



**BAKI ALI NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL**

RULES

**for organization of summer semester at Baku Higher Oil
School**



BAKI ALI NEFT MƏKTƏBİ BAKU HIGHER OIL SCHOOL

1. General provisions

- 1.1. These Rules were prepared in line with the “Rules for Organizing the Credit system education at bachelor and master levels of higher education institutions, main (basic higher) medical education and master level studies of Azerbaijan National Academy of Sciences” approved by Resolution No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013.
- 1.2. These Rules are implemented on a voluntary and paid basis between Baku Higher Oil School (hereinafter referred to as BHOS) and the student, and they regulate the relations arising during cancellation of academic debts, earning credits for elective humanity subjects determined by the higher education institution, raising the price of a successful subject, creating conditions for students of other higher education institutions to earn relevant credits in certain subjects offered by BHOS.

2. Requirements for organization of summer semester

- 2.1. To organize the summer semester, students shall go through the registration procedure that shall start upon completion of the spring semester and shall last until July. Summer semester groups shall consist of at least 3 students (depending on the specificity of the subject and the form of education). Students shall be informed about the organization of the summer semester 1 day after the completion of the registration procedure, taking into account the number of applicants, the specificity of the subject and the form of education.
- 2.2. If the summer semester group lacks the required minimum number of members, the student may voluntarily take on the payment obligations of the other two students and apply for the organization of the summer semester.
- 2.3. The summer semester shall be organized after the end of the exam session, no later than July 15. The summer semester (theoretical training and exams) shall last for 6 (six) weeks. The examination period shall not exceed 1 (one) week. The exams shall be held in the last week of the summer semester. The summer



BAKI ALI NEFT MƏKTƏBİ BAKU HIGHER OIL SCHOOL

semester and exams shall be completed 2 weeks before the start of the next semester.

- 2.4. During the summers semester, the student must not take more than 10 credits for subjects.
- 2.5. The students who fails to attend classes for the minimum required hours (more than 25 percent of hours) shall not be admitted to the exam. If this student attends more than 50% of the lessons on the subject (subjects) in the semester, he/she has the right to take the subject (subjects) in the summer semester.
- 2.6. The student may increase the exam score that he/she received for the certain subject after successfully passing the previous exam sessions by taking the exam again during the summer exam semester. If the student fails to gain better score, his/her previous score shall remain valid.
- 2.7. In the summer semester, a one-time exam shall be held before the beginning of the next semester for students who have not taken the exam due to valid reasons such as illness, business trip, vacation outside the home, the death of a close relative and other circumstances beyond the control of the person.

Note: In paragraph 2.7, "close relative" of the student means (his/her) father, mother, grandfather, grandmother, husband (wife), children, sisters, brothers, cousins, parents, brothers and sisters of the husband (wife). Failure of the student to take the exam due to the death of other relatives may be considered an excuse by the rector.

3. Payment rules for the summer semester

- 3.1. Payment for the summer semester shall be determined by dividing the annual tuition fee for the specialty by 60 and multiplying the result by the credit of each subject.
- 3.2. The payment for the summer semester shall be paid to the bank account of BHOS within 2 (two) working days after informing students about the possibility of organizing a summer semester.



BAKI ALI NEFT MƏKTƏBİ BAKU HIGHER OIL SCHOOL

- 3.3. If the minimum number of students in the group organized for the summer semester shall be incomplete due to non-payment and the student does not agree with the implementation of paragraph 2.2 of the Rules, the summer semester shall not be organized on the subject and the payment shall be refunded to the student.
- 3.4. The amount paid by the student shall not be refunded for other cases not provided for in this part.