ACCREDITATION RULES OF AZERBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

1. General Provisions

1.1. These Rules are prepared according to Article 29.0.28 of the Law of the Republic of Azerbaijan "On Education" and are applicable to educational institutions operating at all levels of education in the territory of the Republic of Azerbaijan (including educational institutions of other countries operating in the Republic of Azerbaijan), regardless of their subordination, ownership, and organizational-legal form, regulates the issues of accreditation of institutions, branches and representative offices.

1.2 The accreditation of ATMU applies to the accepted state educational standards of the University's activity and the evaluation of educational programs implemented by other normative legal acts.

1.3. Accreditation of ATMU is carried out by the Agency for Quality Assurance in Education (hereinafter - the Agency), which is a public legal entity under the Ministry of Science and Education of the Republic of Azerbaijan (hereinafter - the Ministry).

1.4. Assessment criteria for ATMU accreditation (hereinafter - Accreditation Criteria) are determined by the Ministry for each level of education.

1.5. During the accreditation of ATMU, the Constitution of the Republic of Azerbaijan, international agreements, which the Republic of Azerbaijan supports, laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, these Rules, decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, other normative legal acts of the Republic of Azerbaijan and decisions, orders and orders of the Ministry are guided by orders.

1.6. The main concepts used for the purposes of these Rules have the following meanings:

1.6.1. **Accreditation** - a procedure that is carried out for the purpose of checking the compliance of the activity of the educational institution with the accepted state educational standards and the requirements of other normative legal acts, and which creates a legal guarantee for the determination of the status of the educational institution, the number of students in each specialty (program), and the extension of its activity for the next period;

1.6.2. **Accreditation Commission** - a commission established by the Agency within the framework of the requirements established for the purpose of accreditation of the educational institution and fulfilling the obligations mentioned in these Regulations;

1.6.3. **Accreditation Criteria** - measures for evaluating the compliance of the activity of the educational institution and the execution of educational programs with the state educational standards;

1.6.4. **Accreditation certificate** - a document on the state accreditation of the educational institution created in the "Centralized Education Information System" (hereinafter ECIS) in the form of an electronic document and issued in electronic form;

1.6.5. **Accreditation Council** - a body authorized to make a decision on the results of accreditation;

1.6.6. **Appeals Commission** - a collegial body created by the Agency and considering complaints about the activities of the Accreditation Commission;

1.6.7. **International accreditation** - a procedure that ensures the quality of education conducted on the basis of rules and criteria developed by a foreign quality assurance institution;

1.6.8. **Joint educational program** - an educational program in which the educational process is carried out jointly by two or more higher education institutions and results in obtaining a single national qualification, two or more different qualifications, or a joint qualification;

1.6.9. **Internal quality assurance** - an internal management evaluation system that serves to ensure the compliance of the activity of the educational institution with the state educational standards, the creation of an efficient and modern educational environment in the educational institution, and the continuous development of its activity based on self-analysis;

1.6.10. **External quality assurance** - the process of evaluating the quality level of the educational institution's activity and the effectiveness of its internal quality assurance system;

1.6.11. **Foreign quality assurance institution** - an internationally specialized authorized institution providing services in the field of foreign quality assurance;

1.6.12. **Self-Assessment Report** - a self-assessment document reflecting the general activity of the educational institution on ensuring the quality level of education and the analysis of the implementation of individual educational programs based on the Accreditation Criteria;

1.6.13. **Syllabus** - a description of the subject prepared on the basis of the relevant program of the subject and taught in it, its goal and purpose, brief content, duration and types of lessons, tasks for the student's independent work, their completion time, consultation hours, information about the teacher, a document containing the teacher's requirements, assessment criteria, midterm assessment schedule and list of used literature;

1.6.14. **Re-accreditation** - re-accreditation if the educational institution and educational programs have not been accredited;

1.6.15. **Final Report** - a document reflecting the results of the accreditation assessment conducted by the Accreditation Commission within the framework of accreditation processes.

1.7. Other concepts used in these Rules are defined in the Law of the Republic of Azerbaijan "On Education", the "National Qualifications Framework of the Republic of Azerbaijan for Lifelong Education" approved by Resolution No. 311 of the Cabinet of Ministers of the Republic of Azerbaijan dated July 18, 2018, and clause 1.6 of these Rules. means the meanings specified in other legal acts.

1.8. For the accreditation of the educational institution, “a state fee” is paid in the amount specified in the Law of the Republic of Azerbaijan "On State Fee".

2. The main participants of the accreditation process

2.1. The main participants of the accreditation process are the following:

2.1.1. Agency;

2.1.2. educational institution;

2.1.3. Accreditation Commission;

2.1.4. Accreditation Council.

2.2. The agency is a public legal entity that carries out accreditation of educational institutions operating in the Republic of Azerbaijan, regardless of ownership and

organizational-legal form. The rights and duties of the agency regarding the accreditation process are determined by its Charter.

2.3. The agency performs the following actions related to accreditation:

2.3.1. Approves the Statute of the Accreditation Commission;

2.3.2. Approves the Regulations of the Appeals Commission;

2.3.3. Prepares and approves a uniform sample form of the Self-Analysis Report and the Final Report;

2.3.4. Prepares and approves the accreditation manual;

2.3.5. Manages the "Educational Institutions Accreditation" electronic information system created in the "Education Centralized Information System" - ECIS for accreditation and prepares and approves its usage instructions;

2.3.6. For the efficient organization of the accreditation process and the improvement of the competences of individuals for the members of ATMU and the Accreditation Commission conducts conferences, consultations, seminars, trainings and organizes other events involving experts from foreign countries;

2.3.7. Cooperates with international organizations, relevant state bodies (institutions) of foreign countries and studies the relevant experience of foreign countries in order to investigate the possibilities of applying international experience;

2.3.8. Ensures the application of scientific and technical achievements in the field of accreditation, taking into account advanced international experience;

2.3.9. Involves local as well as foreign independent experts and specialists in the accreditation process;

2.3.10. Makes suggestions for evaluating the performance of internal quality assurance systems at ATMU and improving them;

2.3.11. Conducts analyzes and summaries related to ATMU accreditation and prepares analytical materials;

2.3.12. Prepares, approves and posts schedules on the official website for each calendar year related to the accreditation of ATMU and educational programs;

2.3.13. Informs educational institutions before accreditation;

2.3.14. Concludes an agreement with educational institutions regarding accreditation;

2.3.15. Creates accreditation commissions according to the specifics and profile of ATMU and the educational program;

2.3.16. Discusses Self-Analysis Report and Final Report with ATMU;

2.3.17. Organizes the discussion of ATMU accreditation reports in the Accreditation Council created by the Ministry and operates on a public basis, publishes the adopted decisions and Final Reports;

2.3.18. After the decision of the Accreditation Council, supervises the implementation of the action plan approved by ATMU in agreement with the Agency on the implementation of the recommendations and instructions specified in the Final Report;

2.3.19. Submits a petition to the Ministry regarding the determination of the status of ATMU, the number of students studying in each specialty (program) and the extension of its activity to the next term.

2.4. ATMU must undergo accreditation in order to obtain legal guarantees for its activities or the educational programs it teaches.

2.5. ATMU carries out the following regarding accreditation:

2.5.1. creates an internal quality assurance system;

2.5.2. creates the organization commission for accreditation;

2.5.3. prepares the Self-Assessment Report and documents attached to it required for accreditation;

2.5.4. organizes and approves the discussion of the Self-Assessment Report in the Scientific Council or in another competent governing body in accordance with the statute;

2.5.5. Submits the Self-Assessment Report to the Agency:

2.5.6. "Accreditation of ATMU" enters information, uploads documents and reports according to the established regulation into the electronic information system:

2.5.7. closely participates in the accreditation process with the Accreditation Commission, submits additional information and documents required during the process to the Commission;

2.5.8. Discusses the Final Report with the Agency and Accreditation Commission;

2.5.9. After the decision of the Accreditation Council, prepares an action plan related to the implementation of the recommendations and instructions specified in the Final Report and approves it in agreement with the Agency;

2.5.10. if necessary, conducts an independent examination of the Final Report;

2.5.11. Places the Final Report on its official website:

2.5.12. applies for the postponement of accreditation in the cases mentioned in paragraph 4.3 of these Rules.

2.6. (After the Self-Assessment Report is submitted to the Agency), The Accreditation Commission is established.

2.7. The following persons may be included in the Accreditation Commission:

2.7.1. local and foreign specialists in education;

2.7.2. representatives from scientific institutions;

2.7.3. specialized specialists (in finance, information communication technologies and other fields);

2.7.4. students:

2.7.5. employers.

2.8. Members of the Accreditation Commission must meet the following requirements:

2.8.1. must have higher education;

2.8.2. must participate in trainings related to the evaluation of the activity of educational institutions;

2.8.3. should be aware of local and international accreditation process;

2.8.4. should not have a contractual obligation with an educational institution that has been accredited for the past 2 (two) years;

2.8.5. According to the requirements of Article 49-1 of the Civil Code of the Republic of Azerbaijan, he should not be in the list of persons belonging to the educational institution.

2.9. The powers and duties of the members of the Accreditation Commission are determined in accordance with the Regulations of the Accreditation Commission approved by the Agency. It is confirmed by the contract concluded between the

commission member and the Agency. The work of the Accreditation Commission is organized on a paid basis.

2.10. The chairman of the Accreditation Commission and its members are appointed by the Agency. Chairman submits the Final Report to the Agency based on the opinions of the members of the Accreditation Commission.

2.11. If a member of the Accreditation Commission is on the list of persons of the educational institution, if he does not obey the requirements specified in the contract concluded with him, if he refuses to perform his duties specified in the Statute of the Accreditation Commission or if he cannot perform them for reasons beyond his control, his activity is terminated by the Agency and a new member is appointed..

2.12. The activity of the Accreditation Council is regulated by the Regulation of the Accreditation Council approved by the Ministry.

2.13. The Accreditation Council is headed by the Minister of Science and Education of the Republic of Azerbaijan. The Council operates on a public basis.

2.14. The following persons are included in the Accreditation Council:

2.14.1. specialists of local and foreign education or relevant scientific research fields;

2.14.2. employers;

2.14.3. students or legal representatives;

2.14.4. representatives of the ministries, organizations and departments under which the educational institution is subordinate;

2.14.5. representatives of non-governmental organizations.

2.15. The Accreditation Council performs the following actions in the accreditation process:

3. Types, stages and periods of educational institution accreditation

3.1. There are the following types of accreditation of an educational institution:

3.1.1. Institutional accreditation of ATMU (hereinafter – institutional accreditation);

3.1.2. accreditation of educational programs (hereinafter – program accreditation).

3.2. Institutional accreditation is carried out for the purpose of verifying the compliance of ATMU's general activity with the accepted state educational standards and the requirements of other regulatory legal acts, as well as legal guarantee for determining the status of ATMU, determining the potential of personnel training in each specialty, the number of students and extending its activity to the next term.

3.3. Accreditation of the educational program is organized with reference to the classifications for the relevant educational levels in force, evaluating the material-technical and educational base of the educational programs taught at ATMU, the quality indicators of the educators and the level of knowledge, skills and habits of the students, the compliance with the requirements of the labor market and the implementation of the program for each specialty provides a legal guarantee for the determination of the personnel training potential and the number of trainees.

3.4. ATMU accreditation consists of the following stages:

3.4.1. preparation stage;

3.4.2. assessment stage;

3.4.3. making a decision on accreditation.

3.5. The processes of sending official information about the start of accreditation to ATMU, uploading ATMU's application and documents required for accreditation to the electronic information system, preliminary evaluation of the application and documents, and the creation of the Accreditation Commission are carried out in the preparation stage.

3.6. In the assessment stage, the Accreditation Commission conducts a distance assessment of the ATMU's institutional activity and the implementation of its educational programs, and in the following cases is carried out on the spot:

3.6.1. when accreditation is carried out on the higher education level;

3.6.2. when the first accreditation of a newly established educational institution is held;

3.6.3. when non-scheduled accreditation is held;

3.6.4. in case of re-accreditation;

3.6.5. when inconsistencies or deficiencies are identified in the documents specified in clause 4.10 of these Rules;

3.6.6. When there are substantial complaints from representatives of interested parties (students, educators, employers, etc.) regarding ATMU's activity or the quality of the implementation of educational programs;

3.6.7. When the results of one-third of the Accreditation Criteria are determined to be lower during the subsequent assessment through ECIS.

3.7. The process of discussing the Final Report between ATMU and the Accreditation Commission and making a corresponding decision on accreditation is carried out (At the stage of making a decision on accreditation)

3.8. Accreditation of ATMU is held every 5 (five) years. Accreditation is organized in the last year of valid certificates. Accreditation creates a legal guarantee for the extension of ATMU's activities and educational programs for a period of 5 (five) years starting from the next academic year.

3.9. The first accreditation of the newly started educational program is carried out immediately after the end of the first academic year.

4. ATMU Accreditation

4.1. Accreditation of educational institutions is carried out according to the schedule prepared for each calendar year and approved by the Agency no later than April. Additions can be made to the accreditation schedules based on the application of the educational institution (including the founder) to the Agency for institutional or program accreditation.

4.2. Extraordinary accreditation of ATMU or the educational program carried out here can be carried out in the following cases:

4.2.1. Based on ATMU's application;

4.2.2. If ATMU does not fulfill the obligations on the implementation of the action plan specified in clause 4.32 of these Regulations;

4.2.3. if there is a legally binding decision of the court;

4.2.4. When there are substantial complaints from representatives of interested parties (students, educators, employers, etc.) regarding ATMU's activity or the quality of the implementation of educational programs.

4.3. In the following cases, the Agency applies to the Accreditation Council for a decision on the postponement of institutional or program accreditation only 1 (one) time per period, for a maximum period of 1 (one) year:

4.3.1. In emergency situations resulting in the suspension of ATMU's activity (natural disaster, fire, etc.);

4.3.2. when the founder changes or ATMU is reorganized;

4.3.3. when inspections are conducted at ATMU by other government agencies.

4.4. When the relevant decision on the postponement of accreditation is adopted, the validity period of the valid accreditation certificate is extended up to 1 (one) year. If the decision of the Accreditation Council on the results of the next accreditation is positive, the validity period of the accreditation certificate is reduced by the Agency to the postponed period.

4.5. "Accreditation of Educational Institutions" electronic information subsystem (hereinafter - the system) is created in AEI for the accreditation of ATMU.

4.6. Applications for accreditation are made only electronically. Those applications are registered in AEI and a personal cabinet is opened in the system for ATMU. After the application is submitted to the Agency, a registration password is sent to the contact phone number and e-mail address indicated by ATMU in the application. Through the registration password, the enterprise can access the information in the personal cabinet opened for it and track the status of its application.

4.7. The results of an internationally accredited educational program are taken into account for state accreditation. If accreditation of ATMU programs is carried out only by foreign quality assurance bodies that are full members of the Association for Quality Assurance in the European Higher Education Area, the Final Report and Accreditation certificate must be entered into the system together with the documents mentioned in clause 4.10 of these Regulations. The Agency analyzes the results of the conducted accreditation and submits the Final Report to the Accreditation Council for making the appropriate decision.

4.8. Accreditation of joint educational programs is carried out by the relevant accreditation body under the agreement concluded between the countries where these programs are organized. In order to be considered for state accreditation,

according to clause 4.7 of these Rules, the prepared Final Report and accreditation certificate must be entered into the system by the participants of the program together with the documents mentioned in clause 4.10 of these Rules. The Agency analyzes the results of the conducted accreditation and submits the Final Report to the Accreditation Council for making the appropriate decision.

4.9. The Agency on the implementation of institutional and program accreditations sends a notification, the form of which is approved by the Agency, to ATMU through the system immediately after fulfilling the requirements of subsection 2.3.12 of these Rules. The notice indicates the basis and date of accreditation, as well as the rights and duties of ATMU regarding accreditation.

4.10. After receiving the notification of institutional and program accreditations, ATMU fills out the electronic application for accreditation in the system and uploads the following documents to the system within 3 (three) months:

4.10.1. Statute of ATMU;

4.10.2. Development strategy and action plan of ATMU;

4.10.3. ATMU self-analysis report and its annexes;

4.10.4. Document reflecting internal quality assurance policy by ATMU;

4.10.5. annual report on the activity of ATMU on internal quality assurance;

4.10.6. Educational plans and other relevant documents on the regulation and organization of the institution's scientific (pedagogical) activity and educational process drawn up by ATMU;

4.10.7. description of the programs, syllabuses (work study programs) and (or) modules of the subjects, extracurricular activities, associations included in the curriculum of the accredited programs;

4.10.8. the number of students on accredited programs and a copy of the orders on admission, transfer, reinstatement and expulsion of students;

4.10.9. list of academic (pedagogical) staff, personal account information of professors and teachers, teachers of general education and specialized subjects and industrial training masters;

4.10.10. programs on all types of experiences provided for in the curriculum, copies of contracts concluded with institutions where the experience is held, and a report on the results of the experience;
4.10.11. the results of all examinations on the programs, information on diploma theses and the list of final theses of the students;
4.10.12. an overview of the previous accreditation assessment results and a report on the implementation of the recommendations and instructions specified in the relevant Final Report;
4.10.13. Agreement between the educational institutions offering the joint study program (if any);
4.10.14. a set of relevant information on Accreditation Criteria submitted through AEI by September 10 for each completed academic year;
4.10.15. a document confirming the payment of the state fee for accreditation.
4.11. The application and attached documents entered into the system by ATMU are evaluated by the Agency, and the decision on the acceptance of the application for accreditation is sent to the private cabinet of ATMU.
4.12. If the required documents are not fully entered into the system by the ATMU, or if a contradiction is found in the submitted documents or information, the Agency sends information about this to the personal office of the ATMU and demands that the deficiencies be eliminated.
4.13. After the information and documents stipulated in clause 4.10 of these Regulations are entered into the system by ATMU in the required manner, the date and number of the application registration is sent to ATMU and the Accreditation Commission is established for accreditation.
4.14. A Final Report is prepared based on the results of examining, analyzing and collating the documents submitted during the evaluation phase of ATMU's accreditation.
4.15. Analysis and assessment. The examination of the documents submitted to the Accreditation Commission, the observations and analysis carried out on the ground, the interviews with the management, administrative and academic staff, students, graduates and representatives of the labor market in all areas of activity of ATMU and

interested persons in the activity of ATMU (is carried out based on the results of an opinion survey conducted among students, graduates, staff of the enterprise, employers, etc.).

4.16. The compliance of ATMU's activities and implementation of educational programs with the requirements of state education standards for each level of education is evaluated according to the relevant Accreditation Criteria as follows:

4.16.1. suitable;

4.16.2. mostly suitable;

4.16.3. partially suitable;

4.16.4. does not fit.

4.17. The assessment of the maximum points determined for the Accreditation Criteria based on the points collected during accreditation is determined as follows:

4.17.1. 91-100 percent of the maximum score - "suitable";

4.17.2. 76-90 percent of the maximum score - "mostly appropriate";

4.17.3. 61-75 percent of the maximum score - "partially appropriate";

4.17.4. 60 percent of the maximum score and below - "not suitable".

4.18. The information provided in the Self-Assessment Report is analyzed and evaluated by the Accreditation Commission.

4.19. ATMU's Self-Analysis Report is prepared by the Commission established in the institution by the appropriate order of its head, with the involvement of interested parties in ATMU's activities, especially representatives of employers and students.

4.20. The Self-Assessment Report is submitted to the discussion of the Scientific Council of ATMU or another authorized management body in accordance with the statute and is approved by the head of the educational institution based on the final decision.

4.21. The documents required according to clause 4.10 of these Rules are submitted to the Agency through the system before the accreditation is held, and the documents are reviewed by the Agency within 1 (one) month. When incompleteness is found in the submitted information, ATMU is informed about it and it is given 10 (ten) additional days to resubmit the documents.

4.22. A single model form of the Self-Assessment Report is defined and approved by the Agency.

4.23. After the assessment, the Accreditation Commission prepares the Final Report within 1 (one) month and uploads it to the system for discussion. If it is necessary to conduct additional investigations, it prepares the Final Report within 2 (two) months and uploads it to the system for discussion.

4.24. In the Final Report, the quality of ATMU's activity and educational program implementation is evaluated in accordance with the Accreditation Criteria.

4.25. The Final Report includes information on the elimination of deficiencies found during the previous accreditation.

4.26. In addition to the evaluation of the educational institution or individual educational programs according to the Accreditation Criteria, the Final Report includes the recommendations and other relevant information provided by the Accreditation Commission to ensure compliance with the standards of ATMU's activities in general and individual programs.

4.27. ATMU's Final Report is recorded in the system within 10 (ten) days after the Agency uploads its opinion on that Report. ATMU and the Accreditation Commission discuss the Final Report within 5 (five) days from the date of submission of the opinion. If there is no agreement between the ATMU and the Accreditation Commission regarding the Final Report, the Final Report is considered by the Appeals Commission within 10 (ten) days with the participation of the parties based on the ATMU's complaint.

4.28. Depending on the decision of the Appeals Commission, relevant changes are made in the Final Report and the educational institution is informed about it.

4.29. The Final Report signed by the Accreditation Commission is submitted to the Agency and discussed by the Accreditation Council in accordance with the regulations.

4.30. The Accreditation Council discusses the Final Report based on the Agency's presentation and takes one of the following decisions, taking into account the opinion of the Accreditation Commission:

4.30.1. To accredit ATMU or educational programs (full-time) for the next 5 (five) years if they are considered to be "compliant" or "mainly compliant" with all the requirements of the Accreditation Criteria;

4.30.2. If ATMU or educational programs are considered to be "partially compliant" or "not compliant" for one third of the requirements of the Accreditation Criteria, extending the validity of the valid accreditation certificate for the next 2 (two) years, suspending the educational institution or program 1 (one) to re-accredit after a year;

4.30.3. not to accredit an educational institution or an educational program if, as a result of re-accreditation, it is determined that the educational institution or educational programs do not meet the requirements specified in subsection 4.30.1 of these Regulations;

4.30.4. Failure to accredit an ATMU or a study program if the ATMU or study programs are not re-accredited or if they are found to be "not compliant" on one-third of the requirements of the Accreditation Criteria.

4.31. When the Accreditation Council makes a decision to accredit the ATMU or educational programs, the Agency issues an order on the accreditation of the ATMU or the educational program based on this decision. With that order, the status (type, type) of the ATMU and the number limit of students for each specialty (program) are determined, whether it is accredited in full or for separate educational programs, indicating the number limit of students for each specialty (program). and the educational institution is given an accreditation certificate valid for 5 (five) years starting from the next academic year (with those years being noted).

4.32. After the decision of the Accreditation Council, ATMU prepares an appropriate action plan in order to ensure the control of the implementation of the recommendations and instructions specified in the Final Report. The action plan must be submitted by the educational institution to the Agency 6 (six) months after the accreditation decision if the educational institution or educational program is accredited for the next period, and 3 (three) months after the accreditation decision if the decision on re-accreditation is made within 2 (two) years. approved by agreement.

4.33. The agency monitors the implementation of the action plan and analyzes the annual reports.

4.34. If, as a result of the accreditation assessment, a decision is made to re-accredit the ATMU or the educational program, the admission of students to the educational institution or the educational program, respectively, is suspended.

4.35. Re-accreditation is carried out in accordance with the general accreditation procedures provided for in these Rules. An educational institution that does not undergo re-accreditation is not re-accredited.

4.36. If the opinion of the Accreditation Commission regarding the result of re-accreditation is in accordance with the evaluation requirements of subsection 4.30.2 of these Regulations, the educational institution or educational programs are considered accredited for the next 3 (three) years by the decision of the Accreditation Council.

4.37. As a result of the accreditation of the ATMU and the educational program, if the institution's educational activities or educational programs are suspended, the students studying at the ATMU will be transferred to other educational institutions determined by the Ministry. The agency files a claim in court for the compensation of the damage caused by the terminated educational institution.

4.38. The decision of the Accreditation Council, as well as the Final Report, are published on the official websites of the Agency and the educational institution.

4.39. The certificate issued on the accreditation of ATMU and educational programs loses its validity in the following cases:

4.39.1. When the accreditation period of ATMU or educational programs expires;

4.39.2. When ATMU applies to suspend its activity or educational programs;

4.39.3. when the license of the educational institution is revoked;

4.39.4. in other cases stipulated by the legislation.

5. Accreditation certificate

5.1. An accreditation certificate is prepared within 15 (fifteen) working days from the date of adoption of the decision of the Accreditation Council on the accreditation of ATMU or the educational program.

5.2. The accreditation certificate is an electronic document and is prepared in the form of an electronic document in AEI in accordance with the requirements of the Law of the Republic of Azerbaijan "On electronic signature and electronic document".

5.3. The authenticity of the electronic document submitted under the accreditation certificate can be verified in accordance with the Law of the Republic of Azerbaijan "On Electronic Signature and Electronic Document".

5.4. The external presentation form of the electronic accreditation certificate reflected in the paper carrier can be notarized. In this case, the notary checks the electronic signature of the person who signed the accreditation certificate in accordance with the Law of the Republic of Azerbaijan "On electronic signature and electronic document", prints it on a paper carrier and confirms it with his signature and seal. The applicant is issued an accreditation certificate on identification with electronic and paper copies of the accreditation certificate.

5.5. An identification number consisting of 10 (ten) characters is defined for the accreditation certificate.

5.6. The accreditation certificate is approved by the electronic signature of the Chairman of the Board of the Agency.

5.7. The accreditation certificate generated by the Agency is placed in the private cabinet opened for the educational institution and published on the website of the Agency.

5.8. The type of accreditation, the date of issuance of the certificate, the validity period, the number and date of the decision of the Accreditation Council are mentioned in the accreditation certificate.

5.9. All information in the accreditation certificate is written in the Azerbaijani and English languages.

6. Final provision

6.1. ATMU may appeal against the actions (inaction) of the Agency, as well as the decision on accreditation, administratively and (or) judicially.