



BAKI ALİ NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

**RULES OF BIOMETRIC REGISTRATION OF STUDENTS'
ATTENDANCE AT BAKU HIGHER OIL SCHOOL**



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1. General provisions

- 1.1. Rules for biometric registration of students' attendance (hereinafter "Rules") at the Baku Higher Oil School (BHOS) have been compiled in accordance with the provisions of the legislation of the Republic of Azerbaijan on education, the Charter of BHOS and BANM students' internal disciplinary rules.
- 1.2. The "Rules" are developed to regulate urgency of BHOS students' attendance, implementation of monitoring, rules for using biometric devices and turnstiles, the procedure of their application, measures to be taken against those who do not fulfill their obligations to students and other relevant attitudes.

2. Rights of BHOS

- 2.1. To require students to fulfill their obligations under these rules while studying;
- 2.2. To take necessary measures against students who do not comply with the requirements of the relevant articles of the Rules, including not to allow a student who does not participate in more than 25 percent of the hours allocated to the subject to take an exam in that subject to provide compliance with the requirements of paragraph 3.2.23 of the "Rules for the organization of higher education institutions with the credit system at the bachelor's and master's levels" approved by the Cabinet of Ministers of the Republic of Azerbaijan dated on December 24, 2013 No. 348;
- 2.3. To accept a medical reference (signed and stamped) submitted by a medical institution registered by the Ministry of Health of the Republic of Azerbaijan on claims on non-attendance in hours due to any illness and absence;
- 2.4. In exceptional cases, to discuss the issue of continuing education at BHOS or suspending from teaching at the Scientific Council of BHOS and to make a relevant order for the health, safety and general well-being of the student or since that student negatively impacts on the educational process of other students;
- 2.5. Not to register the student's "entrance" or "exit" upon the teacher's registration (Delay up to 5 minutes is allow in the system);
- 2.6. While the student forgets or loses card, not to register attendance in all classes for that



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day due to the fact that the registration device installed in the auditorium works in the same system as the turnstile, regardless of the student's physical attendance;

- 2.7. To provide a new card to the student applying to the Student Affairs Department, considering the requirements of Article 6.13 of the internal disciplinary rules of BHOS students in order to get a new student card;
- 2.8. To implement other rights of BHOS students provided by the internal disciplinary rules.

3. Obligations of BHOS

- 3.1. To ensure that all BHOS students are familiar with these rules, instructed and registered in the system at the beginning of the academic year;
- 3.2. To register regularly students on entrance to BHOS;
- 3.3. To ensure the excellent operation of turnstiles and biometric devices on registration;
- 3.4. To ensure the registration of students' attendance at the request of students have not been registered due to any technical lacks;
- 3.5. To inform students who do not participate in more than 20% of the classroom hours on the subject at the end of each month through the official website of BHOS;
- 3.6. To provide the student who applied to the Student Affairs Department in writing with a new card by handing over the defective card since the student card submitted to the student is found to be defective.

4. Rights of students

- 4.1. To apply to the Student Affairs Department to register attendance (the student is responsible for the classes its cannot register until applying to the Student Affairs Department) in case of inability to register due to any technical lacks when using the turnstile and biometric device;
- 4.2. To apply to the Student Affairs Department in writing or by email to obtain information on individual registration from the database of registration of student attendance since the results at the end of the semester are announced.



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5. Obligations of students

- 5.1.** To attend regularly classes in accordance with the education program applied at BHOS and implement the required instructions satisfactorily;
- 5.2.** To use properly the turnstiles and biometric devices;
- 5.3.** To notify immediately the Student Affairs Department of any technical lacks that may occur when using turnstiles and biometric devices;
- 5.4.** Enter the Higher School only through the turnstile installed at the main entrance (front door) of BHOS;
- 5.5.** To be personally liable for the cases of negligence (failure to read the notifications displayed by the device when tapping a finger, obliviscence, tardiness, etc.) when registering with a biometric device;
- 5.6.** To “enter” or “exit” before teacher registration (Delay up to 5 minutes is allow in the system);
- 5.7.** To submit the medical certificate (signed and stamped) submitted by the medical institution registered by the Ministry of Health of the Republic of Azerbaijan to the Student Affairs Department on the lesson day.

6. Obligations not provided

The student who has committed offenses not provided for in these rules is subject of disciplinary sanction established by the internal disciplinary rules of BHOS students.