



**Azerbaijan Technical University (AzTU)**

**Rules for the Organization of Education based on the Credit  
System at Bachelor's and Master's Levels of Higher  
Education Institutions**

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# **Rules for the Organization of Education based on the Credit System at Bachelor's and Master's Levels of Higher Education Institutions**

## **I. General Provisions**

**1.1.** Education based on the credit system is organized in accordance with the Law on Education of the Republic of Azerbaijan, the principles of the Bologna Process, and other relevant legislation, and is integrated with the education policy of AzTU.

**1.2.** The credit system allows students to organize their educational process independently, earn credits in various subjects, and manage their learning activities more flexibly.

**1.3.** The educational process organized under the credit system is characterized by the following main features:

- Each student has an individual study plan, and the student is involved in the preparation of this plan;
- The study plans must comply with university standards regarding course selection, determination of credit load per semester, and assignment of instructors and academic advisors (tutors);
- Inclusion of academic advisors (tutors) in the teaching process;
- Creation of conditions for students to organize independent work and educational activities;
- Application of a multi-point grading system in the assessment process;
- Formation of teaching groups for subjects in each semester;
- Maintenance of separate registers for each subject;
- Ensuring the mobility of students and instructors;
- The duration of education is based on the student's academic achievements;
- Systematic coding of information related to faculties, departments, programs, subjects, instructors, and students.

**1.4.** Higher education institutions must familiarize students with the rules of the credit system and create conditions for students to earn the required credits according to their study plans.

**1.5.** The implementation of the credit system in higher education institutions is carried out by the academic department, registration, assessment, monitoring, and other relevant units.

**1.6.** These regulations apply to both full-time and part-time forms of education.

## **II. Rights and Responsibilities of Students**

**2.1.** When preparing their individual study plan, the student must familiarize themselves with these Rules and strictly adhere to them.

**2.2.** During their education, the student is obliged to master the subjects included in their individual study plan by strictly following it.

**2.3.** A student who misses more than 25% of the allocated classroom hours for a subject is not allowed to take the exam for that subject.

**2.4.** A student is expelled from the higher education institution in the following cases:

- If they do not attend classes for 3 consecutive months and do not maintain contact with the institution during this period;
- In other cases specified by the internal disciplinary rules of the higher education institution;
- If, in programs requiring special skills, the student is determined to be professionally unfit.

**2.5.** If the student fails to score the required credits within the period defined by the education program of the specialization (or major), they lose certain privileges provided in other relevant legislation, while retaining the rights defined by the Law of the Republic of Azerbaijan "On Education". In this case, the student is not expelled and may continue their education on a paid basis while remaining on the student quota. The payment is calculated by dividing the annual tuition fee for the specialization by 60 and multiplying the result by the number of credits the student is taking. These rules also apply to students studying at private higher education institutions.

**2.6.** The student may also earn credits in relevant subjects at other higher education institutions in accordance with the requirements of paragraph 6.1 of these Regulations.

**2.7.** The student may obtain their transcript from the higher education institution at any time during their period of study.

**2.8.** If the student has an academic debt in the current semester, they are deprived of their scholarship in the following semester. If they earn credits for all subjects taken in the following semester, the scholarship is reinstated.

### **III. Teaching Process**

#### **3.1. Teaching-Methodical Support**

##### **3.1.1. Organization of Teaching and Legal Basis**

In higher education institutions, students are educated in accordance with the academic programs for each specialization (or major). The organization of teaching and the methodological support of the educational process are based on the relevant laws of the Republic of Azerbaijan, including the Law of the Republic of Azerbaijan "On Education," the "State Standard and Program of Higher Education" approved by the Cabinet of Ministers of the Republic of Azerbaijan by Decision No. 75 dated April 23, 2010, the "Rules on the Content and Organization of Bachelor's Education" approved by Decision No. 117 dated June 24, 2010, and the "Rules on the Content, Organization of Master's Education and Awarding of the 'Master' Degree" approved by Decision No. 88 dated May 12, 2010. These rules guide the educational activities of higher education institutions and aim to provide students with high-quality education.

##### **3.1.2. Credit System and Educational Documents**

Within the credit system framework, a number of educational documents are used to manage the teaching process and ensure the proper planning of educational activities. These documents include:

- Curriculum of the Specialization
- Schedule of the Specialization,
- Annual Work Curriculum of the Specialization
- Student's Individual Study Plan
- Instructor's Annual Working Plan

#### **3.2. Organization of Teaching**

**3.2.1.** The academic year generally consists of two semesters (fall and spring). Additionally, a 6-week summer semester may be organized during the summer vacation period.

**3.2.2.** In higher education institutions, the academic year for full-time education lasts 40 weeks. Each semester consists of 20 weeks (including a 5-week exam session). There are 30 credits assigned per semester, and each credit corresponds to 30 hours of student work. The student's total weekly workload, including in-class and out-of-class activities, is 45 hours. This equals 1.5 credits per week. Weekly workload allocated for the preparation and defense of the graduation project, master's thesis, as well as other exams and internships, also corresponds to 1.5 credits.

For part-time education, the academic year is 32 weeks long. In this case, each semester lasts 16 weeks (including 1 week of exam session) and 24 credits are assigned per semester.

**3.2.3.** Depending on the duration of studies, students are assigned 240–300 credits at the bachelor's level (in medical education, 300–360 credits) and 90 or 120 credits at the master's level. The student is obliged to complete the required number of credits to graduate in their respective specialization. Each semester, students are allowed to select up to 40 credits worth of courses. Students who perform successfully and score between 81–100 points in certain subjects are given the opportunity to choose additional subjects, but this must not exceed 10 credits.

**3.2.4.** Students at the bachelor's level have the right to pursue additional education in similar specialties. If at least 70% of the courses and allocated credits in the curricula are the same, they may choose such courses on a paid basis. In this case, students who successfully complete these subjects are awarded the corresponding diploma and bachelor's degree.

**3.2.5.** The curriculum is based on credit-weighted activities, including classroom lessons, independent work, internships, laboratory work, coursework, exam preparation, and taking exams. The curriculum divides subjects into three groups based on their importance:

- compulsory and sequential subjects,
- compulsory but non-sequential subjects,
- and electives chosen by the student.

**3.2.6.** When preparing curricula for similar specialties, the content of the relevant courses must be aligned.

**3.2.7.** In the credit system, the curriculum, academic schedule, and the student's individual study plan are prepared by the higher education institution and presented to the students. These documents are published on the university's website in accordance with relevant regulations.

**3.2.8.** Each academic year, the student's individual study plan is developed in accordance with the academic schedule of the specialty. Taking into account subject prerequisites, the student prepares their individual plan independently. They may use the help of an academic advisor (tutor) during this process. When creating the individual study plan, the university provides recommendations regarding course and instructor selection.

**3.2.9.** The annual working curriculum for each specialty is prepared by the higher education institution and approved based on the curriculum and academic schedule in accordance with the educational program.

**3.2.10.** The annual working curriculum for teachers is prepared based on the academic schedule and the individual study plans of students.

**3.2.11.** If a student receives a successful grade in a subject, they are considered to have earned the corresponding credits for that subject. Otherwise, the student must fulfill the academic obligation in this subject and attend the lessons again.

**3.2.12.** If a student is unable to complete their studies within the designated time frame, their previously earned credits are reviewed, and those credits must be accumulated again.

**3.2.13.** When a student transfers to another educational institution or returns from an academic leave, their previously earned credits are considered according to certain requirements.

**3.2.14.** Students may choose from among the available teachers. If the number of students choosing a particular teacher increases, the educational institution may organize additional groups and involve other teachers at the same level.

**3.2.15.** In preparing the class schedule, students are given a wide range of choices, and the schedule is created in conjunction with the relevant subjects and instructors.

**3.2.16.** The higher education institution prepares and approves the annual working curriculum and class schedules for the next academic year in accordance with the individual study plans of the students.

**3.2.17.** Students who miss an exam for valid reasons are given the opportunity to take the exam once more before the start of the next semester. Students who miss the exam without valid reasons will incur an academic debt for the subject and may accumulate the credits for that subject according to the relevant procedures.

**3.2.18.** The teaching process consists of both classroom lessons and independent work. The volume of independent work is determined based on the academic hours of the classes, and at least 40% of the out-of-class work is completed under the guidance of the instructor. The instructor's independent work includes helping students grasp the course material and complete their coursework.

### **3.3 3.3 Preparation of the Student's Individual Study Plan**

**3.3.1.** For newly admitted students, the faculty prepares an individual study plan for the first academic year. The student must receive this plan by September 10. In subsequent academic years, students prepare their individual study plans, considering the requirements of section 3.2.8, and submit them to the faculty between July 5 and 15. Students may make changes to their individual study plan until September 10. These plans are approved by the beginning of the academic year, with one copy retained by the student and another kept by the relevant institution.

**3.3.2.** No changes can be made to the individual study plan after it is submitted. However, students with academic debts in the fall semester can make adjustments to their individual study plans for the next semester during the first week of the winter break. These changes can only be made according to the procedures established by the higher education institution.

**3.3.3.** In state higher education institutions, the number of students per subject is regulated according to the existing norms at the undergraduate and graduate levels. In private higher education institutions, this number is determined based on financial capabilities. If the number of

students in a subject is below the minimum required, the subject will not be included in the annual working curriculum of the specialty, and students will be informed accordingly. In this case, students enrolled in that subject must make appropriate changes to their individual study plans.

**3.3.4.** If a student fails to submit their individual study plan within the specified timeframe, their education will be organized according to the academic schedule determined by the higher education institution.

### **3.4 Organization of the Summer Semester**

**3.4.1** The summer semester is organized for the following purposes:

- Elimination of academic debts;
- Earning credits for elective courses in the humanities section, as specified by the higher education institution, provided that prerequisites are met;
- Increasing the grade for a course in which the student has been successful;
- Creating conditions for students from other higher education institutions to earn relevant credits for certain courses offered by the institution.

**3.4.2** The summer semester is held after the completion of the spring semester, and its start date is determined by the higher education institution. The duration of the summer semester (including theoretical training and exams) is 6 weeks. Exams are conducted in the last week of the summer semester, within a 1-week period.

**3.4.3** The total credits for the courses a student takes in the summer semester should not exceed 10.

**3.4.4** The summer semester and exams must be completed 2 weeks before the start of the next semester.

**3.4.5** Students who miss the exam in the summer semester for valid reasons will have one opportunity to take the exam before the start of the next semester.

**3.4.6** Regardless of participation in the summer semester, the student must submit their individual study plan for the fall semester to the faculty between July 5 and 15. This period allows the student to make relevant changes to their individual study plan, as specified in section 3.3.1.

**3.4.7** A student is not allowed to retake an exam to improve their grade for a course they have already passed. However, the student may retake the course in the summer semester to improve their grade, by attending the course and taking the exam again. If the student fails to achieve the desired grade, their previous score remains valid.

**3.4.8** In accordance with the requirements of section 4.3 of these regulations, if a student is not allowed to take an exam but attends more than 50% of the prescribed lessons in the semester for the respective course(s) for valid reasons, they have the right to retake that course(s) in the summer semester.

**3.4.9** In higher education institutions, the summer semester is conducted on a voluntary basis and is chargeable.

**3.4.10** The payment for one credit of a course in the summer semester is determined in accordance with the requirements of section 4.5 of these regulations.

**3.4.11** The number of students in a group for a course during the summer semester is determined by the higher education institution based on its financial capabilities.

**3.4.12** Teachers are involved in the summer semester on a voluntary basis. The payment for their services is calculated on an hourly basis. Additionally, teachers receive extra payment from the funds generated by the student group for the course. The amount of this payment is determined by the higher education institution.

**3.4.13** From the funds generated in the summer semester, except for those mentioned in section 3.4.12, the salaries of other employees involved, as ordered by the rector, are paid. The amount of payment is determined by the higher education institution.

**3.4.14** Private higher education institutions freely determine the payment for organizers and teachers of the summer semester based on their financial capabilities.

#### **IV. Academic Advisor (Tutor) Service**

**4.1** The academic advisor (tutor) service helps students overcome difficulties encountered in the teaching process and assists them in properly organizing their educational activities.

**4.2** The number of tutors is determined based on the number of students enrolled. In state higher education institutions, one tutor is assigned to no fewer than 100 students.

**4.3** The responsibilities of the tutor are:

- Protecting students' rights and academic interests;
- Providing information to students regarding the curriculum;
- Assisting students in creating individual academic plans;
- Participating in the preparation of the annual working curriculum for specific disciplines;
- Helping students make changes to their individual academic plans;
- Participating in the organization of the summer semester.

**4.4** The tutor also provides information to students about the relevant rules and procedures in the teaching process and offers solutions related to students' course selection, practical training, and academic activities.

#### **V. Student and Teacher Mobility**

**5.1** Academic mobility of students promotes the exchange of students' experiences and participation in academic activities between higher education institutions. Students can earn credits for courses at other higher education institutions and abroad.

**5.2** The academic mobility of a student is ensured by the higher education institution based on the following documents:

- Academic transcript (Form 7);
- Student's application form (Form 8);
- Consent from department of teaching (Form 9);
- Information package (Appendix 1).

**5.3** Faculty mobility: Faculty members conducting lectures, seminars, and laboratory sessions at other higher education institutions is carried out based on special permission. This is possible within both local and international collaboration frameworks.

## **VI. Examinations and Assessment**

**6.1** A student's success is assessed based on the credit system. The evaluation methods for each course must comply with the requirements outlined in the course syllabus.

**6.2** Examinations can be conducted in written, oral, and practical formats. Examination results are immediately disclosed to the students, and grade records are kept according to the teaching plan.

**6.3** The grading system for each course is based on a 100-point scale, and a student's success must not be below 51 points.

## **VII. Miscellaneous Issues**

**7.1 Paid education:** At AzTU, students can participate in summer semesters and other special teaching periods on a paid basis, in accordance with the educational program. The terms of paid education are determined by the relevant office of the university for the academic year in which they are studying.

**7.2** Students can participate in various scientific research activities during the academic year in accordance with established rules. This includes their scientific research, internship programs, and other academic activities.

## **VIII. Compliance with Legislation**

**8.1** These regulations fully comply with the Higher Education Law of the Republic of Azerbaijan and other relevant legislative acts.

**8.2** AzTU operates in accordance with the educational standards of the state and the higher education system when implementing these rules.



## Key terms

Concept	Definition
<b>ECTS (European Credit Transfer System)</b>	A system that determines the student's workload and educational trajectory to achieve the competencies specified in the educational program. It also ensures student mobility and facilitates the comparison and recognition procedures of educational programs between countries.
<b>Academic Advisor (Tutor)</b>	A teaching advisor at higher education institutions.
<b>Academic Mobility</b>	The right of students and faculty members to freely study and engage in academic activities within the country and at higher education institutions abroad.
<b>Academic Calendar</b>	A document that reflects the events planned for the academic year at a higher education institution.
<b>Student with Academic Debt</b>	A student who fails to earn the required credits for at least one of the courses listed in their individual study plan.
<b>Successfully Educated Student</b>	A student who earns the required credits for all courses listed in their individual study plan.
<b>Prerequisite Courses</b>	Courses that must be taught beforehand.
<b>Annual Work Plan for Specializations</b>	A document prepared according to the curriculum of a specialization and individual study plans of students.
<b>Teaching Schedule for a Specialization</b>	A document reflecting the distribution of courses by academic year in the specialization's teaching plan.
<b>Curriculum of a Specialization</b>	A primary regulatory document that determines the number of hours allocated for subjects and extracurricular activities according to the educational programs of the relevant level of higher education.
<b>Teacher's Annual Work Plan</b>	A document that includes the subjects taught by the teacher, the number of hours allocated for lectures and seminars (laboratories), the distribution of these subjects by semesters, and the number of students per subject.
<b>Student's Independent Work</b>	The independent work carried out by the student, both individually and under the guidance of the teacher, as part of extracurricular activities.
<b>Course Registration</b>	The procedure through which students select their courses according to the rules set by the educational institution.
<b>Student's Individual Study Plan</b>	A document reflecting the courses the student will study during the academic year, their corresponding credits, and the list of teachers for each course.
<b>Transcript</b>	A document that reflects the credits and grades (both numerical and letter-based) the student has earned for courses completed during their education.

<b>Cumulative Grade Point Average (CGPA)</b>	An indicator of the student's level of mastery of the educational program. CGPA is applied to activate the student's academic activity, create a self-monitoring mechanism, and assess the achievements gained in teaching.
<b>Academic Credit</b>	The unit of measurement for the time allocated for mastering the content and scope of a course, based on its volume.