

**MINISTRY OF AGRICULTURE OF THE REPUBLIC OF AZERBAIJAN  
AZERBAIJAN STATE AGRICULTURAL UNIVERSITY**

**INTERNAL DISCIPLINE RULES OF UNIVERSITY**

**Approved at the meeting of  
the Academic Council of the  
University on 10.07.2015 (Protocol  
No. 12/5.12).**

**Ganja - 2015**

## **8. RULES OF THE STUDY PROCESS**

8.1. Study sessions at the University shall be held in accordance with the timetable drawn up in accordance with the curriculum and programs approved in accordance with the established procedure. Reducing the duration of holidays established by the curriculum is not allowed. Schedules shall be prepared for each semester and posted in a prominent place ten days prior to the beginning of the semester.

8.2 The weekly load of students in all types of classes shall be up to 30 hours.

8.3 One academic hour shall be defined as 80 minutes in length. Teachers and pupils shall be informed of the beginning and end of the academic hours by a bell. The break between the 2 academic hours is set at 10 minutes.

8.4 The necessary peace and order shall be ensured in the study hall for the normal flow of study sessions after the beginning of lessons.

8.5. It is not allowed to interrupt the class, enter the classrooms during the class without the permission of the rector.

8.6. Auxiliary staff shall prepare the necessary teaching aids and equipment in classrooms, laboratories, workshops and classrooms at the beginning of each class (during breaks between classes).

8.7 A group representative in each group is selected by the students and appointed by the Rector's order at the recommendation of the dean. The group representative reports directly to the Dean of the Faculty and carries out all his orders and instructions in his group.

The functions of the group representative include:

- keeping accurate records of a student's attendance at all classes;
- reporting daily to the dean of a faculty about students' attendance or lateness (with reasons);
- supervising academic discipline as well as accident-free maintenance of class equipment and tools during lectures, seminars (practical classes), and laboratory classes in the group;
- informing students about changes in the class schedule made by the dean; and, under the above-mentioned functions, instructing the dean.

8.8 A register in the prescribed form is kept in each group. The register is kept in the dean's office of the faculty. Each day before classes begin, the group representative is given the register, at the end of the class it is returned, records are made of the students who participated in the classes, as well as those who did not. The group representative is solely responsible for the register and the honesty of the entries made in it.

## 9. STUDENT OBLIGATIONS

9.1 Every student studying at the University must adhere to:

9.1.1 Acquire knowledge, skills and abilities in accordance with state educational standards, comply with the requirements of the University Charter, orders and instructions of the Rector, decisions of the Academic Council, rules of internal university discipline, moral and ethical standards and other legal acts;

9.1.2 Participate in academic classes, perform all tasks provided by the curriculum and programs;

9.1.3 Report to the Dean's Office as soon as possible about the reasons for absence from class;

9.1.4 Not to disrupt the normal course of the lesson by his/her actions and behavior, not to use a mobile phone or other technical means at the lesson;

9.1.5 Not to cheat or create conditions for cheating at the examination; during the session not to enter the examination without passing the mobile phone and other technical means to the controller;

9.1.6 Not to allow plagiarism in written by him/her non-library works, course projects, graduation thesis (projects);

9.1.7. Not to take an examination instead of another student, knowingly not creating conditions for someone else to take the examination instead;

9.1.8. Not to create conditions for using someone else's document (student card) received from the University;

9.1.9. Not to forge a signature on any official document belonging to the University or submitted to the University;

9.1.10. Not to allow unworthy and prohibited actions on behalf of the student, not to be rude, disrespectful and undisciplined in relation to fellow students, university staff, to show them a respectful attitude, respect;

9.1.11. Not to oppose the decisions made by teachers and senior staff alone or in groups, in connection with this not to agitate among students against these persons or try to take such actions;

9.1.12. Protect the state property (inventory, teaching aids, books, devices, etc.), not to cause damage to it by culpable actions, to observe cleaning rules in all educational and auxiliary rooms, dormitories in accordance with the rules established in the university;

9.1.13. Not to make changes in university documents, not to provoke others to do so;

9.1.14. Not to interfere with the University information system, not to obtain information in this way, not to make changes to the information, not to undermine the normal functioning of the system, not to provoke others to do so and not to try to perform such actions;

- 9.1.15. Not to commit acts contrary to the authority of the University, its spiritual values within and outside the University;
- 9.1.16. Respect national values, cherish them;
- 9.1.17. Do not defame the honour and dignity of people in social media or other mass media, do not deliberately insult their identity in an improper manner, i.e. do not deliberately degrade their honour and dignity in an improper manner;
- 9.1.18. In academic buildings, dormitories to keep the environment clean; do not shout, sing, listen to music, do not make noise in such a way that it disturbs others;
- 9.1.19. Do not come to University in unkempt uniform (in revealing attire, with beard, etc.);
- 9.1.20. Do not smoke in places prohibited in University;
- 9.1.21. Do not take alcoholic drinks inside University.
- 9.1.22. Not to hang unauthorised announcements, posters and billboards around the University; not to do things such as tear, rupture, blacken or deface the posted announcements;
- 9.1.23. Not to write on University walls and property, put up signs, take photos or otherwise deface them;
- 9.1.24. Not to obstruct various events, not to take actions that may damage the event program;
- 9.1.25. \* Not to write on things, doors, windows, walls and other places inscriptions of ideological or political nature, not to stick images, emblems;
- 9.1.26. Not to speak for or against any political party in the University institutions, and in connection with this not to conduct different propaganda;
- 9.1.27. Not to join organizations that carry out illegal activities or act in favor of these organizations;
- 9.1.28. Not to organize various events or participate in such events without the permission of authorized persons of the university, not to conduct consciously, systematically activities that undermine the reputation of the university, not to organize meetings, rallies and demonstrations, not to carry out agitation;
- 9.1.29. Not to make statements that undermine the reputation of the University, not to participate in such meetings or events by representing oneself as an authorized person, if he/she is not authorized to represent the University or any of its institutions;
- 9.1.30. Not to engage in political and religious propaganda at the University;
- 9.1.31. Not to act, not to discriminate, which would create polarisation on grounds such as language, race, nationality, religion and sect.

## 10. Rewarding distinguished students for academic discipline

For good study, active participation in scientific-research work and social life of the University the following incentives are established for the students:

- A commendation;
- Remuneration in cash or as a valuable gift.

Encouragement measures shall be announced by the Rector's order and communicated to the students at the meeting.

## 11. Disciplinary responsibility for violation of the rules of internal university discipline and the rules of their application

11.1 If a student violates academic discipline and the rules of internal university discipline, one of the following disciplinary penalties can be imposed on him/her:

- a reprimand;
- a severe reprimand with a final warning;
- expulsion from the University.

11.2 Disciplinary penalties shall be imposed by order of the Rector on the respective submission of the Dean of Faculty, public organizations. The student shall be acquainted with the order (instruction, decision) within 3 days. The Rector's order is posted on the Faculty notice board.

11.3 Information about the disciplinary sanction imposed on the student is recorded in the student's personal file.

11.4 Disciplinary penalties for good grades and behaviour can be withdrawn early.