



# Procedure for Providing Free Access to Educational Resources to External Visitors

## Purpose

Baku Higher Oil School aims to support the wider community by facilitating educational opportunities for individuals not currently enrolled at the university. This procedure outlines the steps and guidelines for granting external visitors access to the university's educational resources, including computers, library facilities, online courses, and public lectures.

## 1. Eligibility Criteria & Required documentation

External visitors must meet the following eligibility criteria to access university resources:

### 1.1 Eligible groups

- 1.1.1 High school students
- 1.1.2 Educators or researchers from other institutions
- 1.1.3 Alumni seeking continued education
- 1.1.4 Professionals or individuals with educational purposes

### 1.2 Required documentation:

- 1.2.1 Valid identification (ID or passport)
- 1.2.2 Proof of eligibility (student ID, letter of recommendation, professional credentials)

## 2. Registration and Approval Process

### 2.1 Online Registration

External visitors must complete an online registration form that is available at the university website: <https://bhos.edu.az/en/page/35/Library>

Form includes:

- Full name
- Contact details (email, phone number)
- Purpose of visit (e.g., research, self-study, attending a lecture)
- Preferred resources (e.g., library access, computer labs)
- Supporting documents (as applicable)



## **2.2 Verification**

2.2.1 The university administration or resource management team will review the application to ensure it meets the eligibility criteria.

2.2.2 A verification email will be sent to the applicant if additional information is required.

## **2.3 Approval**

2.3.1 Approved visitors will receive an email confirmation containing:

- Information about temporary access ID
- Instructions on how to use the facilities and resources
- Available times and locations for accessing the required resources

2.3.2 The visitor must present this confirmation when arriving on campus.

## **3. Access to Educational Resources**

### **3.1 Library Access**

3.1.1 External visitors are allowed access to the university library during non-peak hours.

3.1.2 Visitors can use:

- Study rooms and common study areas
- Physical books and journals (within the library premises)
- Digital databases (temporary credentials may be provided for off-campus access)

3.1.3 Access to special collections or reserved materials is subject to additional approval.

### **3.2 Computer Labs**

3.2.1 Visitors may use the university's computer labs for research and educational purposes.

3.2.2 Computer lab access will be limited to specific hours (as determined by lab availability).

3.2.3 Visitors should sign in at the lab upon arrival and must adhere to the university's computer use policy.

## **4. Online Courses & Public Seminars**

4.1 Selected online courses and public lectures & seminars will be made available to external visitors at no cost.

4.2 Information on free courses and seminars is announced at the university website and official social media profiles of Baku Higher Oil School.

4.3 Visitors can register for these courses using guidelines in the corresponding announcement



4.4 These courses may include lectures, reading materials, and discussion forums but may exclude graded assignments or official certification.

4.5 When seating is limited attendees will be allocated on a first-come, first-served basis.

## **5. Terms of Use**

### **5.1 Time Limits**

5.1.1 Library access is limited to 5 hours per visit, subject to change based on availability.

5.1.2 Computer lab use is limited to 3 hours per day for each visitor.

### **5.2 Access to Resources:**

5.3 Online course access is restricted to self-paced learning materials. Visitors will not receive credit or certification unless enrolled through formal channels.

## **6. Code of Conduct**

6.1 Visitors must follow the university's policies on academic integrity, computer use, and library conduct.

6.2 Any violation of these policies may result in the suspension or revocation of access.

## **7. Security and Monitoring**

7.1 Visitors must check in at the university's security desk upon arrival and show their approval email and valid ID.

7.2 Visitors will be issued a temporary visitor badge or access card that must be worn at all times while on campus.

7.3 The university's resource monitoring systems will track visitor access to computers, library materials, and online resources to ensure compliance with university policies.

## **Review and Approval**

This procedure will be reviewed annually by the university administration and updated as needed based on feedback, resource availability, and university policies.