



BAKI ALİ NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

ACCOMMODATION POLICY

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ACCOMMODATION GALLERY

Introduction

The BHOS Student House is a residential complex with a capacity of up to 500 students. The facility includes rooms for 2–4 residents, kitchens and laundry facilities on each floor, as well as dining and sports areas designed to support student well-being. Both local and international students reside in the Student House.

1. INCLUSIVE ACCOMMODATION POLICY

Purpose:

The Inclusive Accommodation Policy of Baku Higher Oil School (BHOS) establishes a framework for student housing that reflects the principles of equality, accessibility, and non-discrimination. It guarantees that all students, including those with disabilities or special needs, have equal access to accommodation opportunities and a supportive residential environment. This approach aligns with the legislation of the Republic of Azerbaijan and international standards on inclusive education and campus accessibility.

Scope:

This policy applies to all BHOS students requesting residence in the Student House. It prioritizes inclusivity to accommodate the diverse needs of the student body by ensuring fair placement procedures, necessary adjustments for students with disabilities, and consideration of individual requirements in accordance with relevant legal provisions and institutional regulations.

2. GENERAL TERMS

2.1 The Residential and Disciplinary Regulations for the BHOS Student House (hereinafter “Regulations”) are issued in compliance with the laws of the Republic of Azerbaijan, SOCAR standards, and internal BHOS policies. These Regulations govern accommodation procedures, disciplinary expectations, and residence-related rights and responsibilities.

2.2 The Regulations establish the rules for placement, residency conditions, conduct, safety, and access to services for all individuals living in the Student House (hereinafter “Residents”).

2.3 The provisions of these Regulations are binding on all Residents and have the legal status of institutional requirements under SOCAR and BHOS’s governance framework.

2.4 These Regulations are published in publicly accessible areas at BHOS and the Student House and may also be made available digitally to ensure transparency and equal access to information.

3. Reasonable Accommodation for Students with Disabilities

3.1 Equal Right to Accessible Housing

BHOS guarantees the right of students with disabilities to accessible and non-discriminatory accommodation. Placement decisions shall not limit access based on health status, mobility challenges, sensory impairment, or any other disability as defined by the laws of the Republic of Azerbaijan.

3.2 Priority Placement and Accessible Facilities

Students with disabilities shall be offered priority placement in rooms located on accessible floors and close to essential services, including elevators, bathrooms, and emergency exits. Where available, rooms and facilities with accessible features shall be assigned to eligible students first.

3.3 Individualized Adjustments and Support Services

Upon documented request, BHOS may provide individualized adjustments, including:

- room modifications (e.g., wider space, accessible furniture);
- assistive equipment or technology necessary for daily living;
- reduced occupancy to accommodate medical or support needs;
- administrative assistance, including support with registration and residence procedures.

3.4 Financial Support and Cost Coverage

Students with disabilities shall not be charged additional fees for accommodation-related modifications or support measures. Costs associated with reasonable accommodation are covered through state funding or designated BHOS resources in compliance with national regulations.

3.5 Confidentiality and Non-Retaliation

Accommodation requests shall be handled confidentially and shall not affect admission, placement rights, or academic opportunities. Retaliation, neglect, or interference with the rights of students with disabilities is strictly prohibited and subject to disciplinary action.

3.6 Review and Approval Mechanism

Accommodation requests are reviewed by the designated BHOS administrative unit in coordination with relevant departments. Decisions shall be communicated in writing within a reasonable timeframe and may be appealed through the BHOS grievance procedure

4. Allocation Procedures: Registration in the Student House

Equitable Allocation

BHOS ensures fair housing allocation based on transparent criteria that consider distance from campus, academic needs, vulnerability status, disability-related needs, and individual preferences, in accordance with Azerbaijani legislation and institutional policies.

Special Accommodations

Priority access shall be granted to students requiring reasonable accommodation due to disability, verified medical needs, or other documented circumstances. Appropriate room adjustments, accessible placement, and individualized support shall be provided without additional cost to the student.

Cultural and Social Considerations

BHOS respects cultural norms and personal circumstances; roommate assignments shall take into account cultural compatibility, language needs, and individual preferences whenever possible.

4.1 Eligibility and Registration

4.2 Eligible residents may include:

- BHOS students,
- international students hosted by BHOS,
- faculty members and, where applicable, their families.

4.3 Registration is carried out based on an official order issued by the BHOS Rector, following a written application submitted by the student or faculty member.

4.4 Upon approval, BHOS and the resident shall sign a Tenancy Agreement incorporating the Residential and Disciplinary Regulations of the Student House.

4.4 The agreement shall outline rights, responsibilities, tenancy duration, financial obligations (if applicable), conditions for reasonable accommodation, and grounds for termination in accordance with institutional and legal frameworks.

5. Registration Sequence and Prioritization

Documentation of Special Needs

Students seeking support due to disability or special living requirements are encouraged to submit relevant documentation to ensure prompt and appropriate accommodation.

5.1 Priority Order

Priority during registration shall be granted to students belonging to legally protected or socially vulnerable categories, including:

- Graduates of orphanages;
- Students with first-degree disabilities;
- Children of martyrs (şəhid);
- Children of war veterans;
- Students deprived of parental care;
- Students from families earning below the national minimum living wage;
- Students with IDP status (except those permanently residing in Baku or Sumgayit).

5.2 Multiple Categories

Applicants meeting two or more of the above criteria shall be granted superior priority.

5.3 Last Vacancy Principle

If a single vacancy remains after fulfilling the above priority groups, placement will be determined on a **first-come, first-served basis** among eligible students from the priority list.

5.4 Verification

To benefit from priority placement, students must provide official documentation confirming their status under the categories listed above. All documents shall be processed confidentially and without discrimination.

6. Rights and Responsibilities of Residents

BHOS is committed to providing safe, inclusive, and respectful accommodation that considers individual needs, preferences, and any documented special requirements. All residents are entitled to equal treatment regardless of disability, health condition, nationality, religion, socioeconomic status, or other protected characteristics.

6.1. Rights of Residents

Residents have the right to:

- 6.1.1. Access accommodation that takes into account personal needs and approved special requirements (including disability-related adjustments).
- 6.1.2. Live in a safe, respectful, and inclusive environment free from harassment, discrimination, and degrading treatment.
- 6.1.3. Freely use their assigned room, except in cases of expulsion, suspension, or tenancy termination according to established procedures.
- 6.1.4. Use building facilities, furniture, and equipment provided that the rights and safety of others are respected.

- 6.1.5. Request a room change subject to availability and approval of Student House Management.
- 6.1.6. Participate in social, sports, academic, and cultural activities offered at the Student House.
- 6.1.7. Receive visitors (family members or relatives) between **09:00 and 22:00** in accordance with house rules.
- 6.1.8. Store valuables securely in the designated safe area of the Student House.

6.2. Responsibilities of Residents

Residents are required to:

- 6.2.1. Adhere to ethical conduct rules, disciplinary regulations, fire and technical safety requirements, and maintain cleanliness in living and shared spaces.
- 6.2.2. Properly use and protect furniture, facilities, and utilities, responsibly conserving electricity and water.
- 6.2.3. Turn off lights and electrical devices when leaving the room.
- 6.2.4. Follow instructions issued by the Rector or Student House Management related to residence rules.
- 6.2.5. Compensate for damage caused intentionally or through negligence, in accordance with Azerbaijani legislation and tenancy agreements.
- 6.2.6. Participate in cleanliness and beautification activities when organized by management.
- 6.2.7. Abide by the Residential and Disciplinary Regulations at all times.
- 6.2.8. Inform management, confidentially and promptly, of health or infectious conditions to prevent risks to the community.

6.3. Prohibited Conduct

Residents are prohibited from:

- 6.3.1. Changing rooms or relocating furniture or property without permission.
- 6.3.2. Engaging in offensive, harassing, discriminatory, or abusive conduct towards other residents or staff.
- 6.3.3. Using or relocating electrical devices without authorization.
- 6.3.4. Engaging in religious, ethnic, or racial harassment, posting discriminatory content, or promoting hate speech.
- 6.3.5. Causing excessive noise, disturbing others through improper use of audio devices or loud behavior.
- 6.3.6. Possessing or consuming alcohol, narcotics, psychotropic substances, or entering the premises intoxicated or disorderly.
- 6.3.7. Smoking on campus, indoors, or within **10 meters** of the building entrance.
- 6.3.8. Keeping explosives, weapons, hazardous materials, animals, or prohibited items in rooms.
- 6.3.9. Installing or altering door locks without authorization.
- 6.3.10. Storing perishable food outside refrigerators or maintaining unsanitary conditions.
- 6.3.11. Littering in the Student House or its surrounding area.
- 6.3.12. Allowing unauthorized persons to enter or use the room.

6.3.13. Entering or leaving the building between **00:00 and 06:00** without documented justification and approval.

6.4. Entrance and Exit Rules

6.4.1. Entrance or exit outside permitted hours will be allowed only upon written justification and approval by Student House Management.

6.4.2. Students leaving the Student House for more than **2 days** must notify management in writing.

6.4.3. International students and faculty residing longer than **4 days** outside the Student House must notify the State Migration Service and update their address information within **5 working days**, as required by migration regulations.

7. Safekeeping of Valuables

7.1 Residents may store valuables in the designated safe located in the Student House. An itemized record shall be documented in a signed receipt between the resident and the authorized representative of the Student House.

7.2 The Student House and BHOS are not responsible for the loss, theft, or damage of personal belongings that are not officially deposited in the safe.

8. Disciplinary Responsibility

BHOS requires all residents to demonstrate responsible behavior, respect other residents and staff, and provide required documentation when requesting special accommodations or disability-related support.

8.1 Disciplinary Measures

In case of violation of residential regulations, one of the following disciplinary measures may be applied:

8.1.1. Reprimand;

8.1.2. Severe reprimand with final written warning;

8.1.3. Deprivation of privileges accompanied by a severe reprimand with final warning;

8.1.4. Termination of the tenancy agreement.

8.2 Principles of Disciplinary Action

Before imposing any disciplinary measure, the resident's conduct, the nature of the violation, and any mitigating circumstances shall be taken into account. Only **one penalty may apply per**

violation. Disciplinary measures remain valid for **six (6) months** and may only be issued within **six (6) months of the incident.**

8.3 Right to Present Explanation

The resident shall be allowed to provide a written or verbal explanation. Refusal to explain does not prevent disciplinary enforcement. A copy of the disciplinary order shall be provided upon request.

9. Facilities and Amenities

BHOS is committed to ensuring that residential facilities are inclusive, accessible, and supportive of students' well-being.

9.1 Adaptable Living Spaces

Residents may request room adjustments to accommodate mobility, sensory, or health-related needs. Approved modifications shall be implemented without additional cost to the student.

9.2 Inclusive Community Spaces

Shared areas shall accommodate diverse interests and cultural practices. The Learning Garden provides an outdoor learning space for educational activities, group collaboration, and relaxation.

9.3 Wellness Support Services

BHOS offers access to mental health and well-being support, including counseling, educational workshops, wellness activities, and stress-management services through its designated relevant departments.

10. Facility Maintenance and Community Building

10.1 Regular Facility Assessments

Periodic assessments shall ensure that residential spaces remain safe, accessible, and inclusive, in accordance with institutional and legal requirements.

10.2 Scheduled Inspections

Dormitory facilities, common areas, and accessible spaces shall be inspected by trained BHOS staff or authorized specialists to uphold quality standards.

10.3 Comprehensive Evaluation Checklists

Inspection teams shall use standardized checklists covering structural safety, sanitation, accessibility, equipment functionality, fire protection, and environmental quality.

10.4 Long-Term Improvement Planning

Assessment outcomes shall inform strategic investment decisions, upgrades, and campus development to support the evolving needs of the student community and meet accessibility standards.

11. Community-Building Initiatives

BHOS promotes a vibrant residential community that celebrates diversity, encourages cooperation, and strengthens social ties among residents.

11.1 Interdisciplinary Workshops and Seminars

Workshops and seminars shall be organized to bring together students and faculty from various disciplines to explore innovative ideas, global issues, and collaborative problem-solving.

Review and Revision

This Inclusive Accommodation Policy shall undergo regular review to incorporate evolving needs, legal changes, international best practices, and feedback from residents and stakeholders. Revisions will be approved by the BHOS administration.

Approval

This policy is approved by the Baku Higher Oil School administration and shall take effect as of the date indicated. It reinforces BHOS's commitment to providing safe, equitable, and inclusive accommodation for all students.

ACCOMMODATION GALLERY



