.7.7. Preparation and defending the graduation work, masters thesis, as well as preparation to graduation state examination and passing it.

3.2.8. The disciplines in the curriculum are divided to following 3 groups for importance and consistency of learning of the content:

3.2.8.1. On obligatory and consistent disciplines;

3.2.8.2. Obligatory disciplines, consistency of which is not important;

3.2.8.3. On disciplines studied by the selection of the students.

3.2.9. During preparation of curriculums on analogous specialty (specialization) the unification of content of relevant disciplines must be achieved.

3.2.10. Education program of specialty (specialization) by high education institution and ANAS in credit system, the curriculum of specialty (specialization) and education schedule of the specialty (specialization) are prepared and submitted to relevant authorities, the individual curriculum of the student and annual work curriculum of the teacher are provided to students and teachers correspondingly and placed in the web page of the high education institution and ANAS.

3.2.11. On the basis of teaching schedule of the specialty (specialization) for each academic year individual curriculum is prepared. By observing the prerequisite of disciplines the individual curriculum of the student is prepared by himself in accordance with defined form. At this time the assistance of academic consultant (tutor) can be used. While preparing the individual curriculum of the student the high education institution and ANAS provide offers with both discipline and highly qualified teachers (providing the jobs, academic degrees and academic names) when selecting. While composing the individual curriculum of the student for the next year first of all the disciplines with academic failure are added here (excluding special higher education institutions). If the discipline(s) with academic failure are not taught at relevant semester or group is not established on that group this requirement is excluded.

3.2.12. The annual work curriculum of specialty (specialization) is prepared in accordance with education program, curriculum, teaching schedule and individual curriculums of the students by the high education institution and ANAS.

3.2.13. The annual work curriculum of the teachers is prepared on the basis of annual work teaching schedule of the specialty (specialization) and individual curriculums of the students.

### 3.2.14.

3.2.14. A student who is successful at (gained a **good** mark) a subject according to general outcomes of current and interim assessment is considered to have gained credits for the subject. A student who is unsuccessful (gained a bad mark) according to the general outcomes of current and interim assessment, as well as interim assessment results, and did not participate in examination for valid and invalid reasons, does not gain credit for the subject, that's, acquires an academic debt for that subject. Conditions shall be created for a student who acquired an academic debt due to the outcomes of current and interim assessment, as well as interim assessment results, and non-participation in examination for invalid reason to retake the examination (excluding special higher education institutions) or retake the subject(s). In this case, a student, who would like to earn the credits without retaking the subject(s), may use this opportunity during the semester at which the subject(s) is taught in accordance with the study programme (after the exam session of the semester the academic debt was acquired till the start of new semester or during the exam session in one of the next semesters). A student (excluding students who did not participate in examination for valid reasons) may take part in examinations of two subjects in a semester without taking (participating in) a subject(s) (one time for each subject). An opportunity is provided to a student, who did not participate in examination due to valid reasons, to take that examination(s) one time till the start of classes of the next semester. A student who does not make use of this opportunity is considered to have not participated in the examination for invalid reasons. In all cases, the outcomes of his/her current assessment during the semester the subject was taken are taken into account in the course of the general assessment of a student retaking the examination and the acquired credits are attributed to the semester the subject(s) was taken according to the study plan. If a student who did not take part in examination due to valid reasons takes part in examination prior to the start of the classes of the next semester, the student does not pay a fee for retaking the examination for that subject, in other cases, the student's examination fee is determined by the supreme governing body of higher education institution in accordance with the requirements of the article 4.3 of these Rules upon a condition it does not exceed 25% of the amount determined for that subject and is placed on the official internet page of that organization. In all other cases, a student with an academic debt shall retake the subject and participate in the classes of the subject(s), and fully meet the requirements set for mastering them.

3.2.15. If the student is unable to collect the required credits for the graduation of the high education institution and ANAS after 3 years (not taking into account the military service period) from the during normative education period of the specialty he/she loses the credits he/she has previously collected from profession disciplines the content of which has sound changes. The student must collect those credits in accordance with requirements of these Rules.

3.2.16. If the student is transferred from one high education institution (specialty) to another, is rehabilitated to the students and is returned from academic holiday his/her credits collected before is considered in accordance with requirements of the

subparagraph 3.2.15 of these Rules.3.2.17. The number of students selecting one teacher in accordance with the article 4.2.1 of these Rules is determined by the higher education institution depending on nature and teaching mode of subject (lecture, exercise, laboratory etc.)

3.2.19. Annual work curriculum on specialty (specialization) and schedule of lessons of disciplines are prepared on the basis of individual curriculum of the students by high education institution and ANAS for the next year and are formed and approved in accordance with existing rule.

3.2.21. The teaching proses is organized in and out of lecture-rooms (independent and free work of the student under the leadership of the teacher). The volume of free works are defined in accordance with time assigned for lectures, seminars and practical trainings related to academic hours by the high education institution and ANAS. The free work of the teacher with students is considered to be his/her teaching-methodological work.

3.2.22. The type and form of the free work of student (individual, team, group work etc.) are determined by the subject teacher.

3.2.23. The student who is absent in more than 25 percent of the subject lecture hours is not allowed to enter examination of that subject (excluding sportsmen-students who are members of national sport teams approved by the Board of the Ministry of Youth and Sport of the Republic of Azerbaijan). This threshold may be reduced by higher education institution.

3.2.24. If the student has academic debt in the current semester he/she is deprived from the grant for next semester (excluding special higher education institutions). If that student collect credits from all disciplines he/she has selected in current semester his/her grant is restored from next semester.

### **3.3. Preparation of the individual curriculum of the student**

3.3.1. The faculty of the high education institution and Science and Education Department of ANAS prepares curriculum for first year for the newly admitted students of higher education institutions and ANAS Master level. The student must have that curriculum before September 10<sup>th</sup>. Next year students prepare their own curriculum in accordance with subparagraph 3.2.11 of these Rules and submit to the faculty or Science and Education Department of ANAS between 5-15 of July. The student can make changes to curriculum till September 10<sup>th</sup>. The individual curriculum is approved by the education institution and stored in two copies, one of which at student and the other one at the entity defined by the high education institution.

3.3.2. The student is not allowed to make changes to his/her curriculum. Only the students who have academic debt from autumn semester are allowed to make changes in accordance with rules defined by the high education institution and ANAS



for the next semester in the first week of the winter holidays.

3.3.3. The number of students in the group formed by each subject in the higher education institutions and ANAS is determined by the higher education institution or ANAS depending on nature and teaching mode of subject. If the number of students required for the discipline is not collected that discipline is not included into the annual work curriculum of the specialty (specialization) and the students are informed about it. The students who have selected that discipline make changes to their curriculums alternately.

3.3.4. If the student does not submit his/her curriculum in a timely manner for the next academic year his/her education for that year is formed in accordance with teaching schedule of the specialty of the high education institution and ANAS.

### **3.4. Organization of the summer semester**

3.4.1. The summer semester is organized with following purposes:

3.4.1.1. Abolishing academic debts;

3.4.1.2. Earning credits included into the section of humanitarian disciplines and defined by the high education institution and ANAS and observing the prerequisite of the disciplines;

3.4.1.3. Raising the marks from the successful discipline;

**3.4.1.4.** creating conditions for students of other higher education institutions and Master students of ANAS for acquiring relevant credits in different subjects offered by higher education institution, as well as master students of higher education institutions for acquiring master level credits in different subjects offered by ANAS

3.4.2. The summer semester is organized after the completion of the spring semester and it's starting date is defined by the high education institution. The duration of the summer semester (theoretical training and exams) is 6 (six) weeks (excluding special higher education institutions). The time of the exam is organized at the last week of the summer semester and not exceeding one week.

3.4.3. The total number of credits on the disciplines taken by the student during summer semester must not exceed 10 credits.

3.4.4. The summer semester and the exams are finished before 2 weeks of the beginning of next semester.

3.4.5. At the beginning of the next semester one time exam is held for the students who were not present at the exams of the summer semester due to valid reasons.

3.4.6. Notwithstanding of participation at summer semester the student ought to submit his/her individual curriculum for the autumn semester from 5<sup>th</sup> to 15<sup>th</sup> of July to the faculty or Science and Education Department of ANAS and he/she must make changes to his/her individual curriculum during time described in subparagraph 3.3.1 of these regulations.

3.4.7. With the aim of raising the mark from the successful discipline the student is not allowed to give exam again. But he/she is allowed to take, listen and give exam from the same discipline at summer semester for raising his/her mark. If the student could not achieve his/her purpose the mark collected previously remains in force.

3.4.8. In accordance with requirements of the subparagraph 3.2.23 of these Rules the student who is not permitted to enter exam was present in more than 50 percent of the lectures during the semester is permitted to take that discipline(s) during summer semester.

3.4.9. The summer semester at high education institutions and ANAS is conducted freely on paid bases (excluding special higher education institutions).

3.4.10. Giving credit on discipline by the student during summer semester is defined by subparagraph 4.3 of these Rules.

3.4.11. The number of students in the discipline group during summer semester is defined by the high education institution and ANAS according to it's financial possibilities.

3.4.12. The teachers are involved voluntarily to summer semester and the payment for the work of the teacher is done on hourly basis. In addition the teacher are provided with additional payment from the allocations received from the group. The amount of that payment is defined by the high education institution and ANAS.

3.4.13. Excluding the ones described in subparagraph 3.4.12 of these Rules by the order of the rector of the high education institution and president of ANAS the salaries of other people involved into the summer semester are paid from allocation collected during summer semester.

3.4.14. The high education institutions and ANAS are defining the amount of payments to organizers and teachers of the summer semester independently.

#### **4. Rights and Obligations of the Student**

4.1. While preparing his/her individual curriculum the student must get acquainted with these Rules and strictly observe them.

4.2. The student is ought to learn the taught disciplines by strict observing the individual curriculum.

4.2-1. A student is entitled to select a teacher in accordance with the subarticle 3.2.17 of these Rules.

4.3. If the student is unable to collect the required credits on specialty (specialization) during time defined by the education program he is not removed from students (excluding special higher education institutions). That student can continue his/her education by being kept in contingency but only on paid basis. In this case the amount of payment received from the student is determined by multiplying the results from dividing the annual contributions on specialty (specialization) to 60 to the credits of the disciplines he/she has selected.

4.4. The student also can get credits on relevant disciplines from other high education institutions and ANAS in accordance with paragraph 6.1. of these Rules.

4.5. The student can anytime get his/her academic transcript from the high education institution and ANAS during his/her education period.

4.6. A student admitted to higher education institution on full-time and paid basis is entitled to study fulltime (fully engaged in education) or parttime (partially engaged in education). In this case, annual tuition fee for standard education period of fulltime student (fully engaged in education) is determined by the academic year, whereas tuition fee of parttime student (partially engaged in education) is determined by the credits of subjects taken according to the individual study graph in accordance with the article 4.3 of these Rules.

## **5. Academic consultant (tutor) services**

5.1. Academic consultants (tutors) service is organized in high education institutions and ANAS with the aim of promoting Bologna process, organization of credit-based studies, application of ECTS system and assisting students in higher education institutions.

5.2. Tutors are selected from university graduates with certain experience and competence in this field.

5.3. Tutors are appointed to this position by the order of rector.

5.4. Tutors:

5.4.1. Protect the rights and academic interests of the students;

5.4.2. provide all necessary information and data related to the organization of education to the student;

5.4.3. give advises to students for the preparation of their individual curricula;

5.4.4. organize the admittance of individual curricula of the students and participate in the preparation of annual work curricula on specialties

(specializations) reflected in subparagraph 3.3.1. of these Rules;

5.4.5. assist students in making changes to their individual curriculums;

5.4.6. participate in organization of summer semesters.

## **6. Student and teacher mobility**

6.1. The academic mobility of students is provided by getting credits at other high education institutions and ANAS as well as at high education institutions of foreign states on different disciplines according to provisions of the Bologna declaration on organization of education with credit system. Getting credits from other high education institutions and ANAS by the student is implemented by the consent of the high education institution he/she is studying at and the terms for the payment of tuition fee is subject to agreement between sending and receiving high education institutions. The credits acquired must be recognized by the high education institution and ANAS the student is studying. The number of credits acquired from other high education institutions must not exceed 30 percent of credits considered for specialty (specialization).

6.2. For provision of academic mobility of students among high education institutions forms and examples of following documents determined by the Ministry of Education of the Republic of Azerbaijan are required:

6.2.1. academic transcript;

6.2.2. application form of the student (written in language of education);

6.2.3. education consent;

6.2.4. information package.

6.3. The professor-teacher staff mobility (deliver lectures, conduct seminars, practical trainings, laboratory works) is implemented by special agreement between high education institutions and higher education institutions and AMEA.