*NB: Unofficial translation, valid only in Azerbaijani*

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|  | APPROVED  by the decision #9 dated 21 January 2011 of  the Cabinet of Ministers of the Republic of Azerbaijan  **Annex N 1** |
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**STATUTE**

**of Higher education institution**

**1. General provisions**

1.1. The Statute of higher education institution is developed in conformity with the “Law on Education” of the Republic of Azerbaijan, and regulates the activity of all higher education institutions in the republic, regardless of their subordination, type of ownership and organizational-legal form.

1.2. Higher education institution is guided by the Constitution of the Republic of Azerbaijan, the “Law on Education” of the Republic of Azerbaijan, the decrees and orders of the President of the Republic of Azerbaijan, the decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, the orders of the Ministry of Education of the Republic of Azerbaijan, the decisions of its board, and this Statute.

1.3. This Statute serves a basis for all higher education institutions to develop their own regulations.

1.4. Higher education institution is an education institution with a legal status offering education programmes at relevant education levels. The legal address of higher education institution shall be indicated in its regulations.

1.5. Fiscal year for higher education institutions starts on 1 January and ends on 31 December.

1.6. Political parties and religious groups cannot be established and operate in higher education institution.

1.7. Higher education institutions provide equal opportunities for both men and women in recruitment, appointment or selection to a position, motivation, admission to higher education institutions, providing learners with stipends, selecting majors, assessing knowledge, employment of graduates, continuing their education at the next level of higher education, in-service training, and in the field of education.

1.8. The form of clothing (uniform) of learners is defined in the regulations of each higher education institution.

1.9. Organizational-legal form, type of ownership, and status of higher education institution are defined in accordance with the relevant legislation, and this Statute.

Education legislation defines the following types of higher education institutions:

- universities;

- academies;

- conservatories;

- institutes and so on.

University is a multiprofile leading higher education institution that trains a wide range of specialists at all levels of higher education, offers further education programmes, and conducts fundamental and applied researches.

Academy is a higher education institution that implements higher and further education programmes, and conducts fundamental and applied scientific researches.

Institute (higher education institution) is a higher education institution, either independent or a structural unit of the universities that trains the specialists with higher education on specific specialties, offers further education programmes, and conducts applied researches.

Conservatory is a higher education institution that trains highly qualified specialists in the field of music.

1.10. Higher education institutions classified as state, municipality and private due to their type of ownership operate in the Republic of Azerbaijan.

1.11. Establishment, reorganization and termination of state higher education institutions are carried out in accordance with the decision #67 dated 14 May 2003 of the Cabinet of Ministers of the Republic of Azerbaijan on the “Rules of establishment, expansion, reorganization and termination of state-funded training and education institutions”.

Establishment, reorganization and termination of municipality and private higher education institutions are carried out in accordance with the defined guidelines by municipalities and founders.

1.12. The regulations of higher education institution is approved by its founder (save for the regulations approved by the President of the Republic of Azerbaijan and the Cabinet of Ministers of the Republic of Azerbaijan).

1.12-1. The amendments to the regulations of higher education institution, that is registered as a legal person in the Republic of Azerbaijan, obtained a special permit (licence) for its activity, and underwent accreditation, are adopted by its scientific council, and approved by its founder (save for the regulations approved by the President of the Republic of Azerbaijan and the Cabinet of Ministers of the Republic of Azerbaijan).

1.12-2. The Ministry of Education of the Republic of Azerbaijan provides feedback on the approval and amendments to the regulations of municipality and privately owned higher education institutions.

1.13. Public higher education institution may be granted a right to autonomy (status) within the powers granted in the legislation. Education institution with the right of autonomy is independent to engage in teaching, scientific research, specialist, financial-economic and other activities in accordance with the legislation, and its regulations.

1.14. The name of higher education institution is determined when it is established, and may be changed when it undergoes reorganization. Relevant changes to its name shall be made if the status (type) of higher education institution changes. The Cabinet of Ministers of the Republic of Azerbaijan changes the name of higher education institution on the basis of a petition by the relevant state executive authority (upon agreeing with the Ministry of Education of the Republic of Azerbaijan), under subordination of which there is a higher education institution, in accordance with the decision #67 dated 14 May 2003 of the Cabinet of Ministers of the Republic of Azerbaijan on the “Rules of establishment, expansion, reorganization and termination of publicly-funded training and education institutions”.

1.15. Granting a special permit (license) for the activity of a higher education institution, and its accreditation are carried out in accordance with the legislation.

1.16. Each higher education institution in the Republic of Azerbaijan shall obtain a special permit (license) from the Ministry of Education of the Republic of Azerbaijan, as enshrined in the legislation, in order to engage in education activity. Public higher education institutions are granted an indefinite special permit (licence). Municipality and privately owned higher education institutions, established by legal and physical persons of the Republic of Azerbaijan, are granted a special permit (license) for the duration of 5 years. Higher education institutions, established by foreigners or stateless persons, and foreign legal persons, are granted a special permit (license) for the duration of 3 years.

1.17. The accreditation of higher education institution is carried out with a view to determining the compliance of organization of education process, material and technical resources, education programmes, scientific activity, staff capacity, financial resources and education infrastructure with the accepted state standards, and the requirements of other regulatory acts, and serves as a legal basis for the determination of the status of education institution, and extension of its activity (upon a condition that it is not shorter than the terms described in the “Law on Education” of the Republic of Azerbaijan).

The Ministry of Education of the Republic of Azerbaijan carries out the accreditation of higher education institutions in accordance with the decision #167 dated 28 September 2010 of the Cabinet of Ministers of the Republic of Azerbaijan on the “Approval of accreditation rules of education institutions”. Education institution is awarded a certificate of accreditation upon undergoing this procedure.

1.18. The recognition of licenses on educational activity, obtained by foreigners or stateless persons in their country of citizenship, in the Republic of Azerbaijan is regulated by the inter-state agreements.

1.19. Higher education institution, that is registered as a legal person in the Republic of Azerbaijan, obtained a special permit (licence) for its activity, and underwent accreditation, has a legal basis for its activity.

1.20. Complexes (campuses) combining education institutions of various types may be established at the premises of higher education institution operating in the Republic. Their establishment, expansion, reorganization and termination are carried out in accordance with the decision #67 dated 14 May 2003 of the Cabinet of Ministers of the Republic of Azerbaijan on the “Rules of establishment, expansion, reorganization and termination of state-funded training and education institutions”.

1.21. Higher education institutions are entitled to conclude agreements, to merge in the training complexes with other scientific, manufacturing organizations and departments, to establish scientific manufacturing unions (associations), to be a member of educational manufacturing unions and associations with a view to developing and improving higher education.

1.22. Higher education institutions may have/operate branches, faculties, chairs, educational departments, libraries, scientific research and experimental laboratories, doctoral studies, residency and relevant units for further education, registration offices, educational-experimental farms, sport centers, educational theatres and studios, concert halls, exhibition halls, catering enterprises and other structural units. Manufacturing, clinical, scientific research, and creativity facilities, institutes and other organizations relevant to the profile of higher education institution may be established within the institution.

The structure of higher education institution is defined by its scientific council (save for branches), and is approved by the head (rector) of education institution. The scope and functions of structural units of higher education institution are described in the regulations of higher education institution.

The structural units of higher education institution are directly engaged in the organization and implementation of teaching process and scientific research, as well as in the execution of the decisions of the scientific council, and decrees and orders of the rector of higher education institution.

The rector of higher education institution appoints the heads of structural units (save for branches).

1.23. Some structural units of higher education institutions may hold a status of a legal person.

1.24. Public education institution is entitled to open branches inside and outside the country (upon approval of the Cabinet of Ministers of the Republic of Azerbaijan) in accordance with the legislation, and its regulations.

The branches of higher education institution function independently. The branch is managed in accordance with the regulations of higher education institution, and its own regulations.

Procedures for establishment, termination, renaming of the branch, and its address details are described in the regulations of higher education institution.

The head (director) of the branch is appointed by the founder upon a petition by higher education institution.

1.25. The studies offered by higher education institutions are funded either by the state or through tuition fees. Studies at the special purpose education institutions (military, national security and others) in the Republic of Azerbaijan are funded by the state.

The tuition fee of children and persons, who lost their parents and are deprived of parental care, and study at public, municipality and private higher education institutions on a tuition fee basis, is paid by the state*.*

1.26. Higher education institution performs the following tasks as a center of education, upbringing and science in accordance with its regulations:

- to meet intellectual, cultural and moral development, and learning needs of each person;

- to organize learning and upbringing process at a high level;

- to conduct scientific researches;

- to train highly-qualified scientific-pedagogical and scientific specialists;

- to ensure in-service training and retraining of staff;

- to engage in educational, cultural, awareness-raising, publication, treatment-diagnostic, financial-economic, farm, and commercial activity in scientific manufacturing areas in accordance with the legislation;

- to ensure international activity and foreign relations.

To perform the above-mentioned tasks, higher education institution:

- independently develops teaching documents and other teaching process related papers within its powers in accordance with the state education standards and education programmes of different majors (specializations);

- organizes teaching process, and performs its monitoring;

- applies innovative technologies and new training methods in teaching process;

- organizes and executes the activity of scientific, specialized and dissertation councils;

- conducts scientific research in accordance with its profile, and develops scientific-methodical documents;

- holds scientific-practical conferences, seminars, symposiums, Olympiads, competitions, exhibitions and so on;

- establishes scientific relations, concludes education and scientific-technical cooperation agreements, takes part in education-related projects, including international projects;

- quality level of education creates modern information and scientific-methodical provision, special web portal of higher education institution, information resources for global computer network (internet) related to the application of the principles of international and European education system on the basis of state education standards adopted in the country;

- develops and publishes scientific works, textbooks, teaching and teaching-methodical literature;

- offers sport, health, catering and daily services to students and teaching staff;

- engages in economic and financial activity;

- takes measures to boost and to improve material and technical as well as teaching resources;

- establishes international relations in order to organize student and teacher exchanges and for them to undertake internships overseas.

1.27. Training specialists and scientific-pedagogical cadre in higher education institutions in the Republic of Azerbaijan consists of three levels:

- bachelor studies (save for medical studies);

- master studies (save for medical studies);

- doctoral studies.

There are following modes of learning at higher education level:

- full-time;

- part-time;

- distant (from away);

- independent (external).

1.28. The bachelor level of education trains a wide range of specialists with higher education in various majors based on general secondary education and secondary vocational-professional education.

Baccalaureate is a completed higher education.

Fulltime studies at bachelor level lasts 4-5 years. Part-time studies lasts a year longer. The duration of studies is determined in education programmes of different majors.

The graduates of bachelor level are awarded a “bachelor” degree.

Graduate of bachelor level may be employed in all other fields save for scientific-pedagogical activity in scientific research and higher education institutions. Graduates of bachelor level may continue their education at master level.

The content and organization of bachelor level is regulated in accordance with the “Rules on the content and organization of Bachelor studies” approved by the decision #117 dated 24 June 2010 of the Cabinet of Ministry of the Republic of Azerbaijan.

1.29. Master studies is a second level of higher education, and envisages further specialization in any major for scientific research or professional purposes.

Fulltime studies at master level lasts 1.5-2 years. Part-time studies lasts six months longer. The duration of studies is determined in education programmes of different specializations.

Graduates of master studies are awarded a “master” degree. Graduates of master studies are entitled to engage in professional activity, scientific research and scientific-pedagogical activities. Graduates of this level of education may continue their education at doctoral level.

The content, organization, and awarding a “master” degree is regulated in accordance with the “Rules on the content, organization and awarding “master” degrees” approved by the decision #88 dated 12 May 2010 of the Cabinet of Ministers of the Republic of Azerbaijan.

1.30. Medical education is divided into basic studies and residency.

Graduates of medical higher education are awarded doctor and doctor-specialist degrees.

Basic medical education lasts 5-6 years, residency lasts from 2 to 5 years. The duration of studies is determined in the education programmes of different majors (specializations). The content and organization of residency studies are regulated in accordance with the “Rules on the content and organization of residency studies” approved by the decision #50 dated 18 March 2010 of the Cabinet of Ministers of the Republic of Azerbaijan.

1.31. Doctoral education is the third level of higher education. Doctoral studies is the highest level of higher education, and ensures training of scientific and scientific-pedagogical cadre, improving majors and scientific degrees.

Doctoral education is carried out in higher education institutions and scientific organizations (adjunct studies in military education institutions), and is completed with a relevant scientific degree. Scientific degrees are awarded in accordance with the legislation on the basis of a petition raised by the dissertation councils of higher education institutions and scientific organizations.

There are two scientific degrees in the Republic of Azerbaijan - doctor of philosophy (in specific scientific area), and doctor of science (in specific scientific area).

Establishment of and admission to doctoral studies is regulated by the “Rules on establishment of and admission to doctoral studies” approved by the decision #129 dated 1 July 2010 of the Cabinet of Ministers.

1.32. Scientific-pedagogical specialists employed at the higher education institution, scientific and other organizations may be awarded scientific degrees through part-time doctoral studies. Rules for appointment of part-time doctoral students to the relevant chairs of higher education institutions and scientific research institutes, and awarding scientific degrees are determined by the Cabinet of Ministers of the Republic of Azerbaijan.

The specialists of higher education institutions are awarded scientific titles for their accomplishments in scientific and pedagogical activity in accordance with the defined rules. There are following scientific titles in the Republic of Azerbaijan:

* docent (assistant professor);
* professor.

The Higher Attestation Commission of the Republic of Azerbaijan determines the rules and conditions for awarding docent and professor titles.

Higher education institution in the Republic of Azerbaijan is entitled to award professor emeritus (doctor) title. The rules and conditions for awarding professor emeritus (doctor) title is regulated by the regulations of higher education institution.

1.33. Higher education institution may arrange further education opportunities for citizens with a state document on completion of a certain level of higher education in accordance with its regulations and within its resources. Further education enables each citizen to continue their education non-stop, and serves to improve human capacity, to better the intellectual and vocational training of specialists, to help them adjust to continuously changing work environment, and to ensure active and efficient participation of older citizens in the social, economic, political and cultural life of the country. Further education covers the following areas:

- in-service training;

- retraining of specialists;

- internship and improving specialists;

- retaking the higher education;

- improving degrees;

- education of adults.

The content and organization of further education, and awarding a relevant document to persons who received further education are regulated in accordance with the “Rules on the content and organization of further education, and awarding a relevant document to persons who received further education” approved by the decision #163 dated 6 September 2010 of the Cabinet of Ministers of the Republic of Azerbaijan.

1.34. Teaching in higher education institutions is carried out according to education programmes (curriculums) that determine the content and rules for mastering the education at different levels of higher education.

**2. Admission of students to higher education institutions**

2.1. Persons with general secondary education and secondary vocational-professional education may be admitted to the bachelor level of higher education, and graduates of bachelor level may be admitted to master level by means of independent selection of major and education institution through competition in accordance with the determined rules.

The admission of students to all higher education institutions, regardless of their subordination, type of ownership and organizational-legal form, in the Republic of Azerbaijan is carried out by the State Student Admission Commission of the Republic of Azerbaijan on the basis of scores they obtained in the knowledge assessment examination.

2.2. The admission of foreigners and stateless persons to the bachelor, master and doctoral level of higher education institutions and to doctoral studies of scientific organizations are carried out on a tuition fee basis in accordance with the treaties the Republic of Azerbaijan is a party to as well as agreements forged between higher education institution and foreigner or stateless person.

2.3. The student admission plan to higher education institutions takes into account the resources of higher education institution, and is determined by Education Commission under the President of the Republic of Azerbaijan on the basis of orders from relevant state agencies and organizations, as well as proposals from higher education institutions and ministries, committees and organizations which have their own higher education institutions.

2.4. Each learner, parent or other legal representative may have access to the following legal documents regulating the teaching process in higher education institutions:

- the regulations of education institution;

- special permit (license) for engaging in education activity;

- a document on state accreditation of education institution.

2.5. Admission to retaking of higher education, in-service training and retraining, internship, residency and vocational training courses are carried out in accordance with the rules determined by the Ministry of Education of the Republic of Azerbaijan and founders of higher education institution.

**3. Teaching activity of higher education institution**

3.1. The language of instruction in higher education institutions of the Republic of Azerbaijan is the state language – Azerbaijani. Instruction may be conducted in foreign languages if resources of higher education institutions allow.

3.2. Higher education institutions have the following education programmes (curriculums) for the levels of higher education:

- bachelor studies;

- master studies;

- doctoral studies;

- further education.

International education programmes are also offered in the Republic of Azerbaijan. Training of specialists in international education programmes is regulated in accordance with the inter-state agreements, relevant legislation, and the regulations of higher education institution.

3.3. The general requirements for state education programmes and their implementation are regulated by the “State standard and programme for higher education” (hereinafter referred to as “the state education standard”) approved by the decision #75 dated 23 April 2010 of the Cabinet of Ministers of the Republic of Azerbaijan.

3.4. There are following subject areas in education programmes of higher education levels:

at bachelor level:

- humanitarian subjects;

- specialty subjects of the major;

Humanitarian subject area shall ensure studying current problems and processes in the different fields of social activity.

Specialty subjects of the major shall ensure learning knowledge, ability and skills required to handle routine and non-routine tasks related to major.

15-20% of overall auditorium hours is allotted for humanitarian subjects and 80-85% for specialty subjects.

Compulsory subjects in humanitarian subject area include “History of Azerbaijan”, “Azerbaijani language” (for those studying in a foreign language), and “Foreign language” subjects.

Shortened programmes complying with the education programme of the major may be applied for students retaking higher education at Bachelor level. Shortened education programmes only include specialty subjects. Studies at shortened education programmes last shorter.

at master level:

education programmes of majors consist of learning and scientific research. 40-50% of hours is allotted for learning.

There are following subject areas in learning part:

- humanitarian subjects;

- specialization subjects;

Master students are taught to conduct and organize research in relevant field of science, to use modern information technologies, to engage in pedagogical activity in higher education institutions as well as in management in the course of subjects belonging to these areas.

25-30% of overall auditorium hours is allotted for humanitarian subject area and 70% for specialization subjects.

“Foreign language”, “Higher school pedagogy”, and “Psychology” are compulsory subjects in humanitarian subject area.

All subject areas of bachelor and master education programmes of majors include elective (optional) subjects. Hours allotted for elective subjects in both programmes comprise 25-30% of overall hours. Education institution determines those subjects.

3.5. Education programmes of different majors (specializations) of higher education are carried out on the basis of relevant teaching and methodical documents.

The forms of these documents are determined by the Ministry of Education of the Republic of Azerbaijan and higher education institutions within the framework of their powers.

Higher education institution may make relevant specifications to higher education programmes in compliance with the state education standard, and this shall be described in the regulations of the education institution.

3.6. The duration of studies at education programmes of majors is determined in the state education standard.

3.7. Teaching process for majors in higher education institutions is organized in accordance with the state education standard of the education level, and is carried out according to the teaching plan approved by the head of higher education institution.

Maximum weekly workload of students at bachelor level is 45 hours (auditorium and outside auditorium exercises included) in higher education institution.

Weekly auditorium hours shall not exceed 30 hours at bachelor level, and 16 hours at master level.

The volume of teaching work in the teaching plan is determined in credit units and one credit equals to 30 (15 auditorium hours and 15 hours for student’s independent work) hours. Organization of education in higher education institutions through credit system is carried out in accordance with the rules approved by the Ministry of Education of the Republic of Education.

Maximum volume of compulsory auditorium lessons in fulltime studies is determined in the education programmes of different majors.

Volume of auditorium lessons of part-time students at Bachelor level is 180-240 hours, and 120-160 hours at Master level.

Academic year starts on 15 September, and is completed in accordance with the teaching plan of the major.

Academic year consists of two semesters (autumn and spring). Besides, summer semester, not exceeding 6 (six) weeks, may be organized during summer holidays.

Academic year lasts 40 weeks. Each semester has 20 weeks (5-week examination session).

Internship during the whole period of instruction equals to 8-18 weeks at bachelor level, and 8-10 weeks at master level.

Duration of holidays in each academic year equals to 8-12 weeks (including winter holiday of at least 2 weeks).

Lessons in higher education institution include lectures, seminars, theory, practical and laboratory exercises, quizzes, scientific research, course work (project) and so on.

Academic hour is equal to 45 minutes. Each lesson has two academic hours. Break in-between academic hours shall not be less than 5 minutes.

Bachelor and master level programmes of higher education are completed with the state attestation of learners. The state attestation is compulsory for all learners; 6 weeks are allotted for its preparation and organization.

The State Attestation Commission carries out the final attestation of learners. The establishment and organization of work of the State Attestation Commission is carried out in accordance with the rules approved by the Cabinet of Ministers of the Republic of Azerbaijan. Interim attestation is carried out in the form of examination, the list of examinations per each semester is provided to learners.

Multipoint system is used when assessing the knowledge of learners during current, interim, and state attestation and this system has the following grades: A (excellent), B (very good), C (good), D (normal), E (satisfactory), and F (unsatisfactory). The Ministry of Education of the Republic of Azerbaijan determines the range of points that fall under the above-mentioned grades.

Rules for organizing exam sessions and current and interim assessment of learners’ knowledge, as well as holding state attestation are defined by the Cabinet of Ministers of the Republic of Azerbaijan, the Ministry of Education of the Republic of Azerbaijan, and the regulations of higher education institutions, within the framework of their powers.

3.8. Full-time students studying at the state expense in public higher education institutions are awarded stipends (including specific purpose stipends) and assistance in order to motivate their activity in accordance with the legislation.

3.9. Issues related to the transfer of a learner from one education programme or from one higher education institution to another, expelling, providing academic leave and restoration to higher education institutions are regulated in accordance with the rules determined by the Ministry of Education of the Republic of Azerbaijan.

3.10. Students who completed bachelor and master level education programmes, and underwent final state attestation are awarded a state document (diploma) on graduation from higher education institution. Diploma supplement describes the subjects mastered by learners, their volume in credits and grades.

Persons, who completed doctoral studies and were awarded relevant scientific degrees, are awarded a common state document – a diploma confirming the scientific degree in accordance with the “Samples of state documents on education and rules for awarding them” approved by the decision #82 dated 29 April 2010 of the Cabinet of Ministers of the Republic of Azerbaijan. Persons who successfully completed residency studies at higher education institutions are awarded a common state document – a diploma.

Higher education institution may provide graduates of bachelor and master level of higher education institutions, upon their request, with a diploma supplement matching the ones of European Commission, European Union and UNESCO/CEPES, and its similar equivalent of the Ministry of Education of the Republic of Azerbaijan.

Learners who did not complete relevant levels of higher education for one or another reason are provided certificates in accordance with the “Rules for awarding certificates to persons who did not complete a cycle or a level of education for various reasons” approved by the decision #12 dated 21 January 2010 of the Cabinet of Ministers of the Republic of Azerbaijan.

**4. Scientific activity**

4.1. Specialist training in higher education institutions is carried out based on the unity between science and education.

4.2. Scientific researches at higher education cycle are carried out in the scientific research structures operating under the subordination of education management authorities, higher education institutions, and their respective bodies or sections (scientific research institutes, centers, chairs, laboratories and so on.).

4.3. The activity of higher education institution in the field of science aims at advancing the respective areas of science relevant to its profile and applying the outcomes of scientific researches in teaching process.

4.4. Scientific researches conducted in the education system are of fundamental and applied nature.

4.5. Scientific activity is a part of work of teaching staff. Conduction and organization of scientific researches in higher education institutions are regulated in this Statute, and their own regulations.

4.6. Higher education institutions ensure application of the outcomes of scientific researches in manufacturing and teaching process (lecture, exercises, seminars, laboratory lessons, course projects, course and graduation works, master dissertations), and their distribution through publishing them in the form of monographs, scientific articles, textbooks, methodical aids and their presentation in scientific forums.

4.7. The outcomes of scientific researches conducted in higher education institution are taken into account when electing or appointing teaching staff to certain positions.

4.8. Scientific researches conducted in the education system are funded from the state budget, various funds, out-of-budget funds and income generated through orders, as well as grants.

4.9. Scientific researches related to the development issues of education are of innovative nature, and aim at studying education history, improving organization and management of education, basing the teaching process on modern methods, developing and applying new education technologies and pedagogical innovations in other areas.

**5. The management of higher education institution**

5.1. Governing and self-governing bodies (general assembly, trustees, scientific-methodical, learners’ council and board of trustees) may be established in higher education institution in order to ensure democracy and transparency in the management of higher education institution. Rules for establishing and powers of those bodies are regulated by the regulations of higher education institution.

5.2. The supreme governing body of public higher education institution is the Scientific Council. Scientific Council is an elected body. Establishment and activity of the Scientific Council are governed by the “Regulations on the Scientific Council of higher education institutions” approved by the Ministry of Education of the Republic of Azerbaijan, this Statute, and the regulations of education institution.

5.3. The rector directly runs the operations of higher education institution. The rector of state higher education institution is appointed and dismissed by the President of the Republic of Azerbaijan.

The rector appointed by the municipality runs the municipality-owned higher education institution.

The rector appointed by the founders (guardians, trustees) of that higher education institution runs the private higher education institution.

Rector cannot be appointed on the basis of replacement.

Vice-rectors of state higher education institutions (for academic, science, upbringing, economic issues and international relations) are appointed by the founder of higher education institution on the submission of the head (rector) of the higher education institution.

Appointment of vice-rectors of municipality and privately owned higher education institutions is carried out in the same way as the appointment of the rector of that institution.

Deputy heads of higher education institutions, founded by foreigners, stateless persons or foreign legal persons, and with over 51% of the charter capital and shares belonging to foreigners, stateless persons or foreign legal persons, shall be citizens of the Republic of Azerbaijan. The candidates for heads of education institutions and their deputies shall be agreed with the Ministry of Education of the Republic of Azerbaijan.

The rector is responsible for the quality of specialist training, organization of teaching, science, upbringing, financial-economic issues, and implementation of budget.

The rector approves administrative-functional management structure and organization chart of higher education institution.

The powers of the rector are defined in the regulations of education institution. State and local self-governing bodies and other organizations, save for education management authorities, are prohibited from interfering with the management of higher education institution

5.4. Faculty is a teaching, scientific and administrative section of higher education institution, and is engaged in training bachelor and master students in one area and in one or several similar majors, in in-service training (and retraining) of specialists in a relevant area, as well as leads scientific research and upbringing issues.

Scientific council of the faculty leads the faculties of higher education institutions. Scientific council of the faculty is selected for a 3-year term by the order of the rector of higher education institution. The dean chairs the scientific council of the faculty. The scientific council of the faculty may be reselected upon the demand of 2/3 of its members as well as on the basis of submission of the rector of higher education institution in emergency cases. The composition of scientific council of the faculty is approved by the rector. The composition and powers of the scientific council of the faculty are regulated by the rules approved by the Ministry of Education of the Republic of Azerbaijan.

5.5. The faculties of higher education institutions are led by a dean appointed to the position in accordance with the legislation.

Dean:

- directly leads the teaching process, upbringing issues and conduction of scientific researches in the faculty;

- ensures implementation of education programmes and teaching plans in accordance with the requirements of state education standard;

- ensures participation of students in the lessons;

- creates conditions for scientific, pedagogical and manufacturing internships for students and monitors it;

- leads the compilation of lesson timetables for faculty, is responsible for ensuring its optimal version, and monitors the implementation;

- organizes supervision over independent work of students, and ensures condition for their scientific activities;

- organizes supervision over student examinations, is directly responsible for all examination sessions to be held in normal conditions in line with the existing requirements;

- makes submissions to the rector for expelling and restoring students;

- allows students into state graduation examinations, and the defence of graduation diploma works and master dissertations;

- submits students studying at the state expense for stipends in accordance with the existing rules;

- leads the organization of in-service training and retraining of teaching staff of faculty;

- ensures the organization of doctoral studies in the faculty at a required level, and carries out their attestation;

- initiates preparation of textbooks, teaching aids, subject programmes, education norms, teaching plans, methodical guidelines, and leads this process;

- organizes meetings, scientific-methodical discussions and conferences and chairs them;

- ensures organization of faculty-wide scientific-methodical and scientific seminars;

- organizes specialty-oriented work for majors taught in the faculty and is responsible that it is carried out at a required level;

- identifies majors and specializations, that are possible and required to train in the faculty at all three levels of higher education, submits proposals on annual and possible admission plans to the head of higher education institutions;

- chairs the scientific council of the faculty;

- represents the faculty in all events, commissions, gatherings, and councils related to the faculty;

- makes submissions for the appointment of deputies;

- supervises all teaching and assistant staff in the faculty, makes submission to the head of higher education institution on employing, dismissing, motivating and disciplining the staff;

- checks the teaching workload of different chairs (departments) and provides feedback.

5.6. Chair (department) is a main science structure of the higher education institution, and carries out teaching, methodical, scientific research, scientific-pedagogical work in one or several similar subjects, and training, retraining, in-service training of scientific employees, and upbringing work among learners.

The key tasks of the chair are as follows:

- conduction of lectures, laboratory works, practical seminars and other lessons included in the teaching plans of all modes of education at a high scientific-theoretical and methodical level;

- supervision over course and graduation works (projects), manufacturing and other internships, independent lessons of students;

- holding current examinations;

- organization and holding state examinations;

- organization of upbringing work among learners;

- developing teaching programmes for subjects taught in the chair, and submitting them for approval in the relevant manner, as well as providing feedback on teaching programmes developed by other chairs;

-developing textbooks, teaching aids, methodical supervision and guidelines, as well as visual aids, providing feedback on textbook, teaching aids and teaching methodical literature upon the order of rector’s office (faculty);

- conduction of scientific research, supervision over students’ scientific research;

- discussion of completed scientific research, their application in manufacturing, and providing feedback for their publication;

- developing and implementing individual plans for teaching, scientific-methodical and other tasks of employees of the chair;

- studying and distributing the best practices of different chairs and teaching staff of republic’s and foreign higher education institutions, helping young teachers to gain pedagogical experience;

- developing and implementing measures on using modern technical aids in the teaching process;

- training scientific-pedagogical and scientific specialists;

- discussing and providing feedback on the dissertations of others upon the request of the employees of the chair, as well as rector’s office (faculty);

- studying the best practices on teaching technologies and establishing relations with different institutes and organizations in order to provide scientific-technical assistance;

- helping specialists employed in different areas to improve their specializations;

- regularly keeping in touch with the graduates of higher education institution;

- promoting scientific knowledge.

5.7. The chair is run by the head of chair appointed to the position in accordance with the legislation.

The head of the chair:

- convenes meetings of the chair, leads them, and approves their decisions;

- plans and organizes the work of the chair, leads its activity;

- submits annual report on the activity of the chair;

- submits proposals on the composition of staff on the basis of salary fund and out-of-budget funds of the chair;

- represents the chair in the faculty, higher education institution and other organizations;

- submits candidates for the position of deputy heads of the chair;

- is responsible for the activity of the chair before the staff of the chair, the scientific councils of the faculty, and higher education institution and leadership.

5.8. Higher education institutions have positions in the following areas: scientific-pedagogical (teaching staff, scientific employees), engineering-technical, administrative, administrative-economic, teaching support and other. The rector appoints candidates to those positions in accordance with the legislation.

**6. Rights and responsibilities of learners, education providers and other employees**

6.1. Rights and responsibilities of learners and education providers are regulated by the Constitution of the Republic of Azerbaijan, the “Law on Education” of the Republic of Azerbaijan and other regulatory acts, the treaties the Republic of Azerbaijan is a party to, the regulations of higher education institution and internal rules of discipline, as well as contracts signed between employers and education providers.

6.2. The rights of learners are as follows:

- to be admitted to higher education institution in accordance with the legislation;

- to independently select education institution, area of studies, major, mode of learning, and language of instruction;

- to receive quality education in accordance with the state education standard;

- to independently select subjects, the amount of credits per semester, education providers and teachers;

- to use the existing infrastructure of education institution (teaching-manufacturing, scientific research, information, cultural-welfare, sport, health centers, dormitories, libraries and so on.);

- to change higher education institution and major in the determined manner;

- to engage in scientific activity;

- to engage in lifelong learning;

- to be provided with safe and secure learning environment;

- to be protected from measures belittling human dignity and honour, contradicting human rights;

- to temporarily halt their higher education in the determined manner;

- to demand reassessment of their knowledge in accordance with the rules determined by the Cabinet of Ministers of the Republic of Azerbaijan;

- to, at least once, receive free of charge education at each level of education, save for cases indicated in the legislation;

- to actively participate in organization and management of education/learning process, to independently express their ideas and judgements;

- to take part in scientific, public, social and cultural life of higher education institution, establishment of scientific societies, circles, associations, unions and other organizations as well as to be a member of country and international level organizations;

- to take part in organization of scientific-practical conferences, seminars, gatherings and meetings, as well as other education related events;

- to select orientation of education and education programmes in the proper manner;

- to enjoy other rights envisaged in the legislation.

6.3. The responsibilities of learners are as follows:

- to master knowledge, ability and skills in accordance with the state education standard;

- to treat pedagogical employees with dignity and honour;

- to comply with the requirements of the regulations of education institution;

- to understand their responsibility before the state, society, family and themselves;

- to comply with the requirements of education legislation, ethic norms and rules of training process;

- to carry out other tasks indicated in the legislation.

6.4. Interns, resident doctors and learners of other categories enjoy the equal rights, and have to implement the tasks defined in this Statute.

6.5. The rights of education providers are as follows:

- to be provided with normal work, scientific pedagogical and learning environment and technologies meeting modern standards;

- to actively take part in organization and management of education process in accordance with the regulations of education institution;

- to independently select form, method and means of learning;

- to demand to be treated with dignity and honour;

- to hold a position in education institution, and to elect and to be elected to elected positions in relevant cases;

- to improve qualifications, to obtain a new major, to undergo internship, to improve one’s major and scientific degree;

- to be awarded and conferred in relevant cases;

- professors, who have had an impeccable employment record in higher education institution for a long time and have major accomplishments in the field of its scientific-pedagogical life, may hold a counsellor-professor position, while keeping a monthly salary, benefits, other concessions and privileges, but leaving academic and administrative position;

- to enjoy other rights envisaged in the legislation.

6.6. The responsibilities of education providers are as follows:

- to take part in the implementation of state policy in the field of education;

- to ensure mastering of education programmes;

- to shape an active citizenship position in learners, to bring them up in the spirit of patriotism and Azerbaijanism, to get them ready for independent life and work;

- to engage learners in scientific activity;

- to instil a sense of respect and care in learners to the independence of the Republic of Azerbaijan, its Constitution and laws, state symbols, history, culture, language, tradition and customs of Azerbaijani nation, national and international values, society and environment through personal example.

- to comply with ethic and behavioural norms, to maintain integrity of teacher profession, to be a model intellectual;

- to treat learners’ with dignity and honour;

- to protect the youth from all forms of physical and psychological violence, to keep them away from harmful habits;

- to improve qualifications and the scientific-pedagogical level, to conduct scientific researches, to provide additional training;

- to undergo attestation in accordance with the manner determined in the legislation;

- to carry out other tasks envisaged in the legislation.

6.7. The age limit for holding academic and administrative positions in state education institution is determined by the Cabinet of Ministers of the Republic of Azerbaijan. Pedagogical employees reaching this age limit may take part in teaching and scientific activity of education institution without holding academic and administrative position.

6.8. The rights and responsibilities of administrative, administrative-management, administrative-economic, engineering-technical, manufacturing, teaching-support and other staff of education institution are regulated by relevant legislation, this Statute, the regulations of education institution, internal rules of discipline of higher education institution, as well as labour contracts signed between employers and education providers.

**7. Financial-economic activity of higher education institution**

7.1. The property of higher educational institution consists of the property provided to it for ownership or permanent use by the state, municipality, founders (trustees), legal entities and individuals, as well as the assets and intellectual property products obtained through its activities permitted by the law and described in its regulations.

Higher education institution bears responsibility for the upkeep, preservation and efficient use of the property under its ownership and use. The activities of higher education institution with regard to management of the property are overseen by the founder or their legally authorized representative.

The enhancement and expansion of the material-technical resources of higher education institution are carried out using the state budget allocations and out-of-budget funds.

Higher education institution may obtain movable property and real estate, including buildings, equipment, new technologies, transportation vehicles etc. as a result of providing services (teaching, scientific-research, consulting, treatment-prophylactic and other) described in its regulations.

The privatization of state-owned higher education institution is prohibited.

The property obtained by state higher education institution through out-of-budget funds becomes its property in accordance with the legislation.

The restitution of property allocated to state higher education institution is carried out in accordance with the legislation.

7.2. The State allocates funds from state budget and other sources for the development of education.

Higher education institution is entitled to render various paid educational services to individuals and legal entities, engage in business activity, as well as receive voluntary donations and contributions from individuals and legal entities in accordance with procedures determined by its regulations within the framework of the legislation. The funds, property and income obtained from such sources does not in any way affect the amount of funds allocated from the state budget to that higher education institution, and is independently used in accordance with its regulations.

State higher education institution may only use its income for the development of education and the social protection of learners and education providers.

The financing of state education institution is carried out on the basis of financial norms determined for each level of education. These norms are established by taking into account the cost per student, according to the type and category of higher education institution in accordance with the decision #120 dated 25 June 2010 of the Cabinet of Ministers of the Republic of Azerbaijan on the “Application of new funding mechanism of higher education institutions”.

State higher education institution acts independently in the use of its funds generated from the tuition fees and other non-budget resources in accordance with its regulations. State higher education institution determines independently the amount of allocations from non-budget resources towards material incentives for the staff, or to providing assistance to education providers and learners.

The state provides long-term and individual loans to support development of higher education institution and for eligible students to cover their tuitions and other related costs, as well as grants for scientific-research activities, financing of doctoral programs, studying the international experience and other purposes. The procedures and conditions for receiving educational loans and grants are defined and regulated under relevant legislative acts. The state grants for education and scientific-research may not be used to finance other activities of an education institution.

The state provides favourable investment environment to attract investments, including foreign investments into the field of education, and to this end, grants investors concessions in accordance with the legislation.

7.3. The state and municipality-owned higher education institutions are financed from the following sources:

- state and municipality budget funds;

- income from tuition fees;

- special grants, bequeathed funds, voluntary contribution and aid provided by individuals and legal entities, including foreign citizens and foreign legal entities;

- competition-based scientific-research grants allocated by the state;

- income generated by the education institution for educational, scientific, production, consulting and other services defined by the legislation;

- funds allocated by individuals and legal entities under contract for the development of specialists, in-service training and re-training;

- funds earned through special-purpose programmes and projects financed by state authorities;

- the proceeds from sale of physically and morally outdated equipment, transportation vehicles and other assets that belong to the higher education institution but are unfit for the purposes of education;

- grants and resources obtained by the educational institution through international cooperation;

- resources obtained from other sources not prohibited by legislation.

7.4. Private education institution is financed from the following sources:

- income generated for provision of educational services;

- funds from founders (trustees);

- funds from received grants and loans;

- contributions, aid, bequeathed funds and gifts provided by individuals and legal entities;

- income generated for providing educational, scientific, production, consulting and other services defined by the legislation;

- resources obtained from other sources not prohibited by legislation and described in its regulations.

Private education institution independently manages financial resources. Private education institution independently determines the tuition fee on the basis of curriculum of each level of education.

The relations between the private education institution and learners, parents or other legal representatives are regulated on the basis of a contract.

7.5. Higher education institution may engage in entrepreneurial activities defined by the decision #10 dated 19 January 2010 of the Cabinet of Ministers of the Republic of Azerbaijan on “Identifying the allowed types of entrepreneurial activity for education institution to generate additional income” in accordance with the procedures described in its regulations in order to generate extra income.

Higher education institution is entitled to freely dispose of its income obtained from entrepreneurial activities in accordance with the relevant legislation. The resources obtained by the state education institution through entrepreneurial activities are channelled directly to the development of education and social protection of its staff. Higher education institution may establish legal entities or participate in the activities of other legal entities in accordance with the procedures defined by the legislation in order to conduct its entrepreneurial activities.

7.6. State education institutions in the Azerbaijan Republic do not directly seek to generate revenue.

7.7. In case higher education institution is found to have fallen short in the provision of education in accordance with the national standards of education, resulting in the poor training of its learners, the Ministry of Education of the Republic of Azerbaijan may put forward a claim in the court of law demanding the education institution to provide remuneration for the damages incurred, including for the necessary costs related to the re-training of graduates or learners at another education institution.

As stated in the first paragraph of this clause, the claim may only be based on an unfavourable opinion issued by the accreditation service regarding the accredited education institution.

**8. International relations in the field of education**

International cooperation in the field of higher education is established on the basis of the legislation of the Republic of Azerbaijan and the treaties the Republic of Azerbaijan is a party to. Teaching process in higher education institutions is organized on the basis of credit system complying with European Credit Transfer System. The rules on organizing education through the credit system are approved by the Cabinet of Ministers of the Republic of Azerbaijan.

Higher education institution may establish direct relations with scientific and education institutions, organizations of foreign countries, international bodies and funds, to sign bilateral and multilateral contracts, become a member of state and non-governmental bodies (unions, associations and so on) operating in the field of education and engage in other forms of cooperation in accordance with the legislation and the nature of its activities.

Higher education institution is entitled to develop international joint scientific and educational projects, to hold fundamental scientific research and design-constructor works, scientific-practical conferences and symposiums, to exchange students, master students, doctoral students, teachers and scientific employees, to purchase and to sell intellectual property products and patents and to engage in other similar areas in the manner determined in the relevant regulatory acts.

Higher education institutions (save for special-purpose education institutions) are entitled to establish joint structural bodies (centers, branches, laboratories, techno parks, etc.) inside and outside the country in cooperation with foreign counterparts in order to improve the quality of its activities and expand international relations in compliance with the requirements of the existing legislative acts of the Republic of Azerbaijan and their regulations.