ORGANIZATIONAL RULES OF THE PROCESS OF EDUCATION OF FOREIGNERS AND NON-CITIZEN PERSONS AT BACHELOR AND MASTER'S LEVEL AT AZERBAIJAN TOURISM AND MANAGEMENT UNIVERSITY OF THE REPUBLIC OF AZERBAIJAN

I. General provisions

1.1. These rules of organizing the process of education of foreigners and stateless persons are guided by the "Rules for the education of citizens of the Republic of Azerbaijan in foreign countries and of foreigners and stateless persons in the Republic of Azerbaijan" approved by the Resolution of the Cabinet of Ministers of the Republic of Azerbaijan No. 125 dated May 1, 2015 , is accepted for the purpose of creating a single rule and solving complex issues in the study of bachelor and master's level education of foreigners and stateless persons (hereinafter, foreigners) at the Azerbaijan Tourism and Management University (hereinafter, ATMU).

1.2. 1.2 of Resolution No. 125 dated 01.05.2015 of AR NK. According to paragraph, these Regulations do not apply to foreigners permanently residing in the Republic of Azerbaijan. Those persons have the right to education within the country on the same basis as the citizens of the Republic of Azerbaijan..

1.3. According to Article 10 of the Law of the Republic of Azerbaijan "On the Citizenship of the Republic of Azerbaijan", if a person who is a citizen of the Republic of Azerbaijan has dual citizenship (in addition to the citizenship of the Republic of Azerbaijan, he is a citizen of another state (states)), that person's citizenship of a foreign state is stipulated in the international treaties of the Republic of Azerbaijan or is not recognized except for the cases decided in accordance with paragraph 32 of Article 109 of the Constitution of the Republic of Azerbaijan.For this reason, those persons, like other citizens of the Republic of Azerbaijan, can be admitted to higher education institutions by participating in the examinations organized by the State Examination Center.

1.4. According to the Cabinet of Ministers Resolution No. 125 dated May 1, 2015, "Rules for the Studying of Citizens of the Republic of Azerbaijan in Foreign Countries, Foreigners and Stateless Persons in the Republic of Azerbaijan", higher education institutions (hereinafter, HEIs) have been granted autonomy in the process of admission of foreigners.Therefore, with the exception of education at the expense of the state (within the framework of educational grant programs

and intergovernmental agreements), based on the provisions of the education legislation of the Republic of Azerbaijan, it is not required to obtain an additional opinion of the Ministry in making a decision on the admission of foreign students to HEİ.

1.5. The admission process of foreigners at ATMU is conducted once a year during the fall semester.The procedure for the admission of foreigners is carried out by the Department of International Relations (hereinafter, the Department of International Relations).

II. Directions for admission of foreigners to ATMU

2.1 Admission of foreigners to the level of education corresponding to their previous education at ATMU or to any direction of additional education is carried out on the following basis:

2.1.1 on the basis determined in accordance with agreements concluded between the Republic of Azerbaijan and foreign countries in the field of education;

2.1.2 on the basis of international programs in which educational institutions participate;

2.1.3 based on the education grant program established by the state;

2.1.4 on the basis of contracts concluded directly by the educational institution with legal entities;

2.1.5 on the basis of contracts concluded directly by the educational institution with individuals.

III. Application form for foreigners to ATMU

After the period of admission to universities is announced by the Ministry of Science and Education of the Republic of Azerbaijan, the tuition fee for all types of paid education of foreigners at ATMU is determined by the University and added to the Subsystem of Higher and Secondary Specialized Education (SHSSE) and its accessibility for foreigners is ensured.

Foreigners who want to study at ATMU apply electronically through the “Electronic document acceptance” subsystem through the “portal.edu.az” system. Foreigners are registered in the system and a personal cabinet is opened for each foreigner. A foreigner can follow the status of his application in the personal cabinet opened for him. He fills out the “Electronic application” in the electronic document reception subsystem, and a scanned copy of the following documents is attached to this application:

3.1. a notarized copy (copies) of the duly legalized (or apostilled) educational document(s) and its translation into the Azerbaijani language showing the

subjects taken at the previous educational level (level) and the grades they received from those subjects;

3.2. certificate of health, including not being a carrier of AIDS, Hepatitis B and C viruses;

3.3. valid border crossing document;

3.4. certificate of passing an exam in the language of instruction (if available);

3.5. copies of honorary awards, certificates, diplomas and other such documents (if any).

3.6. At the next stage, the process of monitoring and acceptance of those documents in AOITAS is carried out on the part of ATMU. A detailed description of these stages is given in Chapters IV and V.

IV. Conditions for admission of foreigners to ATMU

The preparation of foreigners for the relevant level of education and the level of knowledge of the language of instruction are checked by ATMU, and their admission is formalized if they meet the requirements set by ATMU.

4.1. Foreigners wishing to study in English-taught specialties are exempted from language proficiency testing if they have obtained sufficient scores from one of the international English language test forms (IELTS 5.0 points, TOEFL 40 points for undergraduate level, IELTS 5.5 points, TOEFL 50 points for further education levels) .

4.2. The verification of language skills is carried out on the basis of an interview or an appropriate exam set by ATMU.

4.3. Those who have studied in an educational institution of the Republic of Azerbaijan and apply to study at the next educational level or level, graduates of educational institutions of the previous level of education who meet the requirements stipulated by the laws of the state in which they are located, are exempted from checking their language skills.

4.4. Foreigners and stateless persons permanently living in the Republic of Azerbaijan have the right to education on the same basis as citizens of the Republic of Azerbaijan. For other foreigners and stateless persons education is carried out on a paid basis, unless other rules are provided by the laws of the Republic of Azerbaijan and international agreements to which the Republic of Azerbaijan is a party.

4.5. For foreigners temporarily living in the Republic of Azerbaijan who have graduated from the general educational institutions of the Republic of Azerbaijan and received an appropriate educational certificate, education is carried out on a paid basis, unless other rules are provided by the laws of the Republic of Azerbaijan and international agreements to which the Republic of Azerbaijan is a party.

4.6. Legalization of previous education document is required. According to the requirements of the “Convention Abolishing the Requirement for Legalization of Foreign Official Documents”, foreign education documents must be accompanied by an “apostilled” certificate by the competent institution of the country that issued the document. Then it should be legalized in the embassy (or consulate) of the Republic of Azerbaijan in that country.

4.7. There is no need to add an apostille certificate to the legalization of higher education documents of students who have studied within the framework of intergovernmental scholarship programs on student exchange based on the international agreements signed between the Ministry of Science and Education of the Republic of Azerbaijan and the relevant state institutions of foreign countries.

4.8. Nostrification of educational documents (foreign students at the master’s level) – recognition and equivalence determination (nostrification) of qualifications of foreign countries in the field of higher education is envisaged. The process of nostrification of educational documents obtained in a foreign country is carried out by the Agency for Quality Assurance in Education. Link to apply for nostrification: https://apply.enic.edu.az/. A link to the instruction that describes the documents and other rules required for nostrification: https://apply.enic.edu.az/instructions/.

4.9. Acknowledgment of previous qualifications is understood as a person obtaining the right to continue his education in one of the local higher education institutions and/or to engage in labor activities based on that qualification in the territory of the Republic of Azerbaijan. The process of recognition of higher education qualifications of foreign countries in the territory of the country is carried out by the Agency for Quality Assurance in Education based on the Rules approved by the Resolution No. 34 of the Cabinet of Ministers of the Republic of Azerbaijan dated February 3, 2023.

4.10 A foreigner studying at ATMU (with the exception of the State scholarship program) is not included in the list of scholarship students, regardless of the current state of the average score.

V. Admission of foreigners to ATMU

The admission of foreigners to ATMU is carried out through the atis.edu.az system, which is the Higher and Secondary Education Subsystem (HSESS) platform, the Education Centralized Information System of the Ministry of Science and Education. Documents are reviewed in the reception area of HSESS. An interview with the applicant is held at the commission organized together with representatives of ATMU.

5.1. A signed and stamped acceptance letter about the foreigner admission is sent to the ATMU (Appendix 3 and Appendix 4).

5.2. In accordance with article 27.1 of the Migration Code, if deemed necessary, foreigners and stateless persons entering the country based on the request of state bodies, research institutes, and educational institutions registered in the Republic of Azerbaijan, engaging in scientific activities, participating in pertinent conferences, seminars, and other scientific events, must obtain a scientific or educational visa.

5.3. An agreement is signed between a foreigner admitted to ATMU and ATMU, and the student fulfills the payment of the tuition fee (Appendix 3 and Appendix 4).

5.3.1 A foreign student admitted to ATMU must pay the full tuition fee before starting the 1st year. In the following years of study, he/she has the opportunity to pay in installments.

5.3.2 The type and capacity of material support for foreign students who have come to study through the state line is determined in accordance with the legislation of the Republic of Azerbaijan and the terms of the Ministry of Science and education.

5.4. The draft command for foreigners is confirmed by loading into the aoitas system after confirmation by the ATMU administration. The relevant information letter regarding foreigners admitted to ATMU is sent to the Ministry of Science and education.

5.5. ATMU applies to the State Migration Service (SMS) to obtain a temporary residence permit (TRP) for foreigners who have acquired the student status of ATMU. A letter is written to the management of the SMS for foreign students to receive the TRP document and the necessary documents are collected and applied to the SMS. The required documents are as follows:

5.5.1 application-questionnaire approved by the Cabinet of Ministers of the Republic of Azerbaijan;

5.5.2 a copy of the passport or other border crossing document (the validity period of the passport or other document must be at least 3 months longer than the expiration date of the temporary residence permit);

5.5.3 notarized copy of birth certificate or other equivalent document (for persons under 18 without passport);

5.5.4 a document confirming the existence of circumstances that serve as the basis for issuing a temporary residence permit in a notarized or equivalent manner;

5.5.5 certificate of the absence of disease virus provided in the list of dangerous infectious diseases approved by the relevant executive authority (human immunodeficiency virus infection, hepatitis B and C dangerous infectious diseases)

5.5.6 copy of the document giving the right to temporary stay or temporary residence in the territory of the Republic of Azerbaijan;

5.5.7 justified application of the administration, enterprise and organization inviting foreigners and stateless persons to the Republic of Azerbaijan who are high-level specialists in Economy, Industry, Military, Science, Culture, Sports and other fields;

5.5.8 two photos of 3.5x4.5 cm;

5.5.9 documentation for registering a residential area (excerpt from the state register of real estate on the state registration of ownership, warrant, rent agreement or other document stipulated by the legislation of the Republic of Azerbaijan);

5.5.10 application of a person who provides an accommodation to a foreigner or a stateless person (except in cases where the foreigner or a stateless person owns an accommodation.);

5.5.11 a copy of the confirmation document of the person who provided an accommodation to a foreigner or a stateless person (except in cases where the foreigner or a stateless person owns a residential area);

5.5.12 the document on payment of state tax.

5.6 In case of expiration of the period of foreign students with TRP document, an application is regularly made by the authorized representative of the ATMU in order to extend the term of TRP.

5.7 Innovations and changes related to the academic activities of foreign students studying at ATMU are regularly updated in the aoitas system (when completing the course, change of address, change of Information, change of TRP, etc.).

5.8 An orientation program is organized by ATMU for foreign students admitted to ATMU. Orientation is intended for foreign students to spend the period of their studies at ATMU in a qualitative and adaptive way.

5.8.1 The orientation program is organized in conjunction with the International Relations Department, the relevant faculty management, its representatives and, if necessary, the management and representation of different departments.

5.8.2 A presentation is organized to provide foreign students with information about our country, ATMU, and initial intervention in the event of an emergency.

5.8.3 Foreign students are informed about the organization of the educational process at ATMU, the initial assessment, the structure of the lesson, the conditions of study, the final assessment, the form of applications, obligations and responsibilities.

5.8.4 Information about the location of relevant departments and faculties, library registration and rights and obligations is provided by ATMU.

5.9 Foreign students who gained the right to study at ATMU are provided with support in connection with the dormitories with which ATMU cooperates in connection with the hostel service.

5.10 ATMU provides foreign students with insurance support.

5.11 Foreign students who graduate from ATMU have the same rights as students studying at ATMU, after the graduation order is issued, they are added to the HSESS system and their personal case is closed by updating their data..

VI. Basic rights and obligations of foreigners studying at ATMU

6.1. The rights and obligations of foreigners and stateless persons studying at ATMU are regulated by the legislation of the Republic of Azerbaijan.

6.2. Foreigners studying at ATMU:

6.2.1. Students can utilize various facilities at ATMU, including the library, reading room, laboratory, practice base, and sports complex;

6.2.2. Students can participate in scientific research work in departments, in scientific, social and cultural events of students, in the work of student self-governmental bodies;

6.2.3. Students can use ATMU's medical center and psychological support service free of charge;

6.2.4. Foreign students have the same rights as citizens of the Republic of Azerbaijan studying at ATMU.

6.3. According to the legislation of the Republic of Azerbaijan, Foreign students are prohibited from engaging in religious propaganda and political activities at ATMU.

6.4. After foreigners acquire the right to study, a personal file is compiled for them and stored in ATMU.

6.5. Foreign citizens are required to fulfill and ensure the implementation of the tasks of the coordinator appointed by the International Relations department, members of the relevant faculty, professors and teaching staff during classes.

6.6. A person is appointed by the educational institution responsible for the compilation and maintenance of foreign students' personal files. Personal files of students are transferred to the archive five years after returning to their homeland.

6.7. Foreign students are required to submit a copy of the document confirming their residence in the territory of the country to the educational institution within 90 (ninety) days from the date of registration of admission to ATMU.

6.8. Foreign students should inform ATMU about any changes in their information (marital status, passport or official document, surname, patronymic, official registered address, etc.).

6.9. Foreigners admitted to ATMU have equal rights with other students to use all necessary opportunities to become highly qualified specialists in their chosen specialty.

6.10. The education of foreigners is held on the basis of unified educational programs and curricula. After participating in all the subjects and experiments provided for in the educational program and curriculum (production experience at the bachelor's level, scientific-pedagogical, scientific-research experience at the master's level) and geting credits, the Ministry of Science and Education issues a diploma with a state document on education.

VII. Changing the qualification, keeping them in the institution, taking academic leave, transfers, expulsions, and relocations of foreign students from one educational institution to another

7.1 Changing the qualifications of foreign students, keeping them in the institutions, obtaining academic leave, transferring, expelling and restoring foreign students

from one educational institution to another are carried out in accordance with the relevant legislation of the Republic of Azerbaijan and the Charter of ATMU.

7.2 Unless other rules are stipulated by the laws of the Republic of Azerbaijan and international agreements to which the Republic of Azerbaijan is a participant, the transfer (restoration) of foreign students from higher educational institutions of foreign countries to ATMU is carried out by the Ministry of Science and Education of the Republic of Azerbaijan through the "transfer.edu.az" system in accordance with general rules. The application on the basis of supporting documents by the educational institution where he/she studied in the current academic year and agreed to transfer must be submitted by the Ministry. Applications are reviewed by the Ministry and, if appropriate, relocation can be carried out by the appropriate order of the Ministry. During the resettlement (restoration), the subjects included in the first section of the relevant Basic Education Program (humanitarian and socio-economic disciplines) are organized based on the conditions for the current year.

7.3 Foreign students who violate the terms of the contract and internal discipline rules of ATMU are expelled from ATMU or appropriate administrative measures may be taken.

7.4 The management of ATMU should inform the Ministry of Science and Education of the Republic of Azerbaijan, the management of the State Migration Service and other relevant organizations about the expelled student within 2 weeks.

VIII. Regulation of the Admission Process for Foreigners

8.1 Admission of foreigners to ATMU, submission of relevant reports to relevant bodies, regular updates on the atis.edu.az online platform, support for accommodation, support for obtaining and updating the TRP document are regulated by the IRD (International Relations Department).

8.2 All matters related to teaching (participation in classes, admission to the exam, writing references and applications, submission of proposals and complaints, etc.) are adjusted by relevant faculty.

8.3 The organization of the internship of foreign students studying for a bachelor's degree is regulated by the Career and Communication Department (hereinafter referred to as the CCD).

8.4 The scientific-pedagogical and scientific-research experience of a foreigner studying for a master's degree is adjusted by the relevant department.

8.5 The selection of the dissertation work of a foreigner studying at the master's level, the appointment of a scientific supervisor, technical issues (printing of articles, determination of the preliminary defense, admission to the final defense, etc.) are regulated by the relevant department.

8.6 The provision of reports on the educational status of foreign students (expulsion, academic leave, transfer, graduation, not attending classes, rule violation, transfer to the next course, etc.) by the relevant faculties to the IRD is reasonable.

IX. Final provisions

9.1 Changes to the rules for the organization of education of current foreigners and stateless person shall come into force from the moment of approval by the rector after conducting in accordance with the decision of the Scientific Council.

9.2 In case of contradiction with the legislation on the organization of the process of education of foreigners and stateless persons, the legislation will be taken as the basis.

Appendix 1

CONTRACT

Baku city "___" _____ 20 _____

This contract is concluded between _____ hereinafter referred to as "educational institution" and _____ hereinafter referred to as "a foreign student".

1. Subject of the contract

Educational institution agrees to educate a foreign student on a paid basis based on educational programs meeting the state standards of the Republic of Azerbaijan relative to education level _____ by specialty of_____, and a foreign student agrees to get education in accordance with state standards in the chosen specialty, pay tuition fee in the amount of _____ to educational institution every year.

2. Duties of Parties

2.1. Educational institution:

2.1.1. gives orders about the foreign student's admission to an educational institution after transferring at least 50% of the annual tuition fee to the educational institution before the start of the academic year;

2.1.2. provides training related to the competencies (qualifications) defined in the curriculum developed by individual specialties in accordance with the state educational standards of teaching;

2.1.3. enables foreign students to use the rights and guarantees provided for citizens of the Republic of Azerbaijan who are studying on a paid basis;

2.1.4. familiarizes the foreign student with the educational process and internal discipline rules and explains his rights and duties;

2.1.5. provides a foreign students with a state sample document on education after successfully completing a foreign student education.

2.2. A foregn student:

2.2.1. collects the required credits by studying the speciality chosen based on the curriculum;

2.2.2. pays tuition fee annually by the date of _____;

2.2.3. complies with the internal discipline rules of the educational institution.

2.2.4. Within 90 (ninety) days from the date of formalization of admission to the educational institutions of the Republic of Azerbaijan in the form of formal education, he submits a copy of the document confirming his residence in the territory of the Republic of Azerbaijan to the educational institution.

3. Additional terms of the contract

3.1. The educational institution shall have the right to terminate this Contract, concluded with a foreign student in the following cases:

3.1.1. when it is forbidden by internal disciplinary rules;

3.1.2. in case the tuition fee is not paid within the period specified in the Contract;

3.1.3. in case there is a court decision on deprivation of liberty or a decision on expulsion from the Republic of Azerbaijan.

3.1.4. If they do not submit a copy of the document confirming their residence in the territory of the Republic of Azerbaijan to the educational institution within the period specified by subsection 2.2.4 of this Agreement.

3.2. The paid tuition fee is not refunded if the foreigner is unable or unwilling to pursue his / her education for any reason or if he / she is discharged from the educational institution for the above reasons.

3.3. Disputes between the parties regarding the breach of the terms of the contract shall be considered by the courts of the Azerbaijan Republic.

3.4. This Contract is drawn up in 2 copies in Azerbaijani language, one copy is kept in the private work of a foreign student in educational institution, and the other copy by the foreign student.

Head of educational institution _____

Address _____

Foreign student’s first name, second name, patronymic

_____

Address _____

Appendix 2

CONTRACT

Baku city "___" _____ 20 _____

This contract is concluded between _____ hereinafter referred to as "educational institution" and _____ hereinafter referred to as "a foreign student".

1. Subject of the contract

Educational institution agrees to educate a foreign student on a paid basis based on educational programs meeting the state standards of the Republic of Azerbaijan relative to education level _____ by specialty of_____, and a foreign student agrees to get education in accordance with state standards in the chosen specialty, pay tuition fee in the amount of _____ to educational institution every year.

2. Duties of Parties

2.1. Educational institution:

2.1.1. gives orders about the foreign student's admission to an educational institution after transferring at least 50% of the annual tuition fee to the educational institution before the start of the academic year;

2.1.2. provides training related to the competencies (qualifications) defined in the curriculum developed by individual specialties in accordance with the state educational standards of teaching;

2.1.3. enables foreign students to use the rights and guarantees provided for citizens of the Republic of Azerbaijan who are studying on a paid basis;

2.1.4. familiarizes the foreign student with the educational process and internal discipline rules and explains his rights and duties;

2.1.5. provides a foreign students with a state sample document on education after successfully completing a foreign student education.

2.2. A foregn student:

2.2.1. collects the required credits by studying the speciality chosen based on the curriculum;

2.2.2. pays tuition fee annually by the date of _____;

2.2.3. complies with the internal discipline rules of the educational institution.

2.2.4. Within 90 (ninety) days from the date of formalization of admission to the educational institutions of the Republic of Azerbaijan in the form of formal education, he submits a copy of the document confirming his residence in the territory of the Republic of Azerbaijan to the educational institution.

3. Additional terms of the contract

3.1. The educational institution shall have the right to terminate this Contract, concluded with a foreign student in the following cases:

3.1.1. when it is forbidden by internal disciplinary rules;

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3.1.3. in case there is a court decision on deprivation of liberty or a decision on expulsion from the Republic of Azerbaijan.

3.1.4. If they do not submit a copy of the document confirming their residence in the territory of the Republic of Azerbaijan to the educational institution within the period specified by subsection 2.2.4 of this Agreement.

3.2. The paid tuition fee is not refunded if the foreigner is unable or unwilling to pursue his / her education for any reason or if he / she is discharged from the educational institution for the above reasons.

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Head of educational institution _____

Address _____

Foreign student’s first name, second name, patronymic

_____

Address _____