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CHARTER
OF AZERBAIJAN UNIVERSITY OF ARCHITECTURE AND CONSTRUCTION
(2nd edition)

1. General Provisions

1.1. Charter of Azerbaijan University of Architecture and Construction (hereinafter will be called as AUAC) is prepared according to "Education Law" of the Republic of Azerbaijan and regulates the activity of AUAC.

1.2. AUAC is guided by the Constitution of the Republic of Azerbaijan, "Education Law" of the Republic of Azerbaijan, orders and decrees of the president of Azerbaijan Republic, decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, orders of the Ministry of Education of Azerbaijan Republic, decisions of collegiums and this Charter.

1.3. AUAC is an educational institution possessing the status of legal entity conducting higher education programs on appropriate levels.

1.4. Legal address of AUAC: A. Sultanova str.5, Baku city, AZ 1073.

1.5. The fiscal year of AUAC is from January 01 to December 31.

1.6. Establishing and activity of structures of political parties and religious organization is not allowed in AUAC.

1.7. AUAC creates equal opportunities for men and women in recruiting, appointing to the positions and elections, stimulation of labor, admission to AUAC, providing the students with scholarship, selection of specialities, assessment of knowledge, providing the graduates with work, continuing the education in next level of higher education, increasing of speciality and in other issues of educational field.

1.8. AUAC defines the uniform of students itself.

1.9. Organizational-legal form, type of property and status of AUAC is determined according to appropriate legislation and this Charter. AUAC is determined as a university according to Education Law on Education.

The university is a leading many profiles higher educational institution conducting fundamental and applied researches carrying out large scale specialists preparation on all levels of higher education, additional education programs.

1.10. AUAC is established by the Decision No.200 of the Cabinet of Ministers of Azerbaijan Republic in 20.06.1975 as an independent

legal entity as a heir of Azerbaijan Engineer and Construction Institute and acts as a high state educational institution obtaining university status in an appropriate manner in 1992.

1.11. Establishment, reconstruction and liquidation of state institutions of higher education is implemented according with the Decision No.67 dated on May 14, 2003 of the Ministry of Cabinets of Azerbaijan Republic “on the approval of the “Rules on establishment, expansion, reconstruction and liquidation of the budget financed training and educational institutions”.

1.12. Charter of AUAC is approved by scientific board of educational institution and certified by Ministry of Education of the Republic of Azerbaijan.

1.13. The right of autonomy (status) can be issued to AUAC in the frame of authorities determined by legislation. The educational institution possessing the right of autonomy is free to carry out teaching, scientific-research, staff, financial-economic and other types of activity according to legislation and its charter.

1.14. The name of AUAC is determined while it is establishing and it can be changed in case of its reorganization. If the status (type) of AUAC will be changed, there should be made appropriate changes on its behalf. The change in name of AUAC is carried out by the Cabinet of Ministers of the Republic of Azerbaijan on the basis of petition of appropriate state government authorities (after agreed with the Ministry of Education of the Republic of Azerbaijan) being under the subordination of the higher education institution according with the Decision No.67 dated on May 14, 2003 of the Ministry of Cabinets of Azerbaijan Republic “On the approval of the “Rules on establishment, expansion, reconstruction and liquidation of the budget financed training and educational institutions”.

1.15. Issuing of special agreement (Licensing) to the activity of AUAC and its accreditation is carried out according to legislation.

1.16. The specific permit (license) to AUAC is issued for indefinite period.

1.17. The accreditation of AUAC is carried out by the purpose of defining the accordance of organization of education process, of financial-technical base, education programs, scientific activity, staff potential, financial resources and education infrastructure with the requirements of state standards and other legal normative acts.

The accreditation of AUAC is carried out by Ministry of Education of the Republic of Azerbaijan pursuant to the Decision No.167 of the Cabinet of Ministers of the Azerbaijan Republic dated on September 28, 2010, “On approval of the “Rules of accreditation of educational institutions”.

1.18. The activity of AUAC is provided by legal groundwork that is state registered as a legal entity in the Republic of Azerbaijan, issued the specific permit (license) for activity and accredited.

1.19. The complexes (campuses) combining educational institutions of different types in its can be established on the base of AUAC. Their establishment, reorganization and liquidation are carried out according to the legislation of the Republic of Azerbaijan.

1.20. AUAC possesses the right to sign the agreements with other higher educational institutions by the purpose of development and improvement of education, to combine in educational-training complexes involved the scientific, production and other institutions, organization and offices, to establish teaching scientific-production unities (associations), to enter territorial teaching production unities and associations.

1.21. Appropriate sectors, registration offices, teaching-practice economies, sport bases, teaching theatre and studios, concert halls, exhibition halls, catering facilities and other structure sectors can functionate for branches, faculties, departments, teaching departments, libraries, scientific-research and test laboratories, doctoral candidacy, residentura and additional education of AUAC. Production, scientific-research, creative work institution and organizations can be established in the structure of AUAC according to its profile.

The structure of AUAC is determined by its scientific board (except from branches) and approved by the chief (rector) of educational institution. The scope of activity and functions of structural subdivisions of AUAC are determined in this charter. The structural subdivisions of AUAC directly participate in organization of teaching process and scientific-research works, in its realization, implement the decisions of scientific board of AUAC, orders and decrees of rector.

The chairmen of structural subdivisions (except from branches) are appointed by the rector of AUAC.

1.22. Some structural subdivisions of AUAC can possess the status of legal entity.

1.23. AUAC has right to open its branches in the territory of country and foreign states (on the basis of consent of the Cabinet of Ministers of Azerbaijan Republic) according to legislation and its charter.

The branches of AUAC carry out their functions independently. Administration of activity of branches carried out according to charters of AUAC and branch.

The requisites on establishment, liquidation, rename of branch and its address is reflected in the charter of branch.

Chief (director) of the branch is appointed by founder on the basis of petition of AUAC.

1.24. The education in AUAC is carried out on the account of state and (or) on paid conditions.

Children lost their parents and deprived of parental care, also persons among them, during the period of education on paid in AUAC the education fee is paid on the account of state budget.

1.25. AUAC implements following duties according to its charter as an education, training and scientific center:

- to meet the requirements of intellectual, cultural and moral development and to get higher education;
- to organize education process in a high-level;
- to conduct scientific researches;
- Preparation of high qualified scientific-pedagogical, scientific staffs;
- to provide advanced training and retraining of staffs;
- to engage in commercial activity on the spheres of education, cultural- education, publishing house, treatment-diagnostics, financial-economic, economy, scientific-production in an appropriate manner determined by legislation;
- Provision of international activity and foreign relations.

To provide that duties AUAC:

- independently prepares in the frame of its authorities the teaching documents and other documents related to organization of teaching process according to state education standards and education programs on different specialities (specifications);

- organizes the teaching process and carries out its monitoring;
- uses innovative technologies and new training methods in training process;
- organizes and carries out the work of scientific, qualified and dissertation boards;
- organizes and carries out scientific-practical conferences, seminars, symposiums, olympiads, contest, exhibitions and etc.;
- creates scientific relations, concludes transactions and contracts on educational and scientific-technical cooperation, participates in projects related to education, also, in international projects;
- the qualification level of education creates the information resources for modern information and scientific-methodic maintenance, special web-portal of AUAC, global computer network (internet) related to application of international and pan-European education system on the basis of state education standards accepted in the country;
- prepares and publishes scientific works, textbook, schoolbook, teaching and teaching-methodological literatures;
- organizes and provides sport, health, catering and household services to students and professor-teacher staff;
- carries out economic and financial activities;
- implement works in the direction of strengthening and expanding of material-technical and teaching base;
- creates international relations for teacher-student exchange and their training in abroad.

1.26. Specialists and scientific-pedagogical staff preparation consist of three levels;

- Bachelor's program
- Master program
- Doctorate.

Following education forms are determined in higher education level:

- full-time;
- extramural;
- distant (from distance);
- independent (externship).

1.27. Wide profile, high qualified specialists are prepared on education programs of various specialities on the basis of full secondary education and secondary qualification education in Bachelor's program level.

Bachelor education is completed higher education.

The normative term of education in bachelor level is 4-5 years. Education term on extramural type is one more year. This term is determined by education programs of different specialities.

The graduates completing bachelor's program is issued "bachelor" high professional-speciality degree.

Graduate got bachelor education can engage in labor activity in all other spheres except from scientific-research activity and scientific-pedagogical activity in AUAC. Persons completing this educational level can continue their education in master degree level.

Content and organization of bachelor degree are determined in accordance with the "Procedures of organizations and content of bachelor degree" approved by the Decision No.117 of the Cabinet of Ministers of the Republic of Azerbaijan dated on June 24, 2010.

1.28. Magistrate level being the second level of the higher education, considers detailed study of a certain specialty area of specializations for scientific-research or professional purposes.

Normative term for full-time study at the master degree level is 2 years. Education term on part-time study is six more months. This term is determined by education programs of various specializations.

Persons who have completed their master level is granted "master" higher scientific-specialization degree. Persons who have completed the master degree is entitled to be engaged in professional activities, scientific research and scientific pedagogical activities. Persons who have graduated this education level can continue their education at the doctorate level.

Content and organization of the master degree education and granting the "master" degree is determined in accordance with the "Procedures of content, organization of the master degree education and procedures for granting the "master" degree" approved by the Decision No.88 of the Cabinet of Ministers of the Republic of Azerbaijan dated on May 12, 2010.

Master degree training on fine-art, architecture, design and other spheres requiring special talent and differentiated with its

specifications is only carried out on the fields of requiring theoretical preparation and research. The list of these specialities is determined by the Cabinet of Ministers of the Republic of Azerbaijan.

1.29. The third level of higher education is doctorate. Being the highest level of the higher education, doctorate provides training of scientific and scientific-pedagogical personnel, improvement of specialty and scientific degrees.

Doctorate education is held at the doctorate established at the higher education institutions and is completed by granting certain scientific degree. Scientific degrees are issued pursuant to the legislation on the basis of the petition of dissertation councils functioning at the higher education institutions and scientific organizations.

Scientific degrees such as doctor of philosophy (by indicating scientific fields) and doctor of sciences (by indicating scientific fields) are determined in Azerbaijan Republic.

Establishment of doctorate and admission to the doctorate is held in accordance with the “Procedures of organizations of doctorate and admission to the doctorate” approved by the Decision No.129 of the Cabinet of Ministers of the Republic of Azerbaijan dated on July 1, 2010.

1.30. Granting scientific degrees to scientific-pedagogical personnel working at AUAC is realized by the way of the state of being a candidate for a degree (dissertator). Procedures for attaching of dissertators to the relevant departments of AUAC and scientific research institutions and procedures for issuing scientific degrees are determined by the Cabinet of Ministries of the Republic of Azerbaijan.

Academic ranks are issued to the personnel of AUAC for their achievements received in the scientific and pedagogical activity field in an appropriate manner.

Following academic ranks are determined in Azerbaijan Republic:

- Associate professor;
- Professor.

Procedures and terms of issuing academic ranks of associate professor and professor are determined by the Higher Attestation Commission of the Republic of Azerbaijan.

AUAC is entitled to issue honorary professor (Dr.) rank in Azerbaijan Republic. The honorary professor (Dr.) rank is issued by Scientific Board of AUAC by determining issuing procedures and terms.

1.31. AUAC is able to organize additional education for citizens who have state document on completion of relevant level of higher education in accordance with Charter within its capabilities. Additional education provides opportunities of continuous education of each citizen and undertakes the responsibility for development of human potential, increasing and improving the intellectual and professional training level of staff, their adopting to continuously changing and renewed labor condition, proving active and effective participation of older citizens in social, economic, political and cultural life of country. Additional education covers the following directions:

- advanced training;
- retraining of staff;
- probation and staff improvement;
- second higher education;
- increasing of degrees;
- education of older people.

Content, organization of additional education and issue of relevant document to persons educated in certain education direction of additional education are determined by the “Procedure for content, organization of additional education and issue of relevant document to persons educated in certain education direction of additional education” approved by the Decision No.163 of the Cabinet of Ministers of the Republic of Azerbaijan dated on September 6, 2010 and this education is carried out on fee-based education.

1.32. The teaching at AUAC is conducted according to education programs (curriculum) that define the content of education and obtaining rules on different higher education levels.

2. Student admission to AUAC

2.1. Persons who have received full secondary education and high professional education can be admitted to the bachelor degree level of higher education, persons who have completed bachelor degree level can be admitted to the magistracy level on the basis of independent choice

of specialty and education institution by competition in a defined manner.

Regardless of subordinate, type of property and organizational-legal status in Azerbaijan Republic, student admission to the higher education institutions is conducted by the State Commission on Student Admission of Azerbaijan Republic on the basis of the results achieved by the matriculates at examinations held on knowledge assessment.

2.2. Admission of foreigners and stateless persons to the baccalaureate, magistrate, doctorate levels and doctorates of scientific organizations of AUAC is carried out on fee basis in accordance with international agreements that the Republic of Azerbaijan has acceded, also in accordance with the agreements signed between AUAC with foreigner and stateless person.

2.3. Student admission plan of the AUAC is determined by the Education Commission under the President of the Republic of Azerbaijan on the basis of the offers of higher education institutions and Ministry, committee and organizations that have higher education institutions in their subordinate by taking into consideration the opportunities of AUAC on the basis of order of certain state, also different institutions and organizations.

2.4. Each student, parent or other legal representative can review the following legal documents that regulate the teaching process at AUAC:

- Charter of higher education institution;
- Specific permit (license) for activity in educational field;
- State accreditation document of the education institution.

2.5. Admission to the additional higher education, to the courses of advanced training and retraining, probation and specialty training is conducted in an appropriate manner defined by the Ministry of Education of the Republic of Azerbaijan.

3. Teaching activity at AUAC

3.1. Teaching language at AUAC is state language - Azerbaijani language. Teaching can be conducted in the foreign language considering the opportunities of the AUAC.

3.2. AUAC carries out the following education programs at the higher education levels:

- Baccalaureate;
- Magistrate;
- Doctorate;
- Additional education.

International education programs are also implemented in the Republic of Azerbaijan. Training of specialists on the international education programs is regulated on the basis of intergovernmental agreements, relevant legislation and the Charter of AUAC.

3.3. General requirements for higher education programs and their implementation are defined by the “State standard and program of the higher education level” (hereinafter referred to as “state education standard”) approved by the Decision No.75 of the Cabinet of Ministers of the Republic of Azerbaijan dated on April 23, 2010.

3.4. The following subject divisions is considered in the education programs for specialties on the higher education levels:

At the baccalaureate level:

- Humanitarian subjects;
- Technical subjects;
- subjects for professional training of speciality.

Unit of humanitarian subjects should provide analysis of existing problems and processes in the various fields of social activity.

Subjects for professional training of speciality should provide learning of necessary knowledge, skills and habits in order to settle standard and non-standard issues related to speciality.

15-20 % of general auditory hours is divided for humanitarian subjects, 80-85 % of general auditory hours is divided for subjects providing specialty training.

“History of Azerbaijan”, “Azerbaijani language” (for students who study foreign languages) and “Foreign language” are included as mandatory subjects to the humanitarian subjects units.

Shortened programs according with education program on specialties also can be applied for students who study for the second education at the bachelor level. Only specialty training subjects can added to the shortened education program. Education shall be completed in a short-term period at these programs;

At a Master degree level:

education programs on specialties contains education and scientific research parts. In this case, hours allocated to the education part consist of 40-50% of hours.

Following subject units are considered in the education part:

- humanitarian subjects;
- specialization subjects.

While teaching subjects included in these units, master students develop skills to conduct and organize scientific research works, to use modern information technologies, to be engaged in pedagogical activities at AUAC and to operate at the management area.

25-30 % of general auditory hours are divided for humanitarian subjects unit 70% of auditory hours are divided for specialization subjects on these education programs.

“Foreign language”, “Higher school pedagogy” and “Psychology” are included into the humanitarian subjects unit as mandatory subjects.

Elective subjects are included into the all subject units of bachelor and master education programs for specialties. Amount of hours that divided to the elective subjects in both programs are 25-30% of general hours. Those subjects are defined by the higher educational institution.

3.5. Education programs on various specialties (specializations) of higher education level are carried out on the basis of teaching-methodical documents.

Forms of these documents are determined by the Ministry of Education of the Republic of Azerbaijan and AUAC within their power.

AUAC can conduct certain clarifications in higher education programs in the frame of education standard.

3.6. Normative education terms in the education programs on specialties are determined by the state education standard.

3.7. Organization of teaching process on specialties at AUAC is developed in accordance with the state education standard of the higher education level and is implemented on the basis of curriculum approved by the leader of AUAC.

Maximum amount of weekly teaching load of AUAC is 45 hours (considering auditory classes and extra auditory classes) at AUAC.

Auditory classes should not exceed 30 hours in the bachelor level, 16 hours at the master level in a week.

Volume of teaching work is determined by credit units in the curriculum and one credit is equivalent to 30 hours (15 hours auditory and 15 hours for individual work). Organization of education by credit system in AUAC is implemented in an appropriate manner approved by the Cabinet of Ministers of the Republic of Azerbaijan.

Maximum amount of mandatory auditory hours for full time study is defined with education programs for various specialties.

The amount of auditory hours of students for part time study is considered 180-240 hours at the bachelor level, 120-160 hours at the master level.

In each study year, teaching period begins on September 15 and finishes according to the curriculum on specialty.

Study year consists of two semesters (fall and spring). In addition, summer semester can be organized lasting not more than 6 (six) weeks during summer holiday.

The term of study year on full time education is 40 weeks. Each semester consists of 20 weeks (5 weeks exam session).

The term of study year on part time education is 32 weeks. Each semester consist of 16 weeks (1 week examination session).

During all the teaching period, duration considered for production practice is 8-18 weeks at the bachelor level and 8-10 weeks at the master level.

Holiday duration is 8-12 weeks in each study year (also, winter holiday not less than 2 weeks).

Following types of classes are determined in AUAC: lectures, seminars, theoretical, practical trainings, laboratory works, recommendations, individual works of student, practice (teaching, production and pedagogical acquaintance), control works, scientific research works, course paper (project), diploma project, master dissertation and etc.

Academic hour is 45 minutes. 2 academic hours are defined for all types of classes. The break between academic hours should not be less than 5 minutes.

Programs for bachelor and master levels of higher education are completed with state attestation of students. State attestation is obligatory for all students, the term allocated for its preparation and organization is 6 weeks.

Final attestation of students is conducted by the State Attestation Commission. Establishment of State Attestation Commission and organization of its work is implemented in an appropriate manner of the Cabinet of Ministers of the Republic of Azerbaijan. Midterm attestation is carried out in the form of examination; the list of examination on each semester is informed to students.

Assessment of students' knowledge is conducted by the point scoring system (100 point) during current, midterm and state attestation and A (excellent), B (very good), C (good), D (satisfactory), E (credited) and F (fail) grades are defined in this system. Distribution of points according to indicated grades is defined by the Cabinet of Ministers of the Republic of Azerbaijan.

Organization of examination sessions, current and mid-term assessment of knowledge of students, procedures on conducting of state attestation are determined in the frame of authorities of the Cabinet of Ministers of the Republic of Azerbaijan, by the Ministry of Education of the Republic of Azerbaijan and in accordance with the Charter of AUAC.

3.8. By the purpose of stimulating the activities of full-time students who financed on the account of state in state higher education institutions, they are granted scholarships (including, specific scholarships) and grants in an appropriate manner defined by the legislation.

3.9. The issues of transferring the students from one education program to another or transferring to another university, expulsion, granting academic leave and recovery to AUAC are regulated by procedures defined by the Ministry of Education of the Republic of Azerbaijan.

3.10. Students who have completed the bachelor and master education programs of higher education and who have passed the final state attestation is issued state sample document (diploma) about the graduation of AUAC. The subjects that students obtained, their amount by credits and grades are reflected in the supplement of diploma.

Persons who have completed the doctorate education and who have received relevant academic degree is issued single form of state document- diploma that certify the same scientific degree in accordance with existing legislation.

Graduates who have completed baccalaureate and magistrate levels of AUAC can be issued supplement of diploma prepared at their own will in accordance with sample of European Commission, Council of Europe and UNESCO/CEPES and the Ministry of Education of the Republic of Azerbaijan.

Students who has not completed the relevant levels of higher education for any reason, are issued the certificate in accordance with the “Procedures for issuing certificate to persons who have not completed any level and degree of education for different reasons” approved by the Decision No.12 of the Cabinet of Ministers of the Republic of Azerbaijan of January 21, 2010.

4. Scientific activity

4.1. Training of specialists at AUAC is conducted on the basis of combination of science with education.

4.2. Scientific researchers at the higher education level are conducted at the scientific research structures functioning under the subordination of authorities of education management, at higher education institutions and its relevant bodies or divisions (scientific - research institutions, centers, departments, laboratories and etc.).

4.3. Activity of AUAC in the field of science is directed to development of relevant scientific fields according to its profile and application of results of scientific researches to teaching process.

4.4. Scientific research works conducted in the education system are in fundamental and application character.

4.5. Scientific activity is a part of work of teaching staff. Procedures for conducting and organization of scientific research works at AUAC are determined by this Charter.

4.6. Planning, coordination and implementing of conducting scientific-research works are carried out at AUAC.

4.7. AUAC organizes the application of results of scientific research works to production and teaching process (lecture, training, seminar, laboratory classes, course projects, course and graduation works, master dissertations) and distribution of by publishing in the form of monographs, patents, scientific articles, textbooks, school supplies, methodical supplies and by reporting at the scientific forums.

4.8. AUAC organizes information provision of scientific research works and publishing of academic periodicals.

4.9. Admission for doctorate and dissertantura is implemented to AUAC.

4.10. The results of scientific research works conducted at AUAC are taken into account in selection and appointment of professor-teaching staff to certain positions.

4.11. Scientific researchers conducted in education system are carried out on the account of including fund, also grants on the basis of state budget, different funds, extra-budgetary and orders of education institutions.

4.12. Scientific researches related to development problems of education by being an innovative character are directed to studying of education history, improvement of education organization and management, structuring of teaching process with modern methods, development and application of new teaching technologies and pedagogical innovations on the other directions.

5. Management of AUAC

5.1. By the purpose of provision of democracy and transparency in management of AUAC governing and self-governing bodies (general assembly, board of trustees, scientific, scientific-methodical, pedagogical boards, board of students, guardians and etc.) can be established in the education institution. The procedures for establishment of those bodies and their authorities are defined in accordance with the Charter of AUAC.

5.2. High management body of AUAC is Scientific Board. The Scientific Board is an elective body; its establishment and activity are regulated by the "Regulation on the Scientific Board of the higher education institution", approved by the Cabinet of Ministers of the Republic of Azerbaijan and by this charter.

5.3. Management of the activity of AUAC is directly conducted by the rector. The rector of AUAC is appointed or dismissed by the President of the Republic of Azerbaijan.

The rector cannot be appointed by pluralism.

The pro-rectors (on teaching, science, training-education, economic works and international relations) of AUAC is appointed by the

Ministry of Education of the Republic of Azerbaijan on basis of presentation of the leader (rector) of AUAC.

The rector is responsible for quality of specialists training, organization of teaching, science and training, financial-economic activities at AUAC and budget execution.

The rector approves the administrative - functional structure and staffing plan of AUAC.

Authorities of the rector are determined by the Charter of education institution. State and local self-governing bodies and other organizations, excluding education management bodies are not allowed to interfere in the issues related to the management of AUAC.

5.4. Faculty, being teaching science and administrative division of the AUAC, conducts training of bachelors, masters in one or several interrelated specialties within the same field and direction, advanced training (and retraining) of specialists (personnel) in the relevant field and it also leads scientific research and training works.

General management of the faculties of AUAC is conducted by the scientific board of the faculty. Faculty academic board is elected in accordance with the order of the rector of AUAC for the period of 3 years. The chairman of the faculty scientific board is dean. Untimely re-election of the faculty scientific board can be conducted by request of at least 2/3 members of the board, as well as by the presentation of the rector of AUAC in exceptional circumstances. Composition of faculty scientific board is approved by the rector. The composition and its authorities are regulated by the procedures approved by the Ministry of Education of the Republic of Azerbaijan.

5.5. Faculties of AUAC are governed by the dean who is appointed to this position in an appropriate manner prescribed by the legislation.

Dean:

- directly governs teaching process, training works and implementation of scientific researches;
- provides implementation of education programs and curriculums in accordance with requirements of the state education standards;
- provides participation of students at the classes;
- creates conditions for conduction of scientific, pedagogical, production and other types of practices of students and controls this process;

- leads the compiling of class schedules of faculties, is responsible for provision of its optimal options and control its implementation;
- organizes supervision of independent works of students and provides the creation of conditions for students' scientific activities;
- organizes supervision of conducting exams for students, is directly responsible for conducting exam sessions normal in accordance with existing requirements;
- submits presentations to the rector for expulsion and recovery of students from the ranges of student;
- allows students' participation at the final state examinations, final diploma works and at the defense of master dissertation;
- submits the students studying at the faculty for scholarships in an existing manner;
- supervises implementation of work for improving advanced training and retraining of teaching staff who work in the faculty;
- provides appropriate organization of education of the doctors in the faculty, conducts their attestation;
- initiates to prepare textbooks, school supplies, subject programs, education norms, curriculums, methodical instructions and manages this work generally;
- organizes interdepartmental meetings, scientific-methodical discussions and conferences and manage these meetings;
- provides organization of scientific-methodical and scientific seminars of general faculty;
- organizes implementation of specialty directed works for the specialties prepared at the faculty and is responsible for their implementation in an appropriate;
- determines specialties and specializations that are possible and necessary to develop at the faculty in three higher education levels, submit offers on annual and perspective admission plans to the head of the higher school;
- manages the scientific board of the faculty;
- represents the faculty at all the events, commissions, meetings and councils related to the faculty at AUAC;
- submits recommendation for appointment of deputies;
- supervises the work of all the teaching-support staff at the faculty, submit recommendation for their recruitment, dismissal as well as their encouragement and punishment to the head of AUAC;

- controls appropriateness of teaching load of different faculties and gives opinions about them.

5.6. Department being a basic education and scientific structural unit of AUAC, conducts training, methodical, scientific research, scientific-pedagogical and training of scientific workers, retraining, advanced training and educational activities among students.

The key responsibilities of the department are followings:

- Conducting lectures, laboratory works, practical seminars and other lessons specified in the curriculum for all the educational forms in the high scientific-theoretical and methodical level.
- To guide course works, thesis works (projects), practical trainings and other trainings, students' free lessons.
- Conducting current examinations
- Organizing and conducting of state examinations
- The organization of educational work among students
- Development of course program on the subjects at the department and submission to confirm in the appropriate order, as well as to comment to the course programs prepared by other departments.
- Preparation of textbooks, tutorials, methodic guidance and instructions and visual aids, by instructions of the rector's office (faculty) to comment to the textbook, tutorials and teaching and methodical literature.
- Conducting scientific-research works, to guide scientific-research works of the students.
- To comment to the discussion of incomplete scientific and research works, applying them to practice and publishing them.
- Preparation of teaching, scientific-methodical and other individual plans of the department's employees and carrying out them.
- Studying and dissemination of advanced work experiences of academic teaching staff of separate departments of higher educational institutions of the Republic and foreign countries, to help young teachers in the collection of pedagogical experience.
- To develop measurements and carry out about using from modern technical devices in teaching process.

- To train scientific-pedagogical and scientific staff.
- To comment by the discussing to the dissertation of other aspirants according to the instructions of employees of the department, as well as rector's office (faculty).
- Studying advanced experience on teaching technologies and establishment of relations with different institutions and organizations with the purpose of scientific-technical aid.
- To assist to the improving of the professional skills of the specialists worked in different fields.
- Organization of constant contacts with the graduated persons of Azerbaijan University of Architecture and Construction.
- Promotion of scientific knowledge

5.7. To run to the department is carried out by the head of department appointed

in the manner by legislation.

Head of department:

- Convene department meetings, presides at the meeting, confirms the decision of them;
- Plans and organizes the department works, runs its activity;
- Reports about activity of the department every year;
- Offers a suggestion about the department's composition of staff on an extra-budgetary funds and within allocated salary fund;
- Represents department in the faculty, at Azerbaijan University of Architecture and Construction and outside organizations;
- Submits candidates for the position of deputy of head of department;
- Bear responsibility for the activity of the department to the department's collective, faculty, scientific council of Azerbaijan University of Architecture and Construction and guiding office;

5.8. The positions on scientific-pedagogical (academic staff, scientific workers), engineer-technical, administrative, administrative-economy, teaching-auxiliary and other staffs are provided at AUAC.

Appointment to these positions is carried out by the rector in accordance to the legislation.

6. Rights and duties of students, teacher and other employees

6.1. The rights and duties of the students and teachers are regulated by the Constitution of the Republic of Azerbaijan, The Law of the Republic of Azerbaijan “About Education” and other normative legal acts and international contracts that Azerbaijan Republic is in favor of, charters of Azerbaijan University of Architecture and Construction and internal discipline rules of the University, as well as labour contracts concluded between teachers and employers.

6.2. The rights of the students are the followings:

- To admit to the Azerbaijan University of Architecture and Construction in provided manner
- To choose freely educational institution, direction of the education, specialty; teaching form and teaching language;
- To study in a quality form according to the state educational standards;
- To choose freely teaching subjects, quantity of the credits on semesters, teachers and tutors;
- To use exist infrastructure of the educational institution (teaching-training, scientific-research, information, cultural-welfare. Sport, healthy center, dormitories, libraries and so on.);
- To change Azerbaijan University of Architecture and Construction and specialty in the prescribed manner;
- To engage in scientific-research activity
- To study continuously;

- Be provided safety and harmless educational condition for the health;
- To defend actions humiliating human's dignity and honor, contrary to the human rights;
- To withhold his or her study temporarily at the educational institution in the prescribed manner.
- To request a new assessment knowledge in the prescribed manner by the Ministers Cabinet of the Republic of Azerbaijan;
- To study fee-based only once in every level of higher education exception of the cases indicated by the legislation;
- To participate in actively organization and management of teaching process, to express own opinion and remarks;
- To participate in scientific, public, social and cultural works of Azerbaijan University of Architecture and Construction, establishment of scientific societies, study groups, associations, communions and other organizations, as well as to join in the level of country and international organizations;
- To participate in the seminars, scientific-practical conferences, meetings, as well as other events related to the education life;
- To choose education's tendency, teaching programs appropriately;
- To carry out other rights provided by legislation;

6.3. The duties of the students are the followings:

- To possess knowledge, skill and abilities in accordance with state educational standards;
- To respect to the dignity and honor of the pedagogical workers;

- To obey to the requires of the charter of the educational institutions;
- To realize own responsibility for the state, society, family and himself or herself;
- To conform the rules related to the educational process, the ethical norms and requirements of the legislation in the field of education;
- To implement other duties provided by the legislation;

6.4. The rights of the teachers are the followings:

- To be provided normal labour, scientific-pedagogical work and educational condition, technologies meet modern standards;
- To participate actively in the organizing and management of educational process according to the charter of educational institution;
- To choose freely the teaching form, methods and resources;
- To require respect to the own honor and dignity;
- To fill position in the educational institution and in appropriate cases to elect and to be elected to the elective position;
- To improve specialty, to confer new specialty, to pass internship, to improve a professional skill or to raise scientific degree;
- To be awarded and to be rewarded in appropriate cases and manner;
- To hold a position of advisor-professor subject to dismiss from academic and administrative position by holding monthly salary and additions, other discounts and advantages for the professors worked a long time in Azerbaijan University of Architecture and Construction and having an important services in its scientific-pedagogical life;

- To carry out other rights provided by the legislations;

The duties of the teachers are the followings:

- To participate in carrying out of state policy in the field of education;
- To provide learning of the teaching programs;
- To form active citizenship position for the students, to bring up in the spirit of azerbaijanism and patriotism, to prepare them for the independent life and labour activity;
- To involve the students to the science;
- To instill a sense of respect and care with example of own for the independence of the Republic of Azerbaijan, the Constitution and Laws of the Republic of Azerbaijan, the state symbols, history, culture, language, custom and traditions of Azerbaijani people, national and universal values, society, environment in the students;
- To obey to the pedagogical ethics and moral norms, to show intelligence example;
- To respect to the students' honor and dignity;
- To protect the young from all the forms of physical and psychological violence, to prevent them from harmful habits;
- To improve a professional skill and scientific-pedagogical level, to conduct scientific researches, to organize additional trainings;
- To pass attestation in the prescribed by the legislation;
- To implement other duties provided by the legislation;

6.6. Age limit for holding a academic and administrative position in the state educational institutions is determined by the Ministers Cabinet of the Republic of Azerbaijan. Pedagogical worker at the same age limit may participate in teaching and scientific activity of the educational institution subject to not holding an academic and administrative position;

6.7. The rights and duties of the administrative, administrative-management, administrative economy, engineer-technical,

production, teaching-auxiliary and other staff are regulated by this charter, internal discipline rules of Azerbaijan University of Architecture and Construction, as well as, labour contracts concluded between employers and teachers.

7. Financial-economic activity of Azerbaijan University of Architecture and Construction

7.1. The property of Azerbaijan University of Architecture and Construction consists of the property given by state, municipality, founders, legal and physical entities for the using and owing, as well as property which is not prohibited by the legislation and obtained as a result of activity reflected on this charter and intellectual property resources belonged to it.

Azerbaijan Architecture and Construction bears responsibility for holding, protection property and using efficiently from it. The control to the activity related to the management activity of the property of Azerbaijan University of Architecture and Construction is carried out by the founder or the person who is authorized by the founder.

To reinforce and enlarge the material and technical base of Azerbaijan University of Architecture and Construction are carried out at the expense of the state budget funds and extra-budgetary funds.

Azerbaijan University of Architecture and Construction can get tangible and intangible property, as well as building, equipment, new technology, transportation vehicles and so on.. as a result of the services provided by its charter of (teaching, scientific-research, creative advice-consulting and other services).

To privatize Azerbaijan University of Architecture and Construction is prohibited.

The property of Azerbaijan University of Architecture and Construction obtained at the expense of funds from extra-budgetary sources is included to its property in accordance with the legislation.

Returning of the property which given for using to Azerbaijan University of Architecture and Construction is regulated by the legislation.

7.2. Funds are allocated from state budget and other sources for development of higher education by the state.

Azerbaijan University of Architecture and Construction has the right to provide educational services with tuition fee for the individual and legal entities in the appropriate manner by its charter within exist legislation, to engage in entrepreneurship activity, to receive endowment and volunteer aid from the individual and legal entities and to engage other activities which not prohibited by the legislation. The funds and other properties obtained from these sources don't affect to the amount of funds allocated from budget and used freely in accordance with its charter.

The profit obtained by Azerbaijan University of Architecture and Construction may be aimed only to the development of education, social protection of students and teachers.

Financing of Azerbaijan University of Architecture and Construction is carried out according to the financial normative defined at every level of the education. These normative is defined by taking into consideration of amount of expenditures for each student according to the type and category of educational institution on the basis of the decision No.120 "About applying new financial mechanism at the higher educational institutions" of Ministers Cabinet of the Republic of Azerbaijan dated on June 25, 2010.

Azerbaijan University of Architecture and Construction defines expenditures on the allocated budget funds, as well as obtained an

extra-budgetary funds for the training of the staff with the state order and for this purpose, prepared expenditures estimates on budget funds, as well as profits and expenditures estimates on extra-budget funds are coordinated with the Ministry of Education of the Republic of Azerbaijan.

Azerbaijan University of Architecture and Construction defines independently the direction of expenditures from obtained fee-paying education and other extra-budget funds and special amount of allocation for the financial incentives and provides financial assistance to the teachers and students.

Azerbaijan University of Architecture and Construction provides to allocate grant in appropriate manner for the long-term and personal loans to the development of Azerbaijan University of Architecture and Construction, paying tuition fees of the students and paying expenditures related to education, conducting scientific and research works, financing of the doctorate degree, studying of international experience and other purposes. The terms and rules of giving loans and grants are defined by the appropriate legislative acts. Grants on state education and scientific research can't be directed to the financing of other activity field of the educational institution.

It provides to create favorable investment environment for the purposes of attracting investments to the state educational field, as well as foreign investments and for this reason makes a concession to the investors in the pre-described manner by the legislation.

7.3. Azerbaijan University of Architecture and Construction is financed from the following sources:

- State budget funds in accordance with legislation
- Funds obtained from paying-fee education;

- Given grants, testament aids, endowments and aids according to the legislation of the individual and legal entities, as well as foreigners and persons who have not citizenship, foreign legal entities;
- Scientific research grants allocated by the state based on contest;
- Obtained funds of Azerbaijan University of Architecture and Construction from the education, science, production, advice (consulting) and other services defined by legislation;
- The funds allocated by legal and individual entities on the basis of contracts for the preparing specialist, improving professional skills and preparing again of the staff;
- Obtained funds from targeted programs and projects financed by the state authorities;
- Obtained funds from the sale of physically and morally outdated equipments being in the property of Azerbaijan University of Architecture and Construction, transportation vehicles and sale of other property inapplicable for the education purpose in accordance with the legislation
- Obtained grants and funds of Azerbaijan University of Architecture and Construction as a result of international cooperation in accordance with the legislation;
- Obtained funds from other sources which are not prohibited by the legislation.

7.4. Azerbaijan University of Architecture and Construction may engage in entrepreneurship activity defined by the decision No.10 “About defining of allowed types of entrepreneurship activities for the purpose of getting additional profit of the educational institution” dated on January 19, 2010 of Ministers Cabinet of the Republic of

Azerbaijan in order to get additional profit in the pre-described manner in this charter.

Azerbaijan University of Architecture and Construction has the right to use independently from profits obtained as a result of entrepreneurship activity. The profits of Azerbaijan University of Architecture and Construction obtained from entrepreneurship activity are directed directly to the development of education and social protection of the employees. Azerbaijan University of Architecture and Construction can appoint legal entities in appropriate manner by the legislation for the purpose of carrying out entrepreneurship activity or can participate in activity of other legal entities.

7.5. Azerbaijan University of Architecture and Construction doesn't intend directly to make a profit.

7.6. In the case of defining inequality preparation of the students as a result of non-organization of education according to the state education standards at Azerbaijan University of Architecture and Construction, it may be declared in the court by the Ministry of Education of the Republic of Azerbaijan about paying of damages, as well as the same necessary expenditures for the preparation again of the students in other educational institutions by the same educational institution.

According to the first paragraph of this item, the claim may be given only about accredited educational institution according to the negative opinion by the accreditation service.

8. International Relation in the field of education

8.1. International cooperation in the field of education is carried out according to the legislation of the Republic of Azerbaijan and

international contracts which Azerbaijan agreed. The teaching process in Azerbaijan University of Architecture and Construction is organized on the basis of European Credit Transfer System indicated in this charter as a credit system. The organization rules of the teaching on credit system are confirmed by the Ministers Cabinet of the Republic of Azerbaijan.

8.2. Azerbaijan University of Architecture and Construction can establish relations directly with the science and education institutions of foreign countries, organizations, international bodies and funds, can conclude bilateral and multilateral contracts about cooperation, can enter government and non-government authorities operated in educational field (unions, federations, associations and so on) and can carry out other forms of cooperation in accordance with the legislation and its activity features.

8.3. Azerbaijan University of Architecture and Construction has the right to engage in preparation of joint science and educational projects at international level, organizing of fundamental scientific research and project-constructive works, scientific practical conferences, symposiums, exchange of students, master degree students, doctoral degree students, teachers and scientific workers, alienation of claim document, the rights of charter and related to them and other activity like this in the defined manner by the normative legal acts.

8.4. Azerbaijan University of Architecture and Construction has the right to establish joint structure section (centers, branches, laboratories, techno parks and so on) in the territory of country and foreign countries together with the foreign partners according to its charter by obeying to the requirements of exist normative legal acts of the Republic of Azerbaijan and to accredit the specialties of the University in the international organizations for the purpose of increasing quality of activity of Azerbaijan University of Architecture and Construction and extending international relations.

9. Final provisions

9.1. The abolition of Azerbaijan University of Architecture and Construction and reorganization of it are carried out by the legislation of the Republic of Azerbaijan

9.2. Additions and changes to the charter are discussed in the Scientific Council of Azerbaijan University of Architecture and Construction and after the adoption of majority it is confirmed by the Ministry of Education of the Republic of Azerbaijan.

9.3. This charter comes into force from the day of state registration.

9.4. The other issues in this charter which are not covered is solved by the Ministry of Education of the Republic of Azerbaijan in defined manner by the legislation.