



BAKI ALİ NEFT MƏKTƏBİ BAKU HIGHER OIL SCHOOL

ACCOMMODATION POLICY

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ACCOMMODATION POLICY OF BAKU HIGHER OIL SCHOOL

INTRODUCTION

The BHOS Student House is a complex that can accommodate 500 people. It has rooms for 2, 3 and 4 people, laundries and kitchens on each floor. The complex has a dining room with the necessary infrastructure and staff, as well as modern sport facilities to provide students with high-quality catering services. Both local and foreign students live in the Student House.

1. INCLUSIVE ACCOMMODATION POLICY

PURPOSE:

The purpose of the Inclusive Accommodation Policy at Baku Higher Oil School (BHOS) is to establish a housing framework that promotes diversity, equity, and inclusion. This policy ensures that all students, regardless of ability, have fair and equal access to accommodation services, fostering a supportive living environment for the entire student community.

SCOPE:

This policy applies to all BHOS students seeking accommodation, emphasizing inclusivity, and catering to the diverse needs of the student population. While it pays special attention to students with disabilities, it also encompasses other factors, ensuring an environment that accommodates a range of individual requirements and preferences.

2. GENERAL TERMS

1.1. Residential and Disciplinary Regulations for Student House of Baku Higher Oil School (hereinafter referred to as Regulations) were developed in accordance with the legislation of the Republic of Azerbaijan as well as the Internal Disciplinary Regulations of BHOS and regulate residential and disciplinary relations in the Student House of Baku Higher Oil School (hereinafter BHOS) of SOCAR.

1.2. The Regulations define the rules and conditions of the placement, residence, behavior, title and procurement of the persons residing in the Student House (hereinafter referred to as Residents) as well as their rights and responsibilities.

1.3. The Regulations are regarded as the law of SOCAR, and the rules stipulated herein are binding for all the Student House Residents.

1.4. The Regulations shall be posted in publicly visible areas at BHOS and the Student House.

3. ALLOCATION PROCEDURES:

REGISTRATION IN THE STUDENT HOUSE

Equitable Allocation:

BHOS is committed to equitable housing allocation, considering factors such as proximity to campus, academic program needs, and individual preferences.

Special Accommodations:

Priority consideration will be given to students with specific accommodation needs, including those related to disabilities, medical conditions, or other special circumstances.

Cultural Considerations:

BHOS recognizes and respects cultural differences and will strive to accommodate students' preferences when considering roommate assignments.

3.1. Students studying at BHOS as well as international visitors (alone) invited by BHOS, and faculty members (together with their family members) may reside in the Student House.

3.2. Registration in the Student House is carried out based on the relevant order issued by the BHOS Rector upon submission of an application addressed to the Rector by a student or a faculty member.

3.3. The Parties (BHOS and the Tenant) shall conclude a Tenancy Agreement on Residential and Disciplinary Regulations of the Student House with the view to regulate their rights and responsibilities.

3.4. The agreement shall stipulate the rights and responsibilities of the Tenant as well as termination rules in accordance with the duration of the residence in the Student House. The agreement may also include additional terms not contradicting with the Regulations.

4. REGISTRATION SEQUENCE

Eligibility Criteria:

Documentation of Special Needs:

Students with specific accommodation needs, including disabilities, are encouraged to provide documentation to receive appropriate support.

4.1. The following sequence criteria shall be taken into account while registering students in the Student House:

- Orphanage graduates;
- Students with first category disabilities;
- Children of martyrs;
- Children of the war veterans;
- Children deprived of parental care;
- Students representing families with the income level lower than the national living minimum wage;

5. STUDENTS HAVING THE IDP STATUS (APART FROM THOSE LIVING IN BAKU OR SUMGAI).

5.1. During the selection of the students representing the categories indicated in paragraph 3.1, preference shall be given to those having at least two or more of the above statuses.

5.2. In order to benefit from the privileges indicated in paragraph 3.1, the student shall present a relevant document approving the appropriate status.

5.3. In case of the availability of the last vacant room at the Student House, first come first served principle shall be applied in relation to the students representing the categories indicated in paragraph 3.1.

6. RIGHTS AND RESPONSIBILITIES OF TENANTS

Right to accommodation that considers individual needs, preferences, and any documented special requirements.

Right to a safe and inclusive living environment.

6.1. The Tenants have the following rights:

6.2. to freely occupy the room (with the exception of expulsion or contract termination);

6.3. to use the building, inventory and furniture in the Student House respecting other people's rights.

6.4. to change the room, with a prior approval of the BHOS Management;

6.5. to participate in social, cultural and sports activities of the Student House;

6.6. to allow family members and relatives in the room only during 9 a.m.- 10 p.m.;

6.7. to submit valuables for preserving in the safe available at the Student House.

6.8. The Tenants have the following responsibilities: to strictly observe ethical and behavior rules, technical and fire safety regulations, while keeping bedrooms and places of general use clean;

6.8.1. to take care of the room, inventory and furniture saving electricity and water supply in the Student House;

6.8.2. To switch of the lights and any other electrical power supply devices when leaving the room;

6.8.3. To fully and appropriately abide by the instructions on the use of the Student House, issued by the Rector and the Student House Management;

6.8.4. To reimburse the relevant costs related to the damage on the Student House caused by the Tenant's acts or omissions in accordance with the existing legislation and/or the agreement signed with BHOS;

6.8.5. To take part in the beautification activities during extracurricular hours;

6.8.6. To strictly observe the Residential and Disciplinary Regulations for the Student House;

6.8.7. To inform the Student House Management about the personal health conditions to prevent contagious diseases.

6.9. Prohibitions Tenants are prohibited:

6.9.1. To move to another room without prior permission of the Student House Management;

- 6.9.2. To move any items or belongings of the room without prior permission of the Student House Management;
- 6.9.3. To allow any unethical or improper conduct against the staff and/or other Tenants;
- 6.9.4. To maintain any power supply devices and/or move them to another place without prior permission of the Student House Management;
- 6.9.5. To conduct any religious, ethical and/or racial discrimination action, carry out this type of promotion as well as post any photo, announcement, etc. on the wall.
- 6.9.6. To read loudly and/or use any audio device in a manner which would disturb other Tenants or staff.
- 6.9.7. To bring and use strong drinks, psychotropic substances and precursors as well as to enter the territory of the Student House being drunk or disorderly;
- 6.9.8. To smoke at the building, in the yard and within 10 m radius of the outer gates of the Student House (in the territory of the BHOS campus);
- 6.9.9. To keep and/or use explosive substances in the Student House;
- 6.9.10. To fix additional door lock or change it without prior permission of the Student House Management;
- 6.9.11. To keep pets in the rooms;
- 6.9.12. To keep foodstuff not used on a daily basis and with a short shelf life in the rooms not equipped with refrigerators;
- 6.9.13. To bring and/or keep any sharp objects, explosive substances as well as guns and other hazardous objects in the room;
- 6.9.14. To litter the building and the surrounding area of the Student House and the campus;
- 6.9.15. To enter/exit the Student House from 12 a.m. to 6 a.m., with the exception of an urgency;
- 6.9.16. To allow strangers to use the room at the Student House.

6.10. Entrance/exit terms and hours

6.11. Entering\exiting the Student House during the period out of the hours indicated, shall be regarded as an acceptable excuse only after a compelling justification is provided by the Tenant and approved by the Student House Management.

6.12. Students leaving the Student House for the duration of more than 2 (two) days shall notify the Student House Management in written form.

6.13. If an international student or a faculty member leaves the Student House for another place of residence to stay for more than 4 days, he\she must submit the relevant documents to the State Migration Service to renew the residence permit within 5 working days after moving to the new place of stay.

7. PRESERVING VALUABLES

7.1. The Tenants may preserve their valuables in the safe available at the Student House. In this case, the Tenant and the relevant authorized person representing the Student House shall sign an act where the item preserved in the safe shall be described in detail.

7.2. The Student House Management or BHOS shall not be responsible for the items which have not been submitted for preserving in the safe.

8. DISCIPLINARY RESPONSIBILITY

Student Responsibilities:

Provide necessary documentation if specific accommodations are required. Respect the rights and well-being of fellow residents, fostering a harmonious community.

8.1. One of the following disciplinary punishments shall be applied against the Tenant breaching the disciplinary regulations:

8.1.1. A reprimand;

8.1.2. A severe reprimand with a final warning;

8.1.3. Privilege deprivation along with a severe reprimand by final warning;

8.1.4. Termination of the tenancy agreement.

8.2. The student's personality, the type of misconduct and the student's approach to the conduct shall be taken into consideration. Prior to the application of one of the disciplinary punishments indicated, verbal or written warning may be issued.

Only one disciplinary punishment may be applied for a single misconduct. The disciplinary punishment shall be valid for 6 (six) months. A disciplinary punishment shall be issued only within a 6-month period after the misconduct is done.

The Tenant proved of a misconduct shall be required to provide an explanation. The Tenant's refusal to provide an explanation shall not exclude the possibility of issuing a disciplinary punishment for the misconduct. A copy of the order for disciplinary punishment shall be submitted to the Tenant upon his/her request.

9. FACILITIES AND AMENITIES:

9.1. Adaptable Living Spaces:

BHOS will provide adaptable living spaces that can accommodate a variety of needs, including those related to mobility, sensory, or health considerations.

9.1. Community Spaces:

Designation of inclusive community spaces that cater to diverse interests and cultural practices.

The Learning Garden: The Learning Garden, an innovative outdoor space designed to inspire learning beyond four walls. With lush greenery, comfortable seating, and interactive learning stations, students can immerse themselves in nature while engaging in hands-on activities, group projects, or simply unwinding between classes.

9.1. Wellness Support:

Access to wellness support services to address the holistic well-being of students. Mental health and well-being are top priorities at BHOS, and the Wellness Center provides a safe and supportive environment for students to prioritize self-care. From yoga and meditation sessions to counseling services and wellness workshops, students can access resources to manage stress, cultivate resilience, and thrive academically and personally.

10. FACILITY MAINTENANCE AND COMMUNITY BUILDING:

10.1. Regular Facility Assessments:

Regular assessments to ensure facilities meet diverse needs and remain in compliance with inclusivity standards.

10.2. Scheduled Inspections:

BHOS conducts scheduled inspections of all campus facilities, including academic buildings, residence halls, recreational areas, and community spaces. These inspections are typically carried out by trained staff members or external professionals with expertise in facility management.

10.3. Comprehensive Checklists:

Inspectors use comprehensive checklists to evaluate various aspects of each facility, such as structural integrity, electrical and plumbing systems, safety equipment, cleanliness, and accessibility. These checklists help ensure that no aspect of facility maintenance is overlooked during the assessment process.

10.4. Long-Term Planning:

Facility assessments also inform long-term planning efforts at BHOS, guiding decisions related to infrastructure investments, renovation projects, and future campus development initiatives. By proactively identifying maintenance needs and strategic opportunities for improvement, the university can enhance the overall quality of its facilities and support the evolving needs of the campus community.

11. COMMUNITY-BUILDING INITIATIVES:

BHOS will initiate community-building programs that celebrate diversity and foster a sense of belonging among all residents.

11.1 Interdisciplinary Workshops and Seminars:

BHOS hosts interdisciplinary workshops and seminars that bring together students and faculty from various academic disciplines to explore complex societal issues, innovative solutions, and collaborative research opportunities. These events encourage interdisciplinary dialogue, creativity, and problem-solving skills.

REVIEW AND REVISION:

This Inclusive Accommodation Policy will undergo regular reviews to adapt to emerging needs and best practices. Revisions will be made collaboratively with input from stakeholders, ensuring ongoing commitment to an inclusive living environment.

APPROVAL:

This policy is approved by the BHOS administration and is effective as of the specified date. It emphasizes BHOS's dedication to providing an inclusive and supportive accommodation experience for all students.

ACCOMMODATION GALLERY



3 STORY STUDENT'S DORMITORY

ON CAMPUS FACILITIES



