



BAKI ALI NEFT MƏKTƏBİ  
BAKU HIGHER OIL SCHOOL

# DISABILITY SUPPORT **GUIDE**



[WWW.BHOS.EDU.AZ](http://WWW.BHOS.EDU.AZ)



# 1. INTRODUCTION

Baku Higher Oil School (BHOS) is dedicated to fostering an inclusive environment where all students, staff, and visitors, including those with disabilities, can succeed and fully participate in university life. This guide outlines the support services and resources available to ensure individuals with disabilities can access academic, social, and physical spaces without barriers.

## 2.LEGAL FRAMEWORK

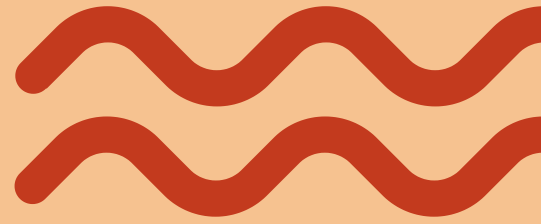
BHOS complies with both national and international laws regarding disability rights. Azerbaijani legislation, particularly the Law on Disability Rights, ensures that individuals with disabilities are protected and provided with equal opportunities. Additionally, BHOS adheres to international standards, including the Rights of Persons with Disabilities, which further guarantees equitable access to facilities and services for all.

## 3.DEFINITIONS

Disability, as defined by Azerbaijani law, refers to long-term physical, mental, intellectual, or sensory impairments that may hinder an individual's full and effective participation in society. BHOS recognizes a wide range of disabilities, including physical, sensory, cognitive, mental health conditions, and learning disabilities. The university is committed to offering comprehensive support to individuals with diverse needs.



# 4. ACCESSING SUPPORT



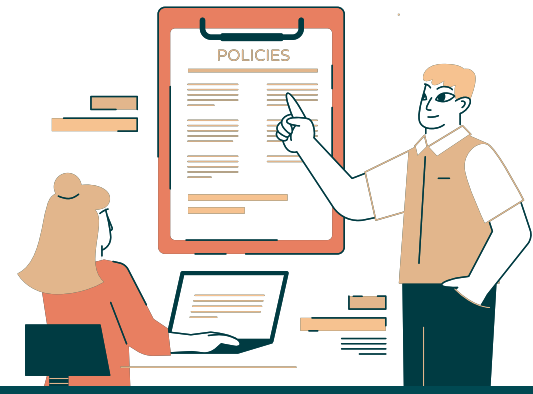
## Registration Process

All students, staff, and visitors with documented disabilities are eligible to access support services at BHOS. To receive assistance, individuals should contact the Disability Support Committee, where a coordinator will guide them through the registration process and provide information on the resources available. All personal information and medical documentation are handled confidentially and in accordance with applicable privacy laws.



## Available Services

Once registered, individuals can request accommodations such as extended exam times, alternative formats for learning materials, and physical access adjustments. BHOS offers a range of services designed to ensure full participation, including assistive technologies, accessible restrooms, and wheelchair ramps throughout the campus.



# 5. Academic Adjustments and Accommodations

## ***Requesting Academic Adjustments***

Students with disabilities may request academic adjustments that cater to their specific needs. The Disability Support Office handles all requests and coordinates with academic staff to provide accommodations that maintain academic integrity while ensuring inclusivity.

## ***Types of Accommodations***

Examples of accommodations include extended time for exams and assignments, modified exam formats, and the provision of accessible learning materials. The goal is to ensure that all students, regardless of disability, have equitable access to educational resources. Faculty members are informed of necessary accommodations while maintaining the confidentiality of the student's condition.

## ***Dormitory Services for Students with Disabilities***

Baku Higher Oil School (BHOS) is committed to providing accessible accommodation services for students with disabilities. The allocation of rooms in the Student House follows an inclusive approach, prioritizing the needs of students requiring special accommodations. Students with disabilities are encouraged to submit relevant documentation when applying for accommodation to ensure that their specific requirements are met. Upon registration, they will be informed about the availability of adaptable living spaces designed to facilitate mobility and comfort. Additionally, residents with disabilities have the right to participate in community-building initiatives aimed at fostering an inclusive living environment. For any assistance or questions regarding the accommodation process, students are encouraged to contact the Student Affairs Department, where dedicated staff members are available to provide support and guidance throughout the registration and allocation process.

# 6. MENTORING, PEER SUPPORT, AND ACCESS SCHEME



## *Mentoring Program*

BHOS offers a Mentoring Program that pairs students with disabilities with experienced mentors, including faculty members and senior students. Mentors provide tailored advice on academic progression, personal development, and career planning. Through this program, students receive guidance on balancing their academic commitments with health and well-being, setting goals, and preparing for life after graduation. Mentoring relationships are reviewed regularly to ensure that they remain aligned with the evolving needs of the student, ensuring continuous support throughout their academic journey.

## *Peer Support*

In addition to formal mentoring, BHOS offers a Peer Support Service. This service connects students with trained peers who provide social and academic support. Peer supporters assist in navigating university life, offering advice on managing academic workloads, accessing university resources, and integrating into the campus community. Peer support fosters a sense of belonging and confidence for students with disabilities.

# 7. ACCESS SCHEME

## ***How to Access Mentoring and Peer Support***

Students interested in either the Mentoring Program or Peer Support Service can register through the Disability Support Committee. A coordinator will meet with each student to assess their preferences and match them with a suitable mentor or peer supporter. Regular feedback is encouraged to ensure the effectiveness of the support provided.



## ***Physical Accessibility***

The Access Scheme at BHOS ensures that all areas of the university are accessible to individuals with disabilities. This includes physical adjustments such as wheelchair ramps, elevators, and designated parking spaces. Accessible restrooms and other facilities are strategically located across the campus to ensure ease of use for individuals with mobility challenges.

## ***Digital Accessibility***

BHOS also prioritizes digital accessibility. All digital learning materials are provided in formats compatible with assistive technologies such as screen readers and text-to-speech software. The university's online resources are designed to be accessible to individuals with visual, auditory, or cognitive impairments, ensuring that everyone can fully participate in academic activities.

## ***Reporting Access Issues***

Any student, staff member, or visitor who encounters barriers to accessibility can report the issue directly to the Disability Support Committee or use the online reporting tool available on the university website. BHOS is committed to resolving access issues promptly and ensuring that the campus remains fully inclusive.

## 8. SUPPORT FOR STAFF AND VISITORS

BHOS extends its accessibility support to staff and visitors. Employees with disabilities may request workplace accommodations, such as flexible working arrangements or adjustments to their physical environment. The university also ensures that visitors attending events or conferences have access to accessible facilities, including parking, restrooms, and meeting spaces.



## 9. LEGAL SUPPORT

BHOS provides legal support for individuals with disabilities, ensuring they are aware of their rights and the protections afforded to them under Azerbaijani law. BHOS supports students and employees in navigating benefits by providing information on how to apply for incentives and ensuring access to financial resources available for individuals with disabilities. This includes provisions such as exemption from annual tuition fees for students with documented disabilities, as mandated by Article 18 of the Law on Social Protection of Persons with Disabilities of the Republic of Azerbaijan. In addition to educational benefits, employees with disabilities are entitled to additional vacation days and may qualify for tax reductions in accordance with relevant legislation.







# 10. HEALTH AND WELL-BEING SUPPORT

BHOS understands that health and well-being are critical to success. The university provides mental health support through its psychological counseling services, which are available to students and staff. These confidential services are designed to address a range of mental health conditions and provide individualized support.

Additionally, students and staff with health conditions can arrange a meeting with the university doctor through the designated doctor's room, or coordinate necessary accommodations through the Disability Support Office.

# 11. COMPLAINT PROCEDURES

If any individual experiences difficulties accessing support or encounters barriers, they are encouraged to contact the Disability Support Office. BHOS is committed to resolving complaints in a fair and timely manner. The office provides assistance in addressing disputes related to disability accommodations and ensures that the rights of all individuals are respected.





## 12. CONTACTS AND RESOURCES

For assistance with disability support services, accommodations, or access issues, individuals can contact the Disability Support Office. This office serves as the primary point of contact for all inquiries related to disability support at BHOS and responsible for the allocation of resources and the provision of necessary services to ensure equitable access for students with disabilities.



☎ [\(+994 12\) 521 33 63](tel:+994125213363)

📍 Campus: Yeni Salyan Highway 3rd km, 25

✉ [info@bhos.edu.az](mailto:info@bhos.edu.az)

🌐 [www.bhos.edu.az](http://www.bhos.edu.az)

