
GENERAL RULES AND PROCEDURES

Admission Process and Requirements

Khazar welcomes applications from all qualified students regardless of race, national or ethnic origin, gender, religion, handicap, political or cultural background. Admission is a selective process and meeting the minimum standards will not necessarily guarantee acceptance. The admission process depends upon a student's educational background. A graduate of an accredited secondary school will be considered as pre-freshman.

Applicants must select their school and select even their major in some schools at the time they fill out Khazar Application Form for admission. Thus, Freshman students should be enrolled in a specific school of Khazar University. At the same time, if a student is not certain of his/her field of study, he/she may apply for changing the school or the major. Changing student's School or major requires the approval of the School or Department student wants to attend.

Applications for admission are generally accepted for any of the Fall and Spring semesters at the end of the previous semester, although some schools or departments may limit the admission only to the Fall semester.

Usually, unless otherwise specified, application deadlines are September 10 for the Fall semester and February 10 for the Spring semester.

There are no final deadlines (unless specified in a particular subject session) to apply for the graduate study. Generally, admission to advance degree program is effective at the end of the Fall and Spring semesters. An applicant should provide full documentary evidence of the courses he/she has taken for the previous degree with marks or grades.

All applicants are required to:

- complete and submit the official Khazar Application Form together with a non-refundable application fee
- enclose a copy of their previous diplomas, transcripts and test scores
- submit state entrance examination score regardless of their previous class rank (applies to Azerbaijani citizens only)

In some cases applicants can be asked to complete a special Department or School application form.

For details of admission of international students, please contact International Students and Scholars Center.

It is essential that applicants, whose native language is not English should have obtained a sufficient competence in English. Pre-freshmen and candidates for graduate degree program with English difficulties must take special non-credit English course.

Special students



Special (non-regular) students are the individuals who enroll in one or more non-degree courses. They are permitted to take examinations and receive academic credits. These students are charged a special tuition fee for the courses taken. They may request a certificate confirming successful completion of the course(s).

Admission of special students to specific courses must be approved by relevant dean's office as well as the Admission Office.

Re-admission

A student, whose studies at the university are interrupted for any reason for a period of one semester or more (excluding the summer sessions) must submit a formal Application for Re-admission and a reapplication fee – equivalent of 50 AZN (New Azerbaijani Manat).

Re-admission takes place at the end of the previous or beginning of the current semester. All re-admissions must be approved by the relevant dean's office.

Students who were in good standing when they left the university are virtually assured of re-admission.

A student who is readmitted is subject to the academic requirements and regulations in effect at the time of re-admission.

Transfer Admission Requirements

Transfer applicants should be in good academic and social standing at the school previously attended. Khazar University requires all transfer applicants whose first language is not English, regardless of citizenship, to take an English proficiency examination. Applicants may submit their TOEFL score or have to get the English Language Institutional Placement Test of Khazar University.

Transfer students entering undergraduate programs of Khazar, including those from other countries should submit official transcripts accompanied by a certified English translation from all secondary schools and post-secondary institutions attended. All documents must show coursework and examinations taken, indicate grades received, identify passing and maximum marks, and show evidence of secondary school graduation. Certified copies and certified English translations of all academic achievements in each college or university attended are required in order to complete an Application for Graduate Studies at Khazar University.

The credits given by the accredited institutions will count toward the total number required for graduation. Some students should pass additional examination before the credits consideration. Transfer students must satisfy all degree requirements. The fee for transfer admission is equivalent of 50 AZN.

Transfer students must complete at least one half of the credits required for their major at the relevant School at Khazar University. In special cases, relevant departments and/or Schools of Khazar University may apply a different policy.

Approval of the credits earned at Khazar University by the students enrolled at Khazar University but who plan to graduate from another university is their own responsibility.

A limited number of appointments to teaching fellowships and assistantships are available for qualified students.

Students who study abroad in the accredited universities will submit the credits to get their degree from Khazar.

At Khazar University students can change their major and/or transfer from one school of Khazar to another. A student wishing to transfer from one school to another must obtain an inter-school transfer approval from the dean's offices of both schools, and should ask the Admission Office to start internal transfer procedures.

Tuition and Other Expenses

The contract signed between Khazar University and the student defines that students are required to pay for their tuition. Khazar reserves the right to change the tuition fees from year to year. Information on the rates is available from the Admission Office. The annual tuition fee varies from School to School and from the number of registered credits.

The tuition fee should be paid by a one-time payment at the beginning of the academic year.

In the case of the contract between the University and the student being interrupted, the paid tuition would be returned as follows:

- 80% of initial sum during the first two weeks after the first day of classes
- 60% of initial sum during the third week after the deadline
- 40% of initial sum during the fourth week after the deadline
- 20% of initial sum during the fifth week after the deadline

After five weeks none of the paid tuition can be returned.

If a student has been admitted to a program but has not started his/her studies, the contract between him/her and the University is interrupted. In case of interruption, 80% of the paid tuition fee is returned to the student.

Some other expenses students are required to pay can be charged in the following cases:

- Non-refundable Admission Fee (for new resident students) - equivalent of 50 AZN for local students, equivalent of 150 AZN for international students;
- Non-refundable Re-admission Fee (for students after at least a one-semester interruption of study) - equivalent of 50 AZN;
- Non-refundable Transfer Admission Fee – 50 AZN.
- Transcript or Grade List Fee (per copy) - equivalent of 5 AZN.

Khazar University Schools may also charge special fees for certain courses, services, or use of specialized equipment.

For the information on living expenses contact the International Students and Scholars Center.

No student may withdraw from the University in good standing or graduate from the University unless all current obligations to the University are paid in full.

Schedule of Classes

Within the semester system and the provision of a special summer session, Khazar schools develop a class schedule, which is available on campus prior to registration. Each schedule lists the classes that will be offered during the semester, the times, locations, number of credit hours and the respective instructors. The University reserves the right to cancel courses for which registration is not sufficient.

Course Registration

Students should register in person for the courses they are going to take during the coming semester. Before the first day of registration the course schedule (the courses, class hours and classrooms for each semester) must be published. Registration is administered by the Registration and Records Office in cooperation with the Offices of the Deans of School on the dates specified in the Academic Calendar. The procedure of registration is considered complete after students have paid the required tuition payment. All changes in registration must be reported to the Registration and Records Office. A course is considered dropped when a drop card is completed and returned to the Registration and Records Office. A student may not add a course or withdraw from the course after the first week of classes. Any exceptions can be permitted only with the approval of the Dean of the relevant School.

Failure to drop a course within the time allowed is regarded as failure in the course and recorded with grade F.

A student can be dropped from a course for non-attendance. Permission of the Dean of relevant School is required for specific regulations.

The maximum credits to be covered by full charges for undergraduate programs are 19 credits per semester and 10 credits during the summer session. Permission to register for more than the required number of credits will be granted only on approval by the Dean.

Students must register for classes before the semester starts. However, with the permission of the Dean of relevant School, students can register during the first week of classes. Students not registered by the end of this period are subject to a fee (penalty) for late registration. Inconvenience, illness and other personal reasons for registering late are not accepted as reasons for waiving the penalty. The amount of penalty for registering during the second week of classes is equivalent of 50 AZN. Registration ends after the second week of classes. No student will be allowed to register after those dates.

Graduate and undergraduate students must be registered for 12 or more credits to be classified as a full-time student. A student who registers for less than 12 credits must receive official approval from the Dean.

Records and Transcripts

A permanent record, reflecting academic achievement, is maintained by the Dean's Office for each student who registers at a Khazar University school. The Registration and Records Office manages all the information needed for the continuing evaluation of the progress of a student, including grades earned.

Students may obtain transcripts of their academic records and grade lists from the Registration and Records Office. Transcripts will be released only after all bills have been paid and on the signed request of the student concerned. There is a fee in the amount of equivalent of 5 AZN for each copy of an official transcript. Payment must accompany the request. The University will not issue a transcript that reflects only a part of the student's record.

Withdrawals

A student may withdraw from a course during the first two weeks of classes. After that, a course withdrawal will be permitted only with the approval of the Dean of the School. When a student withdraws from a course after the first five weeks of a semester, a dropped course will appear on the academic record as "W" in place of a grade, and a student will be charged for the entire course.

A student may also be withdrawn from the course administratively because of not holding such requirements as attendance, participation, others. The University may place a student on involuntary leave for a specific period (e.g., for a term or a year) for serious violation of University Regulations and other codes.

To withdraw from the University students should complete an official withdrawal form, available at the Registration and Records Office, and

submit it to the Dean's Office. Information shown in the form is considered for the Khazar refund policies and procedures.

Academic Probation

Academic probation is an action usually taken only in the first two years of study in order to avoid unsatisfactory academic performance. The undergraduate student whose cumulative G.P.A. is 68 or less is a subject to the academic probation. A student on probation is a subject to restrictions as to the course load for which he or she may register. To remove probation status a student must achieve the G.P.A. of 70 in the following semester. A student who does not remove probation status within two semesters is subject to dismissal.

Attendance and Absence

Full-time students are expected to attend all elements of their courses unless they are sick or have the permission of their School Dean. In general, to be eligible for taking exams students should not miss more than 20% of the class hours. Otherwise, the student can take the exam only with the approval of the Dean of relevant School.

Continuing and unexcused absence or lack of participation may lead to withdrawal from the course. The student whose behavior is disruptive either to the instructor or other students will be asked to leave.

Theses and Dissertations: General Guidelines for Graduate Studies

In addition to well-established rules and procedures for advanced degree programs, the **Committee of Graduate Studies** (CGS) defines the general policy and specific requirements of Graduate Studies, (i.e., Master, PhD and some professional degree programs).

The CGS consists of specialists, related major representatives, and graduate students elected or appointed by the Graduate Student Council.

A graduate degree candidate, together with his/her supervisor(s), must submit a **plan of study** to the CGS. The plan has to be approved by the CGS and signed by the candidate and his/her supervisor and should consist of:

- the list of required and elective course and their credits
- a title and brief summary of the proposed research work (thesis, dissertation, research project)

Depending on the graduate program and the candidate's academic background, a different proportion of courses to independent learning and research work is possible.

There are at least three types of Master's degree studies involving the role of research carried out by the candidate according to his/her plan of study:

- including a master thesis
- including a report or specific project
- including only the required and elective courses with papers or practical work without any separate research work

A Master's thesis worth some credits (usually between 6 and 8) and reports and projects are also worth some credits, but less than the thesis.

Masters programs are to prepare the student for advanced work in industry and various institutions, and also for further graduate studies (usually for PhD). PhD programs are designed to prepare the student for advanced research. The PhD degree is awarded in recognition of the creation of new knowledge and an increased depth of research.

The plan of study of the candidate for PhD degree must include some information about the proposed research field and subject of the dissertation, as well as information on the completion of a definite group of advanced courses of study.

The PhD dissertation is usually worth 10-12 credits but in some exceptional cases the number of credits for a PhD dissertation may be increased.

For each Master thesis and PhD dissertation CGS will develop a **Thesis Committee** (for master and professional degree, if they anticipate some final research work) or a **Dissertation Committee** (for PhD degree) which normally consists of four (five) members including the supervisor and outside experts. The candidate for graduate degree and/or his/her supervisor and/or Dissertation (Thesis) Committee may ask for a modification to the plan of study (e.g., addition of one or more courses, change the title of dissertation or thesis, etc.)

Any change in the plan of study must be resubmitted to the CGS at least two weeks before degree commencement.

Each doctoral candidate and masters candidate with strong research work must pass a final oral defense of his/her dissertation (thesis) and demonstrate the wide knowledge of a major field and the role and the significance of the dissertation (thesis) in relation to the field. The Dissertation (Thesis) Committee is the examination body for the final

oral examination. Before submitting the final version of his/her dissertation (thesis) to CGS the candidate must obtain the approval of the supervisor and some members of the Dissertation (Thesis) Committee.

Examinations

Final examinations will be held at the end of each term in all courses. These will be consistent with the approved schedule of examinations. Changes for individual emergencies of a serious nature will be made only through written request by the student to the Dean of the School.

A student who is absent from an examination without an excuse may be given a grade of "F" for the course. An incomplete ("IC") will be given in the case of a student's absence from the final examination who has presented a satisfactory reason to the instructor approved by the Dean of relevant School. Students whose grade is 57, 58 or 59 from a course also receive IC mark.

Students who are absent from intermediate tests and quizzes with a reason acceptable to the instructor and the Dean's Office will be given a substitute test.

Re-examination for the purpose of removing a failure is permitted only in the case of graduating seniors who are in their last term before their scheduled commencement and who are passing the course at the time the final examination is given. In this case only one and exceptionally two course re-examinations are permissible.

Credit by examination – Students currently enrolled or formerly enrolled in the university may obtain credit by examination in a course in which they have had no class attendance provided that the course has been determined by the offering department or school to be an appropriate class for credit without attendance. Permission to take the examination must be obtained in advance from the Dean of the School. The applicant must pay the fee to the university in advance of the examination. This fee is not refundable. The instructor administers and reports the results of the examination to the Registration and Records Office within one week of the date of approval by the Dean. Credits earned under this regulation are recorded with the grade achieved on the examination.

For detailed information on examination and evaluation, please see Khazar University "Examination and Evaluation Guidelines" or Khazar Student's Handbook.

Academic Honesty

Students rights are accompanied by certain duties and responsibilities that must be respected by them. Academic honesty plays an essential part in maintaining the integrity of the University. Students are expected to recognize and uphold standards of intellectual and academic integrity.

As a basic standard of conduct in academic matters, Khazar University assumes that students submit for credit only the products of their own efforts. All dishonest work is rejected. The ideal is that students refrain from any form of dishonorable conduct in the course of their academic work.

No communication is permitted between students in examinations. For violation of the examination rules or dishonesty in an examination a student is a subject to disciplinary action.

Any kinds of infringements as follows are strictly forbidden and will, if proven, be penalized: plagiarism, cheating, unauthorized collaboration, falsification, multiple submissions.

Following the standards of the academic conduct, rights and responsibilities are essential for all the members of Khazar academic community including faculty. Being strict, objective, and honest during the examinations is one of the important faculty responsibilities.

Given difficulties related with transition from Communism and centralized economic system to democratic society and free market economy, Khazar community is always sensitive towards academic honesty.

The University policy is to retain ownership and any rights to discoveries, innovations and inventions including computer software made by students, faculty and staff with the use of University facilities.