Approved with Decree of the Cabinet of Ministers

Of the Republic of Azerbaijan

No 348 of December 24, 2013

**Rules on**

**Organizing the Credit system education at bachelor and master levels of higher education institutions**

**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 operating within the territory of the Republic of Azerbaijan 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;

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;

1.3.7. Working out separate journals for each subject;

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 is regulated by relevant authorities (education, registration, assessment, monitoring).

1.6. These rules concern the full-time studies and distant 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 for students studying with state order, as well as financial means gained by those institutions 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;

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 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;

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;

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.

**3. Education process**

**3.1. Education-methodological provision**

3.1.1. The education of student at high education institution 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. 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. 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 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. At each semester the disciplines with up to 30 credits are defined for each student. In addition students who are successful and have marks between 81-100 from all disciplines during all education period and those with academic failure in accordance with subparagraph 3.2.11 of this Rules with additional cost are allowed to select additional discipline(s) but not more than 8 credits in each semester. In this case, the payment of the education fee is paid in accordance with provisions of paragraph 4.3 of these Rules.

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 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.

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 provides 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.

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. The student who have successful marks in accordance with semester results and results of the exams is considered to get credits from that discipline. Otherwise the student does not get credits on that discipline and is considered to have academic debt from that discipline. The student with academic debt on discipline(s) must take the same discipline again (excluding special higher education institutions). At this time the student must carry out requirements on learning of that discipline by attending at lessons of that discipline.

3.2.15. If the student is unable to collect the required credits for the graduation of the high education institution 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 student has possibility to select the teacher. If the number of students who selected one teacher excludes 30 persons on bachelor level, the high education institution establishes the second group on this discipline and engages the teacher of the same level for the teaching of the discipline. In this case the list of students on groups is defined by the consistency of registration of the students.

3.2.18. The schedule of lessons are formed on disciplines (by providing the name and surname of the teacher) with the aim of establishing big possibility for selection of disciplines and of teachers in high education institutions.

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 for the next year and are formed and approved in accordance with existing rule.

3.2.20. Students who are not present at the exams due to valid reasons are allowed to give that exam once more before the beginning of the semester. The student who is absent due to invalid reasons is considered to have academic debt and can get credits on that discipline in accordance with subparagraph 3.2.14 of these Rules.

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. Thereupon not less than 1 (one) hour of free work is defined for 1 (one) hour of academic hour on all kinds of disciplines related with the full-time education. At least 40 percent of free works are to be conducted under the leadership of the teacher out of the lecture-rooms. The free work of the teacher with students is considered to be his/her teaching-methodological work.

3.2.22. The free work of the student under the leadership of the teacher consists of the settlement of difficult issues related with teaching of the discipline, doing of home works, course works (projects), control works, preparation of reports and are implemented in accordance with special schedules and are not included into the schedule of the lessons.

3.2.23. The student who is absent in more than 25 percent of the lecture hours is not allowed to enter examination.

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 prepares curriculum for first year for the newly admitted students. The student must have that curriculum before September 10th. Next year students prepare their own curriculum in accordance with subparagraph 3.2.11 of these Rules and submit to the faculty between 5-15 of July. The student can make changes to curriculum till September 10th. 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 for the next semester in the first week of the winter holidays.

3.3.3. The number of students in each group established by discipline at high education institutions of the state is regulated in accordance with “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. 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.

**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 observing the prerequisite of the disciplines;

3.4.1.3. Raising the marks from the successful discipline;

3.4.1.4. Providing possibility for the students of other high education institutions to earn relevant credits on different disciplines offered by the high education institution.

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 number of credits on the disciplines taken by the student during summer semester must not exceed 9 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 5th to 15th of July to the faculty 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 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 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.

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 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 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.

4.3. 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 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 during his/her education period.

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

 5.1. Academic consultants (tutors) service is organized in high education institutions with the aim of assisting students studying with credit system.

5.2. Tutors are selected from the list of persons at least with master degree and with practice and experience 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 cirruculums;

5.4.4. organize the admittance of individual curriculums of the students and participate in the preparation of annual work curriculums 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 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 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 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.