



ADA University

Academic Catalogue

2020-2021 Academic Year

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Introduction and Announcements

Nature of Announcements. Announcements contained in this publication are subject to change without notice and may not be regarded as binding obligations to the University. The University reserves the right to change any provisions or requirements. Only the Chief Academic Officer or designee can approve changes to the Catalog except where otherwise stated within.

When students matriculate with ADA University, they come under the academic requirements of the edition of the Catalog at that time. Students may graduate under these academic requirements even though subsequent Catalogs may change. Academic requirements include competency requirements, general education requirements, grade point average requirements, major course requirements, overall unit requirements and related curriculum matters. Grading practices, tuition, fees, and other matters are not considered to be “academic requirements” and are subject to change at the discretion of the University. Should new changes be to their advantage, undergraduate students may graduate under the conditions of the newer catalog.

Student Responsibility for Catalog Information. Students are held individually responsible for the information contained in the Undergraduate and Graduate Catalogs. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.

Brief History of ADA University

ADA University was established under decree dated January 13th, 2014, by the President of the Republic of Azerbaijan. The University is a state higher education institution engaging in the delivery of undergraduate and graduate degree programs in addition to the advancement of fundamental and applied research.

The University is the legal heir of the Azerbaijan Diplomatic Academy (ADA) and the Information Technologies University. They were merged in January 2014 to establish ADA University.

Founded on March 6, 2006, the Azerbaijan Diplomatic Academy began offering Advanced Foreign Service Program to diplomats of the Ministry of Foreign Affairs and civil servants in the government, as of January 2007. The Academy launched its first Master of Arts in Diplomacy and International Affairs in September 2009, followed by two bachelor's degree programs in International Studies and Business Administration in September 2011. The Academy expanded to a new "green" and "smart" campus in the City of Baku in September 2012.

Currently, the University's academic enterprise includes the School of Public and International Affairs, the School of Business, the School of Education, and the School of Information Technologies and Engineering. Across all these schools, the University offers 8 undergraduate degrees and 5 graduate degrees.

Mission, Vision and Values

Our mission is to cultivate highly intellectual solution providers who are closely collaborating, effectively communicating members of global community with ethics and sense of citizenship.

To achieve this mission, ADA University continually strives to be a world class Azerbaijani university with an excellence of "müəllim and alim" in an innovative learning culture.

Our core values are:

1. Academic excellence and freedom
2. Accountability and shared governance
3. Honor, integrity and transparency
4. Diversity, collaboration and communication
5. Social responsibility

Outcome Images of Our Students

The ideal graduates of ADA will be educated through curriculum built around a triad of rigorous major study, functional enablers and general education, provided with experiential learning opportunities through projects and trained to become high-impact graduates.

The outcome images of our students are, therefore:

1. Highly Intellectual Solution Providers
2. Close Collaborators
3. Effective Communicators
4. Ethical Citizens

Firstly, producing high impact graduates entails admitting the most qualified students that have potential to excel in academically rigorous curricula, developing these students into the country's core manpower with critical thinking, analytical and problem solving skills, and ultimately delivering these students to the job market in all sectors of economy – industry, government, research or academic institutions – to effectively apply their knowledge and skills.

Secondly, ADA aspires to produce 'high impact' graduates, rather than merely makers. High impact graduates are professionals, who are capable of applying their knowledge to solve problems and design processes requiring more sophisticated training and skills compared to makers whose main functions are carrying out specific tasks. For makers to become high impact professionals, it takes skills and knowledge build-up. The academic programs at ADA should adopt a project-based learning approach to prepare our students to become high impact graduates upon graduation.

Core Competencies and Learning Outcomes

ADA University has developed a set of Core Competencies which derive from and are consistent with our mission, outcome images and strategy. Competence is defined as a specific skill and body of knowledge, and the student's ability to demonstrate that learning in assessment while at university and in workplace upon graduation.

Each core competence, then, describes the desired Learning Outcome that students should be able to accomplish when they graduate, regardless of their program. Some institutions use learning objective and learning outcome interchangeably. We prefer to use learning outcome because of its direct focus on the result of the student learning.

- **Outcome Image: Highly Intellectual Solution Providers**

Competence 1. Content Knowledge with Critical Thinking

Learning outcome: The ability to develop a knowledge of content literature in a subject area; apply knowledge in own subject area to other areas of knowledge; identify own information needs; recognize reputable information; access, manage and create information from networks and databases; examine, analyze, synthesize and evaluate contemporary issues both in national and global contexts.

Competence 2. Quantitative Reasoning

Learning outcome: The ability to use data to assess ideas and issues; and apply mathematical concepts to the interpretation and analysis of quantitative information; solve a wide range of problems based on such application.

Competence 3. Complex Problem Solving

Learning outcome: The ability to recognize there is a problem and tell when something is wrong or is likely to go wrong; to combine pieces of information to form general rules or conclusions and/or to apply general rules to specific problems to produce answers that make sense; to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Competence 4. Creativity

Learning outcome: The ability to come up with unusual or clever ideas about a given situation, and/or to develop original ways to solve a problem.

- **Outcome Image: Close Collaborators**

Competence 5. Diversity and Teamwork

Learning outcome: The ability to work effectively in diverse, multidisciplinary and multicultural environments; respect and understand different opinions and perspectives; appreciate diverse cultures and viewpoints; carry out tasks collaboratively, demonstrate emotional intelligence, try to reconcile differences and share leadership.

- **Outcome Image: Effective Communicators**

Competence 6. Enhanced Communication

Learning outcome: The ability to communicate by means of spoken and written language for informational, persuasive, and expressive purposes, while also writing effectively, logically and clearly and employing visual aids, body language, intonation, and other non-verbal elements to support the conveyance of meaning and connection with the audience.

Competence 7. Strong Command of English

Learning outcome: The ability to use the English language confidently and competently in linguistic, cultural, social and academic contexts; and to comprehend written sentences, paragraphs and complex content.

Competence 8. Active Listening and Participation

Learning outcome: The ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, not interrupting at inappropriate times and participating in class discussions by offering arguments with weight.

- **Outcome Image: Ethical Citizens**

Competence 9. Ethics and Self Reflection

Learning outcome: The ability to identify ethical issues and address these issues in a socially responsible manner; act with integrity; examine own values and understand oneself in the context of society.

Competence 10. Civic Engagement

Learning outcome: The ability to actively look for ways to help people; demonstrate knowledge of and respect for society; and act responsibly in regard to the public interest and social justice.

Honor Code

ADA University is a community of students, staff, faculty and administrators, united by the common goal of promoting excellence in education, research, and service. ADA University strives to provide state-of-the-art facilities and a supportive environment for its community members to engage in an inspiring and dynamic learning process. The University places a high value and emphasis on the academic success and achievements of its community members. However, this must be obtained in an environment guided by academic honesty, integrity, and with a commitment to personal and mutual accountability. The University's philosophy is centered on the idea that academic integrity and honesty should be promoted not by use of sanctions and threats, but rather by instilling an academic culture grounded by these values. The Honor Code contains a list of academic rules and procedures essential to guide the conduct of students, staff, faculty, and administrators alike. The sanctions contained in this guide are intended only as a last resort, allowing ADA University to defend itself and its reputation against violations of these generally accepted standards of proper academic conduct.

Principles of Academic Honesty and Integrity

- a. Do Not Lie! Purposefully providing false information by lying, falsifying, deceiving, or fraud is unacceptable behavior at ADA University.
- b. Do Not Cheat! Violating rules of examinations, tests and other assignments as well as accepting unauthorized help is not acceptable behavior at ADA University.
- c. Do Not Plagiarize! Using someone else's intellectual or physical work without giving proper credit to the author or submitting the same paper for two or more classes without receiving prior consent from the necessary authorities, is not acceptable behavior at ADA University.
- d. Do Not Discriminate! Discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation, or disabilities is not acceptable behavior at ADA University.
- e. Do Not Help Others Violate These Principles!

For more information, please see the Honor Code attached herewith.

Academic Calendar

ADA University operates on an academic year divided into two equal semesters and a summer term.

- The Fall Semester commences the first Monday of September and continues for 15 weeks of instruction.
- The Spring Semester commences the third Monday of January and continues for 15 weeks of instruction.
- The Summer Term commences the fourth Monday of May and continues for 6 weeks of instruction.

English for Academic and Professional Purposes Program (EAPP) follows the same calendar as the degree programs. For EAPP, Fall and Spring Semesters have two (2) sessions, each with 7.5 weeks of instruction, while Summer Term has one (1) session with 6 weeks of instruction.

Notes related to Academic Calendar 2020-2021:

- Considering current unstable situation due to global pandemic, updates/adjustments to Academic Calendar may take place during the year.
- Calendar below reflects dates for all students except EAPP and Year 1 UG students.
- EAPP and Year 1 UG students will tentatively start Academic Year in October 1. The start date is subject to change based on government regulations.
- Adjusted “Part of term” dates will be added to Academic Calendar and published on ADA University website.

2020-2021 ACADEMIC CALENDAR	
FALL Semester, 2020	
September 7, 2020	Graduate and Undergraduate classes begin (EAPP and Year 1 UG students)
September 16, 2020	Last day to add/drop classes without penalty
November 9, 2020	State Flag Day – Holiday, NO CLASSES
November 10, 2020	Midterm Grades Due
November 14, 2020	Last day to withdraw from classes
December 19, 2020	Last day of classes
December 20-21, 2020	Reading period
December 22-30, 2020	Final exams
January 3, 2021	Final Grades Due
December 31, 2020 - January 17, 2021	Winter Break, NO CLASSES
SPRING Semester, 2021	
January 18, 2021	Graduate and Undergraduate Classes begin
January 20, 2021	Black January – NO CLASSES
January 27, 2021	Last day to add/drop classes without penalty
March 8, 2021	International Women's Day – Holiday, NO CLASSES
March 20-26, 2021	Spring Break and Novruz Holiday, NO CLASSES
March 27, 2021	Midterm Grades Due
April 3, 2021	Last day to withdraw from classes
May 8, 2021	Last day of classes
May 9-10, 2021	Reading period
May 11-20, 2021	Final exams
May 13-14, 2021	Ramadan Holiday – NO EXAMS
May 24, 2021	Final Grades Due
June 5, 2021 (TBC)	Commencement Ceremony
SUMMER Term, 2021	
May 24, 2021	Summer term classes begin
May 29, 2021	Last day to add/drop classes without penalty
June 15, 2021	National Salvation Day – Holiday, NO CLASSES
June 16, 2021	Midterm Grades Due
June 19, 2021	Last day to withdraw from classes
June 28, 2021	National Army Day OBSERVED – NO CLASSES
July 3, 2021	Last day of classes
July 4-5, 2021	Reading period
July 6-13, 2021	Final exams
July 17, 2021	Final Grades Due

Academic Policies and Procedures

This section summarizes the body of academic regulations in place at ADA University for the conduct of undergraduate and graduate education.

Students are held individually responsible for the information contained in the University Catalogue. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.

Based on a compelling rationale, a petition for an exception may be made with respect to a specific academic regulation by a student or faculty member. Such a petition should be directed in writing to the Dean of a respective academic unit, which will, then, be forwarded to the Vice Rector of Academic Affairs or designee for consideration.

Academic Progress Toward Degree Completion

To maintain academic progress toward degree completion, students are to maintain a certain GPA.

Undergraduate students are to maintain a 2.00 cumulative GPA, as well as a 2.00 GPA in their major.

Graduate students are to maintain a 2.75 cumulative GPA.

A Withdrawal (W) in a course constitutes an attempt but not a completion of the course and can adversely impact the student's progress toward degree completion.

Students who are not achieving these requirements may be subject to a probation or dismissal.

Good Academic Standing

Undergraduate students are in Good Academic Standing if their cumulative GPA is 2.00 or higher and have no other barrier to enroll in classes.

Graduate students are in Good Academic Standing if their cumulative GPA is 2.75 or higher and have no other barrier to enroll in classes.

Undergraduate Continuance Regulations

At the end of each semester – Fall and Spring – the academic advisor will review the records of all students who do not maintain a 2.00 grade point average (GPA) and will act according to the following policies, which are summarized below.

Academic Probation

An undergraduate student is placed on academic probation when the student's cumulative GPA Falls below 2.0 at the end of a Fall or Spring semester, excluding summer term. Students on academic probation are expected to improve their cumulative GPAs. A student who achieves a cumulative GPA of at least 2.0 is removed from academic probation and placed in good academic standing.

ADA University is committed to assisting students in achieving their academic goals. Students on academic probation are required to meet regularly with their academic advisor. They are also required to participate in a student success program defined by their academic unit during their semester of attendance. Failure to complete the requirements of the success program will result in cancellation of registration for the next Fall or Spring semester.

An undergraduate student on academic probation is highly encouraged to enroll in maximum of 24 credits per semester of attendance (no more than 12 credits in the summer term).

If a student is assigned an Incomplete grade and the final assigned grade brings that student's cumulative GPA below the required level, the student will be placed on academic probation at the end of the semester.

Undergraduate students can be placed on academic probation for no more than two consecutive semesters. In other words, failure to achieve a cumulative GPA of 2.0 or better at the end of a Fall or Spring semester while on the second probation will result in academic dismissal (see below).

Academic Dismissal

Following two semesters of academic probation period, an undergraduate student will be dismissed at the end of semester if the student's cumulative grade point average remains below 2.0. Students dismissed at the end of the academic probation must separate from the University for at least one semester/term.

A student may apply for readmission to ADA University for the semester/term following completion of the above period. Readmission applications are evaluated based on the total record of the student and consistent with the admission practices in effect at the time of

application. A student who is readmitted is governed by the academic and financial requirements and Catalogue in effect at the time of re-admission. In cases when student's previous academic history requires so, academic units may decide to keep student's initial Catalogue year for academic requirements only. Students who were dismissed after Honor Code violation are not eligible for readmission.

An undergraduate student who is readmitted after dismissal will be enrolled under academic probation status and will remain subject to the provisions of that status until good academic standing is achieved. The student will have two semesters to attain a 2.0 cumulative GPA and good academic standing. If a student fails to achieve good standing (Cumulative GPA 2.00 and above) at the end of second semester after readmission, the student will be permanently dismissed from the University.

Undergraduate students can be readmitted only once during their tenure at ADA University. Academic dismissal is permanently recorded on the transcript.

The University will immediately dismiss undergraduate students whose cumulative GPA (excluding courses in which the recorded grade is I) Falls below 1.0 (D) for two consecutive semesters. Students who are dismissed with a GPA lower than 1.0 will not be considered for re-admission.

EAPP Continuance Regulations

EAPP students are expected to receive an overall grade of "C" (73%) and above for the level. If an EAPP student receives an overall grade below "C" (73%), that student must repeat the entire level.

Academic Probation

An EAPP student will be placed on academic probation for one session/semester, if that student's grade for the previous session/level was below "C" (73%) and he/she repeats the entire level.

Academic Dismissal

Failure to achieve an overall grade of "C" (73%) or above for the level at the end of the academic probation will result in academic dismissal from the University.

The total study period in EAPP may last for a maximum of two years. If a student fails to achieve the required level in two subsequent academic years, or during a probation period, he/she will be dismissed from the University. A student may apply for readmission to ADA University after the completion of one semester after dismissal. Readmission applications are evaluated

based on the total record of the student and consistent with the admission practices in effect at the time of application. A student who is readmitted is governed by the academic and financial requirements and Catalogue in effect at the time of re-admission. Students who were dismissed after Honor Code or Student Code of Conduct violation or with the score below D (60%) are not eligible for readmission. Students eligible for readmission must apply for readmission to degree program one semester after dismissal by submitting the required IELTS/TOEFL/PTE exam results.

Graduate Continuance Regulations

At the end of each semester – Fall and Spring – the Graduate Program Advisor will review the records of all students who do not maintain a cumulative 2.75 grade point average (GPA) and will act according to the policies summarized below.

Academic Probation

A graduate student is placed on academic probation when the student's cumulative GPA Falls below 2.75 at the end of a Fall or Spring semester. Students on academic probation are expected to improve their cumulative GPAs. A student who achieves a cumulative GPA of at least 2.75 is removed from academic probation and placed in good academic standing.

Students on academic probation are required to meet regularly with their academic advisor. They are also required to participate in a student success program defined by their academic unit during their semester of attendance.

A graduate student on academic probation may not enroll in more than 18 credits per semester of attendance (no more than 12 credits in the summer term).

If a student is assigned an Incomplete grade and the final assigned grade brings that student's cumulative GPA below the required level, the student will be placed on academic probation at the end of the semester.

Graduate students can be placed on academic probation for no more than one semester. In other words, failure to achieve a cumulative GPA of 2.75 or better at the end of a Fall or Spring semester while on probation results in academic dismissal (see below).

Academic Dismissal

Following a semester of academic probation, a graduate student will be dismissed at the end of a Fall or Spring semester if the student's cumulative grade point average remains below 2.75. Students dismissed at the end of the academic probation must separate from the University for at least one semester/term.

A student may apply for readmission to ADA University for the semester/term following completion of the above period. Readmission applications are evaluated based on the total record of the student and consistent with the admission practices in effect at the time of application. A student who is readmitted is governed by the academic and financial requirements and Catalogue in effect at the time of readmission. In cases when student's previous academic history requires so, academic units may decide to keep student's initial Catalogue year for academic requirements only. Students who are dismissed with a cumulative GPA lower than 2.0 will not be considered for readmission. Students who were dismissed after Honor Code violation are not eligible for readmission.

A graduate student who is readmitted after dismissal will be enrolled under academic probation status and will remain subject to the provisions of that status until good academic standing is achieved. The student will have two semesters to attain a 2.75 cumulative GPA and good academic standing. If a student fails to achieve good standing (Cumulative GPA 2.75 and above) at the end of second semester after readmission, the student will be permanently dismissed from the University.

Graduate students can be readmitted only once during their tenure at ADA University. Academic dismissal is permanently recorded on the transcript.

Credit Hours

ADA University uses the European Credit Transfer and Accumulation System (ECTS) to define a semester credit hour. ECTS credits express the volume of learning based on defined learning outcomes and associated workload.

At ADA University, 1 credit corresponds to 30 hours of work in a semester. Workload is an estimation of the time an individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, internship, and individual study required to achieve the defined learning outcomes in formal learning environments.

ADA University uses a formula to calculate, record, and interpret the amount of earned academic or training credits that students accumulate toward completion of certificates, diplomas, degrees, and other qualifications. In most cases, earned credits are identified by the term “credit hours” or “credit units.” Several important points need to be understood about credit:

Credit hours or units represent a mathematical summarization of all work completed and are different from actual classroom contact or instructional hours.

Registered student status is usually defined as being enrolled in each semester or quarter for a specified minimum number of credit hours, which are assigned for any type of study recognized and required by the faculty.

Semester Calendar Credit Hours

Fall and Spring Semesters include 15 weeks of instruction, while Summer Term includes 6 weeks of instruction.

The actual amount of academic work that goes into a single semester credit hour is often calculated as follows, in relation to astronomical hours:

One credit hour represents 25 minutes of scheduled class time per week. Hence, one credit hour is equivalent to at least 6 hours and 15 minutes of class time per semester.

Most courses are awarded 6 credit hours. This represents 150 minutes of scheduled class time per week and a total of 37.5 hours of class time over a semester.

Research, internships, independent studies, labs, and other academic work leading to the award of academic credit, at a minimum, should clearly state learning outcomes and workload expectations that meet the standards set forth above.

Workload of Undergraduate Degree Programs

A typical bachelor's degree Program of Study on a semester calendar requires at least 240 credit hours to be earned by the student. This roughly translates into 40 courses, depending on the student's program of study.

Normal full-time registration is usually 30 credit hours per semester or 60 credit hours per academic year.

Workload of Graduate Degree Programs

A typical master's program requires at least 90 credit hours, except for MBA program that requires 70 credit hours, including research thesis or project such as capstone. This roughly translates into 12 courses and a capstone or master thesis experience, depending on the student's program of study.

Credit Requirements

In-Residence Courses

Courses are considered in-residence when they are taken at ADA University, or through ADA University Abroad, or are coordinated by ADA University academic units in any instructional modality.

Courses considered not in-residence include those transferred into ADA University, those taken through a Permit to Study at Another Institution.

Some ADA University courses and programs are offered at physical sites other than the ADA University campus and are considered in-residence courses.

With some exceptions, students receive in-residence credit for such courses.

Transfer Credits

Undergraduate students may request to transfer credit for courses taken at another accredited institution prior to their admission to ADA University. The total number of credits transferred for a single degree program may be no greater than 30 credits and is limited by residency requirements. In no case may graduate credit be given for coursework designated as solely undergraduate by the institution where the coursework was completed.

Proposed transfer courses must have been completed with a grade of C or better and must have been completed no more than 3 years prior to the beginning of the semester for which the student is seeking admission to ADA University. With approval, courses taken at ADA University toward a graduate degree earned before admission to a subsequent graduate program at ADA University may be shared.

Transfer credits must be approved by a student's Associate Dean or designee prior to that student's admission to ADA University to be subsequently included in the student's Program of Study.

Students must give the Associate Dean or designee an official transcript from the institution at which the proposed course(s) was completed as well as a syllabus for each course requested for transfer.

The academic unit must inform the Office of Admissions and Student Records which courses will be transferred during the student's first semester of study. Transfer credit will appear on the student's transcript, but grades from approved transferred courses at other institutions will not be counted in the student's ADA University cumulative GPA.

Graduate students may request to transfer credits for courses taken at credit-bearing certificate programs at ADA University prior to their admission to ADA University graduate programs. The total number of such credits transferred may be no greater than 60 credits.

Proposed transfer courses must have been completed with a grade of B- or better and must have been completed no more than 2 years prior to the beginning of the semester for which the student is seeking admission to ADA University.

Study at Another Institution

Grades for courses taken during a Permit to Study at Another Institution are recorded on the ADA University transcript but are not computed in the cumulative GPA.

ADA University transfer credits for courses taught only in English. Credits for courses taught in any other language cannot be transferred. If the transferred grade received is below “C” for undergraduate students and “B-” for graduate students, after conversion to ADA University grading scale, then credits for such courses will not be transferred and counted in the total number of credits needed for graduation. However, students must meet GPA requirements for individual courses taken at other institutions as required for electives or major or minor courses. Students must satisfy any additional requirements provided on the Permit to Study Form. Retake at another institution is allowed only if the first attempt at ADA University was a W (withdraw).

Conversion of transferred grades is done based on the Credit Transfer Manual of the relevant academic year.

Students who are issued a Permit to Study during a Fall or Spring semester will be placed on Leave. When a student’s study at another institution is complete, the student must meet with the academic advisor for his/her program in order to re-enroll at ADA University. The Office of Admissions and Student Records will update the student’s record accordingly.

Permit to Study at Another Azerbaijani Institution

Students who wish to take courses that would not be considered in- residence courses must receive prior approval by their academic unit through a Permit to Study at another accredited institution.

Permit to Study will only be authorized for study at accredited institutions. Prior to seeking a permit to study, all courses must be reviewed, articulated, and approved by the Associate Dean of academic unit or designee for transfer to ADA University and recorded by the Office of Student Records and Registration. Students who want to apply a course to their major must receive prior approval from their academic unit or equivalent.

Students may transfer up to a total of 12 credits during this course of approved study at another Azerbaijani Institution. These credits and courses will be shown as coming from another named institution of higher education on the student transcript.

Grades for courses taken during a Permit to Study at another Azerbaijani institution are recorded on the ADA University transcript but are not computed in the GPA, though they will count in the total number of credits needed for graduation.

Permit to Study at an International Institution

Students who wish to study abroad at a foreign University in partnership with ADA University must receive prior approval from their academic unit. Students attending such study abroad programs are strongly encouraged to take the courses in English. In exceptional cases where the courses in English are not available, students may take course(s) in another language upon the approval of academic unit and if they meet the language requirement of receiving institution.

Undergraduate students, at the time of application for study abroad must complete the first 60 credits in residence and have minimum 2.50 Cumulative GPA at ADA University. Also, students must be in-residence at ADA University during their final semester. Permit to Study Abroad may not be issued during these periods of undergraduate student's tenure at ADA University.

Graduate students, at the time of application for study abroad must complete the first 18 credits in residence and have minimum 3.00 Cumulative GPA at ADA University. Also, students must be in-residence at ADA University during their final semester. Permit to Study Abroad may not be issued during these periods of the graduate student's tenure at ADA University.

The number of credits approved for transfer from an international institution requires advanced approval from the academic unit.

- **Undergraduate students** will be allowed to transfer up to 30 credits.
- **Graduate students** will be allowed to transfer up to 18 credits from study abroad.

Study abroad programs offering any kind of fellowships and financial aid are applicable to all degree students meeting minimum cumulative GPA requirement of 3.0 at the time of application for an available exchange program, additional to any other requirements set by the host University.

Grades for courses taken during a Permit to Study Abroad are recorded on the ADA University transcript but are not computed in the cumulative GPA, though they will count in the total

number of credits needed for graduation. These credits and courses will be shown as coming from another named institution of higher education on the student transcript.

Completed permit applications must be submitted before the end of the semester prior to the anticipated study abroad program.

Students convicted and having official records of violations of the University Honor Code and the Student Code of Conducts are subject to rejection to study aboard at a foreign University at any step of the process.

Cumulative Grade Point Average

Computation of the cumulative grade point average includes only those in-residence courses taken for conventional grades (A, A-, B+, B, B-, C+, C, C-, D+, D, F, or FX).

The following courses are not included in the grade point average: courses taken on a pass/fail basis, courses numbered below the 1000 level, and courses with an Incomplete grade.

Credits accepted upon transfer from other institutions are included in the total number of credit hours applicable to degree requirements, grades earned in such courses are recorded on the permanent record at ADA University, but are not used in computing the average needed for graduation.

GPA's will not be rounded for purposes of evaluating academic progress toward degree completion of academic standing (e.g., a cumulative or semester GPA of 1.99 will not be rounded to 2.00).

Undergraduate Degree Requirements

Undergraduate students are expected to graduate under the Catalogue in effect at the time of their first enrolment. The Catalogue year is the year student starts the degree program. Students may not “tailor make” their own degree requirements by selecting partial requirements from more than one catalogue.

Graduation Requirements

Students must complete at least 240 credit hours with a cumulative GPA of 2.00 or better. Last 60 credit hours must be completed in residence at ADA University. Students may transfer a maximum of 30 cumulative credits from an accredited institution.

The minimum graduation requirement of 240 credit hours must be satisfactorily completed in order to satisfy University and Major Requirements. Some programs may require more than 240 credits for completion of all requirements.

University General Education Requirements

Successful completion of 60 credit hours of General Education courses is required to meet the University requirement for degree completion. The purpose of the General Education is to cultivate a well-rounded person in foundational areas such as English for Academic Purposes, Writing and Information Literacy, Leadership and Communication, Humanities, Social Sciences, Natural Sciences and Quantitative Reasoning.

English for Academic Purposes Program (EAPP) – no credit

All undergraduate students of ADA University must be able to communicate in English with a level of mastery equivalent to the requirements of the university course work. In addition, students need to possess adequate critical thinking, reading and listening comprehension skills to succeed in their degree programs.

Incoming students whose command of English is below a sufficient level, must enroll in and successfully complete the English for Academic Purposes Program (EAPP).

EAPP is a non-credit program. Grades earned in EAPP are not used in computing the grade point average.

Based on the results of the TOEFL/IELTS or ADA University English Proficiency Exam (EPE), incoming students are placed in one of the four levels of EAPP or enroll directly in a degree program:

- Elementary (level 1/A group);
- Lower-intermediate (level 2/B group);
- Intermediate (level 3/C group); and
- Upper-intermediate (level 4/D group).

The students (unless they fail a level) remain designated at their original groups (A, B, C, D) till the end of academic year.

ADA University EPE is administered three times a year in August, December and May. EPE held in December and May helps the EAPP students measure their overall progress.

Students who qualify can take the English Proficiency Exam, and those scoring sixty percent (60%) and above in EPE, can enroll directly in a degree program.

The EAPP students receive some 17 - 21 hours of in class instruction per week. Depending on the groups placed (A, B, C, or D), the average number of study hours required to complete the program varies and is covered in:

- Four 7.5-week sessions for those starting in A group;
- Two 7.5-week sessions and one 15-week semester for those starting in B group;
- Two 15-week semesters for those starting in C group;
- One 15-week semester for those starting in D group.

See *EAPP Program Curriculum* for more details about the levels in EAPP, competences students are expected to acquire by the end of the program, as well as for level-by-level outcome for each course. To graduate from EAPP and enroll in a degree program, students must successfully complete Level 4, i.e. Upper-Intermediate.

Writing – 12 credit hours

University requires two courses in writing, as part of developing analytical thinking and critical reasoning skills. Students must take the University Writing requirement within the first 120 credits earned in residence and earn a grade of “C-” or better. Students who do not successfully complete the University Writing requirement within the first 120 credits will be blocked from registering for subsequent semesters until the requirement is met.

Leadership and Communication - 12 credit hours

University requires 12 credit hours as part of developing a competence in leadership, ethics and communication in our students, and exposing them to problem solving within society early on.

Humanities, Social and Natural Sciences – 36 credit hours

University requires four courses of six (6) credits each from the following areas: Humanities,

Social Sciences, Natural Sciences and Quantitative Reasoning.

Students are expected to satisfy their General Education requirements during the first 120 earned credits. There may be cases in which courses in the General Education curriculum also meet requirements of the major; however, students will not be able to substitute courses in their major field for General Education requirements and vice versa.

Major Requirements

A major requires a minimum of 180 credit hours and consists of 4 components.

Core requirements are for students who need to acquire fundamental understanding of subjects covered in their major before they proceed to advanced studies. Subjects include prerequisite, introductory and core courses in major. Core consists of some 20 courses or equivalent of 120 credit hours.

All programs require 24 credit hours as **Technical Electives** offered to students who want to take courses in advanced topics towards their major. Undergraduate students take 4 technical electives during their last year of studies at ADA University.

All programs require 24 credit hours as **Free Electives**. Free Elective is a course which students may take from any other degree program within their school and/or other schools of the university. Undergraduate students take 4 free electives during their third and fourth years of study at ADA University.

Functional Enablers are an important part of the undergraduate studies. All programs require 12 credit hours as part of better preparing of our students for their studies at ADA University, developing core work-related skills, career strategies, and internship.

Second Career Track

Undergraduate students wishing to pursue a second career track may do so by carefully planning their free electives and course overloads with their academic advisor. Several such tracks are available, where students take a set of six (6) courses predefined by programs across the university.

Changes in Major, Academic Unit Affiliation

To change from one academic unit to another or to change majors within an academic unit within ADA University, students must receive the permission of the academic unit designee in charge of the program to which they wish to transfer. The various academic units may establish additional requirements which must be met by each of their candidates for a degree.

Time Limits to Degree

Undergraduate students are expected to complete all degree requirements in no more than four years after the date of the first enrolment in the degree program, following completion of the EAPP.

Students may appeal to the Dean of their academic unit with a request for an extension to complete their degree within the period specified. The time to degree may be extended by the Vice Rector of Academic Affairs for a compelling reason. Those who receive an extension must complete all degree requirements in no more than six years after the date of the first enrolment in the degree program.

Separations and temporary leaves do not count toward the time limits to degree.

Graduate Degree Requirements

Graduation Requirements

Students must complete at least 90 credit hours with a cumulative GPA of 2.75 or better. At least 72 credit hours must be completed in residence at ADA University.

The minimum graduation requirement of 90 credit hours must satisfy requirements of Core and Technical Electives.

Major Requirements

A major requires a minimum of 90 credit hours and consists of 2 components: Core and Technical Electives.

Core requirements are for students who need to acquire fundamental understanding of subjects covered in their major before they proceed to advanced studies. Subjects include foundation, introductory and core courses in major. Core requires 72 credit hours. Capstone and/or Master Thesis are considered as part of the core requirements.

All programs require 18 credit hours as **Technical Electives** offered to students who want to take courses in advanced topics towards their major. Graduate students take a total of 3 technical electives during their tenure at ADA University.

Time Limits to Degree

Graduate students in full-time programs are expected to complete all degree requirements in no more than two academic years after the date of the first enrolment in the degree program.

Students may appeal to the Dean of their academic unit with a request for an extension to complete their degree within the period specified. The time to degree may be extended by the Dean. Those who receive an extension must take at least two (2) courses each semester. Such students will complete all degree requirements within three years after the date of the first enrolment in the degree program, which may include studying in summer terms as well.

Separations and temporary leaves do not count toward the time limits to degree.

Evaluation of Academic Performance

Judgment regarding standards of evaluation for a student's academic performance is a faculty responsibility. Students should consult the policy on Student Academic Grievances for any matters of concern. No single grading component of courses taught at ADA University shall exceed the 40% of the overall course grade.

Class Attendance

Individual instructors may have different attendance requirements; it is the student's responsibility to check each course syllabus to determine policy and to speak to instructors regarding absences. Absences may adversely affect a student's grade. Students are required to make-up all work missed because of absence by the end of the term. If the student cannot complete the work by the end of the term, he/she may receive an Incomplete grade only at the instructor's discretion.

Students who miss more than twenty-five percent (25%) of classes will be assigned FX as a grade.

EAPP Class Attendance

EAPP class attendance policy excuses from two to four student absences per 7.5-week session, and four to eight absences per a 15-week session. See the table below:

Number of classes per level		Number of excused absences
7.5-week session	32-36	2
	50-54	4
15-week session	45-60	4
	90	8

Ten percent (10%) of the total course grade will depend upon physical attendance in class. For each additional absence, a student will lose 2.5 percent of his/her overall grade. In other words, four (4) absences extra to the excused absences will exhaust all 10 percent allocated for attendance.

Tardiness: EAPP students are responsible for arriving in class on time. Albeit the instructor may allow said student into the class, late arrival by 5 minutes or more is considered as a complete

absence.

Final Exam Policy

- Students are expected to take final exams at the times scheduled by the Office of Student Records and Registration.
- Students with two exams scheduled for the same time, and students with three or more final exams on a given day should submit a request to reschedule an exam to the Dean's office of their academic unit.
- This request must be submitted via email no later than 3 days after the announcement of exam dates.
- Provided an exam can be rescheduled, the exam from the class with the lowest enrolment will be rescheduled.
- All rescheduled exams must occur during the final exam period.
- Unexcused absences at final exams may result in a failure for the course or similar substantial penalty.
- Students must follow any additional policies or procedures for final exams set by individual academic units.

Students are entitled to receive their final grades 96 hours after the completion of the exam period.

Repetition of Courses

Repeating courses can have academic and financial implications for the student.

- Graduate students must repeat courses with a grade of “C-” and below.
- Undergraduate students must repeat major core courses with a grade below “C-”.
- EAPP students must repeat a level with an overall grade below “C”.
- Withdrawal from a course counts as an attempt, but it is excluded in the Repeat process.

Students must contact their Academic Advisor as well as the Office of Student Accounts for additional information and assistance before deciding to repeat a course.

EAPP students have two (2) attempts to pass the same level. EAPP students are not eligible for a withdrawal.

Students are responsible for determining any academic or financial implications for repeating courses. In the context of this policy, passing a course includes meeting any stipulations needed to satisfy a University or major requirement.

Grades for each attempt of the same course are recorded on transcript, but only the highest grade and the credit associated with that grade will count toward the major GPA requirements. W is excluded in the Repeat process. Courses that are not identical in course subject and course number will appear on the transcript and each grade will be calculated in the student’s GPA.

Grading System

Grades Calculated in Grade Point Average

GRADE	GRADE POINTS	GRADE SCALE PERCENTAGE	GRADE NAME
A	4.00	94-100	Excellent
A-	3.67	90-93	
B+	3.33	87-89	Good
B	3.00	83-86	
B-	2.67	80-82	
C+	2.33	77-79	Satisfactory
C	2.00	73-76	
C-	1.67	70-72	
D+	1.33	67-69	Poor
D	1.00	60-66	
F	0.00	00-59	Fail - Academic
FX	0.00	00	Fail - Administrative

Academic Fail (F): Academic Fail indicates the student's continuous enrolment in the course did not satisfy the Instructor's summative requirements for passing the course.

Administrative Fail (FX): The instructor assigns Administrative Fail (FX) in lieu of a grade of F (Academic Fail) when a student never attended or ceased attending the class or violated Honor Code.

Final numeric grades for courses are mathematically rounded before assignment of the relevant letter grade. For example, a total numeric of 93,45 will be rounded to 93 and will be assigned a letter grade of "A-"; a total numeric of 93,50 will be rounded to 94 and will be assigned a letter grade of "A"; a total numeric of 93,51 will be rounded to 94 and will be assigned a letter grade of "A".

Grades excluded from the GPA calculation as the result of course substitution or course waiver will be printed on the transcript with an asterisk.

Additional Posting Symbols for Grades in Courses

N – No grade or invalid grade submitted. It is assigned by the academic unit or appropriate administrative officer when an expected final grade has not been received before the grade posting deadline. The academic unit and the Office of Student Records and are expected to secure an appropriate final grade within one semester.

Grades Not Calculated in Grade Point Average

I – Incomplete

O – Audit (no credit)

P – Pass

W – Withdrawal from course (assigned when a student, under regulations governing changes in registration, withdraws, or is administratively withdrawn from a course after the final date for adding a course)

ZO – Administrative Withdrawal from audit

ZX – Administrative Fail in Pass/Fail Course

FZ – Academic Fail in Pass/Fail Course

Pass/Fail Grades

A grade of Pass indicates performance at a certain level:

- **Undergraduate students:** no less than letter grade “C-” on a conventional grading scale.
- **Graduate students:** no less than letter grade C on a conventional grading scale. Pass/Fail grades are not calculated in the GPA.

Students may select a set number of courses with Pass/Fail grade.

- **Undergraduate students:** no more than two Pass/Fail courses during their studies.
- **Graduate students:** no more than one Pass/Fail course during their studies. In any given semester, students may select only one pass/fail course.

The functional enablers (PDEV coded courses), Thesis, and Capstone project are not included in the rules above.

Incomplete Grades

At their discretion and before the end of the semester, professors may give an Incomplete status for a grade when a student, who could otherwise pass a course, is prevented from completing it during the semester due to extenuating circumstances.

The instructor must provide in writing to the student the conditions for satisfying the Incomplete and submit the Incomplete Grade form to the Office of Admissions and Student Records. Those conditions must include what work needs to be completed, when the work must be completed, and what the course grade will be if the student fails to complete that work. All incomplete coursework must be completed before the end of the following semester absent an agreement to the contrary.

Instructors will submit the grade of “I” and the conditions for completion to the Office of Admissions and Student Records when submitting all other final grades for the course.

The Office of Admissions and Student Records will assign the default grade of F automatically if students do not meet the conditions or if they are separated from the University.

Students on academic probation may not receive an Incomplete. Multiple outstanding Incomplete grades may affect the student’s ability to maintain Good Academic Standing.

Students may not retroactively withdraw from any course where an Incomplete grade has been recorded.

An Incomplete may not stand as a permanent grade and must be resolved no later than the end of the next semester. In addition, students will not be allowed to graduate while an Incomplete grade remains unresolved. Graduation may be delayed to the next graduation date in this case.

Grades for Thesis

Thesis credits are graded as Pass or Fail. Grades associated with Thesis course (P or FZ) affect student’s cumulative credits but are not used in computing the GPA.

At their discretion and before the end of the semester, professors may give an Incomplete status for a grade when a student, who could otherwise pass a course, is prevented from completing it during the semester due to extenuating circumstances.

An Incomplete may not stand as a permanent grade and must be resolved no later than the end of the next semester. Students requesting extension for one more semester will have financial implications and must get the approval of academic unit. In addition, students will not be allowed to graduate while an Incomplete grade remains unresolved. Graduation may be delayed to the

next graduation date in this case.

In case a student fails Thesis, he/she will not be able to graduate.

Latin Honors

To be eligible for Latin Honors at graduation, undergraduate and graduate students must achieve the requisite cumulative GPA as indicated below.

Cum Laude	3.50-3.74
Magna Cum Laude	3.75-3.89
Summa Cum Laude	3.90 or higher

Latin Honors are calculated and recorded on the transcript by the Office of Admissions and Student Records upon graduation.

Honors for State Diplomas require minimum 3.80 Cumulative GPA.

Student Academic Grievances

In cases of complaint or disagreement over academic matters not resolved by consultation among the parties, the University provides the student the right to initiate a grievance procedure, as described in the Student Academic Grievance Policy, attached herewith.

Student Enrolment Status

Degree Students

Undergraduate students are considered full-time if enrolled for at least 30 credit hours in a Fall or Spring semester.

Graduate students are considered full-time if enrolled for at least 18 credit hours in a Fall or Spring semester of their first year and at least 24 credits in a Fall or Spring semester of their second year. Students must choose their part-time/full-time status before the end of add/drop period in their first year Fall or Spring term. Change of enrolment status beyond the add/drop period of the first year's Spring term is not allowed.

To register for more credit hours (overload), students must receive permission from their academic unit.

Undergraduate students must have completed at least 30 credit hours and have at least 3.00 cumulative GPA to carry an overload. Overload at undergraduate level is considered as one additional course to the normal load in the relevant semester. Only students in the last year of their studies may take one course overload provided that they have good standing.

Graduate students must have completed at least one semester and have at least 3.50 cumulative GPA to carry an overload. Overload in graduate level is considered as one additional course to the normal load in the relevant semester. Only students in the last year of their studies may take one course overload provided that they have good standing.

Non-degree Students

Non-degree enrollment status is designed for students who wish to take courses offered by ADA University but either do not plan to pursue a degree or are not yet enrolled at ADA University as full-time students.

Non-degree students are allowed to register for no more than 30 credits in total and no more than 12 credits in one semester.

Non-degree enrollment status does not require a formal admission process. However, the University reserves the right to evaluate the applicant's English language skills, academic background, work experience and community involvement to determine their ability to maintain the standards of academic and professional conduct expected at ADA.

Students will apply for non-degree status by using the Non-degree student form available at ADA University website.

- All non-degree students register on a space available basis.
- Non-degree students are given grades for the courses taken at ADA University, reviewed according to ADA standards of good academic performance, and provided with academic records.
- In case of admission to ADA University degree programs, non-degree students may transfer earned credits according to ADA University credit transfer policy. Such credits can be used for degree if completed no more than 2 years before the admission.
- Non-degree students are charged based on effective financial policies.

Enrolment as a non-degree student does not guarantee acceptance into a degree program.

Student Class Standing

Class standing is determined by the total number of credits that students have earned, with adherence to the policies for repetition of courses, including graded courses at ADA University, or transferred courses.

Credits that are not included in calculating class standing are credits not completed (N, I), or credits not accepted through transfer, examination, or experiential learning.

The following is the range of hours for undergraduate class standing.

- First Year: 0-59 credit hours
- Second Year: 60-119 credit hours
- Third Year: 120-179 credit hours
- Fourth Year: 180-240 credit hours or more

The following is the range of hours for graduate class standing:

- First Year: 0-41 credit hours
- Second Year: 42-90 credit hours and more

Course Levels

0999 Non-Credit Courses

1000 Undergraduate first level courses

2000 Undergraduate second level courses

3000 Undergraduate third level courses

4000 Undergraduate fourth level courses

5000 Graduate Courses that are core graduate courses and courses of general importance in the field.

6000 Graduate Courses that are advanced courses for the master's degree in the field of study.

Undergraduate Students with Senior Standing taking graduate courses

Undergraduate degree-seeking students with fourth year class standing and a 3.00 or better cumulative grade point average may be allowed to take up to 12 hours of graduate course work for undergraduate credit during their tenure at undergraduate level, upon approval of their advisor and the Dean. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the advisor and the Dean of the student's undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors.

Students may transfer these credits to their graduate program at ADA University within 2 years after the course was taken. The general transfer rules apply in this case.

Registration

Initial Course Registration

Students are responsible for identifying implications for their satisfactory academic progress and enrolment status at the University, including impact on financial aid, which results from any change in registration. Students may consult with Academic Advisors to better understand issues of registration and its impact.

Students are also responsible for verifying that all changes in registration are reflected in their official student record.

Students must be registered to participate in a class. Before registration, students should plan their program with their academic advisor.

Add-Drop Period

The add/drop period is the first 10 days of the semester or the equivalent for summer terms. During the add/drop period, students may add or drop courses or change course sections, except when academic unit or teaching unit explicitly prohibits it, without penalty or notice on their transcript.

Drop or Withdraw from a Course

Dropping a course results in no record of the course on the student's academic transcript. Withdrawing from a course results in a W recorded on the student's academic transcript. In both cases, the cumulative GPA is not affected.

Drop a Course

Students may drop courses except for the last course, on the student portal before the tenth day of classes.

If a student wants to drop all courses before the end of add/drop period and does not enroll in any other courses, the student must contact advisor for a leave or separation from the University. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official drop from all courses. Occupied University housing must be vacated promptly by students who drop all classes.

Withdraw from a Course

After the end of add/drop period or the equivalent for the summer term, students may withdraw

from a course up until the end of the tenth week of the semester or the equivalent for summer term by filling out Withdraw from a Course form and submitting it to the Office of Admissions and Student Records. Some additional restrictions on course withdrawals may apply to specific academic programs and international students. Additional restrictions may also apply to courses used to satisfy the University minimum requirements.

When students withdraw before the end of the tenth week of the semester or equivalent for other terms, a grade of “W” is entered for that course. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official Withdrawal. The withdrawal policy may not apply if a student has been charged with a violation of the Honor Code or Student Code of Conduct.

A student may not withdraw from a course after the tenth week of class.

Students may withdraw from no more than three courses during their tenure at the University and no more than one course per semester.

Interruption of Studies Due to Temporary Leaves

A temporary leave is an interruption in studies from the University for a specified period after which the student is expected to return. A Temporary Leave is initiated by the student in consultation with the student's academic unit.

There are four kinds of temporary leaves:

- general,
- medical,
- military,
- trauma and bereavement leave.

Medical leave covers only personal health reasons. Family health reasons are covered under a general temporary leave.

Students on temporary leave are not registered with the University; therefore, their use of ADA University facilities will be limited to those privileges granted to the public. Students are responsible for understanding the implications of a temporary leave for housing, financial aid and progress toward the degree. International students are advised that taking a temporary leave may affect their student visa status and should consult with the Office of International Students in the Office of Student Services.

Students who do not return at the end of the leave will be automatically separated from the University. Separated students must apply for readmission and must meet current admission criteria and program requirements.

Students may not take more than two years of leave.

General Temporary Leave

Students desiring a Temporary Leave should meet with their academic advisor and fill out Temporary Leave Request form. The academic unit will approve or deny the Temporary Leave request and will notify the Office of Admissions and Student Records when Temporary Leave is granted. Students must request the leave no later than the end of add/drop period in the semester in which the leave will begin.

The Temporary Leave becomes void if the student attends any domestic or foreign college or university during the period of leave, unless the student obtains a Permit to Study at Another Institution or a Medical Permit to Study from the academic unit.

Medical Temporary Leave

Students must request a medical leave of absence through their academic advisor and by filling out Temporary Leave Request form. The duration of a Medical Temporary Leave may be for up to one year for personal health reasons. The student should provide medical documentation that supports the requested action together with the form. The approved form will be forwarded for the verification to the Office of Admissions and Student Records.

Student who requests Medical Leave after the end of course withdrawal period will receive Incomplete grades from all courses. Such student may resume studies only after resolving all of his/her incomplete grades based on Incomplete grade policy.

When the student is ready to resume studies, the student must submit Resume of Studies form to the Office of Student Records and Registration.

Military Temporary Leave

Students may be required to leave the University to fulfill military obligations. In the instance of such absences, students must inform their academic advisor and submit the Temporary Leave Request form with a copy of their military orders to the Office of Student Records and Registration.

Students may resume their studies at the University if arrangements are made for their return within the first six months following the end of their absence and if the University still offers the degree program. They may continue to work for the same degrees in which they were enrolled at the interruption of their studies in accordance with the regulations in effect at the time they left.

Trauma and Bereavement Policy

In the event of a personal tragedy or trauma, students may need to coordinate alternative arrangements to complete coursework. Students or their authorized representative may contact the academic unit. If students think it is not in their best interest to complete the semester or to return to campus the next semester, they may elect to take a Temporary Leave or separate from the University.

Special Course Types

Courses Taken for Audit

Students do not receive credit for audited courses. Students can take maximum 2 audit courses per semester. Auditing a course during the Summer term is not allowed.

Faculty may establish standards of class participation and/or attendance for auditing students. When a student fails to meet those standards for auditing a course, the instructor will assign the grade of ZO (administrative withdrawal from audit).

Capstone Experience

One capstone experience is required both from undergraduate and graduate students as part of their major. The capstone must be a practicum in nature. The Dean of the academic unit will determine the nature and scope of the capstone experience and specific requirements will be included in the Program of Study. The structure, content and grading of the capstone examination, as well as any policy on retaking the examination, will be determined by the academic unit.

Master's Thesis

Graduate students may select a Research Track by the end of their first year of study. Such students will write a master's thesis. Students who are writing a thesis are expected to demonstrate their capacity to do original, independent research. A master's thesis equates to 18 semester credit hours.

A thesis advisory committee shall consist of at least two members of the ADA University faculty. In consultation with the Thesis Chair, the student must solicit faculty for the committee and must submit their names for approval by the Associate Dean or designee.

A thesis must be submitted to the University Library in electronic format after final approval by the Examining Committee. The submission of the thesis to the University in fulfillment of degree requirements grants the University the one-time, non-exclusive right to publish the document on the ADA University public domain. Distribution is subject to a release date stipulated by the student and approved by the University. As the owners of the copyright of the thesis, students have the exclusive right to reproduce, distribute, make derivative works based on, and publicly perform and display their work, and to authorize others to exercise some or all those rights.

Internships and Career Development Skills for Undergraduate and Graduate Students

Qualified, undergraduate degree-seeking students in all full-time programs must enroll in credit-bearing Internships with Career development course built in them, which are part of the student's studies at ADA University.

Undergraduate students enroll in Career Development Skills and Strategies course during their third year of study. To enroll in Internships, undergraduate students must have completed 120 earned credits, while graduate students must have completed at least 36 credits at the University. Credit hours assigned for undergraduate Career Development Strategies and Skills course is set at 6 ECTS. Internship is a required part of the course to be taken in either Spring or Summer terms of the same Academic year. Students failing Career Development Strategies and Skills component are subject to the retake of the course before progressing into the credit-bearing Internship. Students failing Internship component of the course should retake only required internship part by completing minimum requirement of 120 hours of work.

General requirement for undergraduate degree students for the credit-bearing internship is - minimum of 120 hours over minimum 4-6 weeks are required for each internship.

Graduate degree-seeking students in all full-time programs of the School of Public and International Affairs, and the School of Education have credit-bearing Internship offered to them as a Technical elective within their programs of study at ADA University.

Graduate Credit-bearing internship course as a Technical elective is set at 6 ECTS. General requirement for the credit-bearing internship is - minimum of 180 hours over minimum 5-6 weeks including in-class Internship seminar hours.

All students, with the permission of their instructors, may vary their scheduled hours if they meet the total minimum requirement by the end of the term. Students who elect to work more than the minimum may do so, without any impact on the credit hours. Internships can be paid or unpaid consisting of work assignments with a significant experiential component under the guidance of an ADA University instructor. Instructor and teaching unit approvals are required for internships. An important component of any internship is the availability of an internship placement opportunity that will provide sufficient substantive work to merit academic credit. To receive academic credit, the work for the internship must be more substantive than administrative, with non-administrative work comprising in general at least sixty percent (60%) of the work performed. The course instructor must provide the student an academic syllabus with clear learning outcomes for the course and internship, communicate regularly with the student, and require assignments designed to provide a foundation and support for the

internship. The assigned faculty mentor is responsible for the assessment of the student's internship performance, which must include an assessment by the workplace supervisor. The workplace supervisor's assessment can count for no more than half the final grade. The academic component of the course must be valued as at least half of the final grade.

Internships and undergraduate Career Development Skills and Strategies (CDSS) course are graded as Pass/Fail. Detailed Guidelines and Forms for the Credit-bearing internship will be provided within the CDSS course by the School Career Advisor to all undergraduate students. Graduate students taking internship as a Technical elective should be provided with detailed program and syllabus of the course within in-class seminars by the course Instructor.

Substituting Courses

In cases where repeating a failed course or taking a course from Program of Study is not possible due to discontinuation of a course, a student may petition to substitute one course for another, as long as the course content is significantly similar. The substitute course must be at the same level as the original course. Lower level courses may not be used to substitute for upper level courses.

The student's academic advisor and the Dean of the student's program must approve of the substitution by signing the Course Substitute form. If approved, the grade in the new course taken will be included in the GPA calculation. In case of a repeat of a discontinued course the grade of the first course taken will remain on the transcript with an asterisk and will be excluded from the GPA and earned credit calculation. The grade for the substitute course will be included in the GPA and earned credit calculation.

In cases when a course is discontinued, and substitution is not possible, the course requirement can be waived upon the approval of Academic advisor and the Dean. A course waiver does not decrease the overall credit requirements for graduation.

Separation or Suspension from the University

Voluntary Separation

Students in good academic standing wishing to separate from the University the following semester must notify the Office of Admissions and Student Records and may do so at any time up to and inclusive of the last day of classes, provided their academic progress during the semester does not result in academic dismissal.

A student who is considering separating from the University should consult with the academic unit as soon as possible to determine whether there are other more viable alternatives.

A separation can be initiated by the student or a representative of the University. Separations requested after the last day of instruction or by students on academic probation will only be approved by the academic unit if the student's academic progress does not result in academic dismissal.

A separation from the University results in the loss of active student status. Students who are eligible to enroll in courses for a semester, but who do not enroll, will be separated from the University.

Following a separation, students in good academic standing and students with no academic standing and students with no academic standing can apply to the University admissions office for re-admission in the following year and regain active student status. Students who separate from the University after the end of course withdrawal period may only resume their studies after completing one semester away from University. Students who separate from the University without notifying the Office of Admissions and Student Records will not be considered for re-admission. Students who separate from the University and are subsequently readmitted, will not be readmitted again after they separate from the University second time for any reason.

Involuntary Non-Academic Suspension

The University may suspend a student from the University for an interim period pending disciplinary or criminal proceedings or medical evaluation regarding behavior relevant to such proceedings.

The interim suspension will be effective immediately without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal University functions. Interim suspension excludes students from University premises and other privileges or activities.

Office of Admissions and Students Records

The Office of Admissions and Student Records ensures the integrity, accuracy and security of all academic records of current and former students; facilitates effective student registration and enrolment; builds and manages secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms; and supervises and maintains the Banner Student Information System.

The Office of Admissions and Student Records processes the articulation of transfer credits, graduation and certification of baccalaureate and master's degrees, enrolment and degree verification, production of official transcripts, diplomas and commencement ceremonies. The Office of Admissions and Student Records counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the University and national educational standards.

The Office of Admissions and Student Records is responsible for:

- Managing Student Information Systems (Banner Student System and Power Campus [legacy])
- Interpretation and enforcement of University academic policies
- Preparing academic documentation in accordance with legislation of Azerbaijan
- Preparing academic reports for the government agencies
- Collaborating with all university units to facilitate and improve academic service
- Academic registration, add/drop and withdrawal process
- Academic scheduling
- Scheduling of the final examination
- Reserving classrooms for special meetings, etc.
- Preparing the University calendar
- Certifying University degrees
- Certification of eligibility for honors
- Providing student-related information to University offices and departments
- Security of student records
- Transcript service
- Academic advising support
- Verification of application for major records and transfers
- Assisting in curriculum development and modification
- Noting exceptions to academic policies, including academic records, course substitutions, grade changes, and overload approvals

- Coordinating of the grade appeal process
- Monitoring student leaves and withdrawals
- Assisting in the development of annual enrolment goals

The Office of Admissions and Student Records intends to serve all students—prospective, current and former. Please contact us either electronically or in person for additional information.

Academic Forms

The following forms are available from the Office of Student Records and Registration. A form must be printed, filled out and signed to become official.

Forms may be scanned and emailed to the Office of Admissions and Student Records at records@ada.edu.az

Credit Transfer Form

Grade Appeal Form

Grade Change Form

Incomplete Grade Form

Major Change Form

Name Change Form

Resume of Studies Form

Temporary Leave Request Form

Thesis Topic Approval Form

Withdraw from a Course Form

University Undergraduate to take Graduate Courses Form

Voluntary Separation Form

Office of Admissions and Student Records

Tel: (+994 12) 437 3235

Fax: (+994 12) 437 3236

E-mail: records@ada.edu.az; registration@ada.edu.az

Second Career Track

Second career tracks are available for all ADA University undergraduate students without any program limitation. Students must complete all courses indicated in the options and meet the minimum grade requirements in order to be eligible for receiving second career track.

The following options are available.

School of Business

Second Career Track in Business Administration

Minimum of 36 ECTS required from the following courses:

1. BUSA 1100, Foundations in Learning Business
2. ACCT 1200, Financial Accounting
3. MGMT 2300, Organization and Management
4. FINC 2400, Principles of Finance
5. MRKT 2400, Principles of Marketing
6. At least 6 ECTS from any 3000-level and/or 4000-level course listed in the BBA curriculum. These may include either major core or/and technical elective courses.

Second Career Track in Economics

Minimum of 36 ECTS required from the following courses:

1. ECON 2301, Intermediate Microeconomics
2. ECON 2402, Intermediate Macroeconomics
3. ECON 3501, Econometrics I
4. ECON 3602, Econometrics II
5. At least 12 ECTS from any 2000/3000/4000-level courses listed in the BSE curriculum. These may include either major core or technical electives.

School of Public and International Affairs

Second Career Track in International Studies

Minimum of 36 ECTS required from the following courses:

1. POLS 1100, Introduction to International Relations
2. LAWP 3500, Public International Law
3. POLS 2400, Theories of International Relations

4. POLS 3600, International Political Economy
5. POLS 3601, Foreign Policy Analysis
6. At least 6 ECTS from any 3000-level and/or 4000-level course listed in the BAIS curriculum. These may include either major core or/and technical elective courses.

Second Career Track in Public Affairs

Minimum of 36 ECTS required from the following courses:

1. PUBA 1100, Introduction to Public Affairs
2. LAWP 2300, Law and Public Affairs
3. PUBA 2400, Organizational Behavior
4. PUBA 3601, Public Finance and Budgets
5. PUBA 3602, Policy Analysis and Program Evaluation
6. At least 6 ECTS from any 3000-level and/or 4000-level course listed in the BAIS curriculum. These may include either major core or/and technical elective courses.

Second Career Track in Law

36 ECTS required from the following courses:

1. PBLW 1101, Foundations of a Legal System
2. PBLW 1100, Constitutional Law
3. PRLW 1200, Foundations of Civil Law
4. PBLW 1200, Administrative Law
5. PBLW 1201, Criminal Law
6. PCLW 2300, Civil Procedure

School of IT and Engineering

Second Career Track in Computer Science

Minimum of **36 ECTS** required from the following courses for **non-SITE students**:

1. CSCI 1101, Programming Principles I
2. MATH 1101, Discrete Structures
3. CSCI 1202, Programming Principles II
4. CSCI 2304, Data Structures & Algorithms
5. CSCI 2407, Theory of Computation
6. 6 ECTS must come from any SITE/CSCI course listed in the third or fourth year of the BSCS curriculum. These may include both major core and technical elective course.

Minimum of **24 ECTS** required from the following courses for **CE** and **IT** students:

1. CSCI 2407, Theory of Computation
2. CSCI 3511, Programming Languages Theory

3. CSCI 3613, Artificial Intelligence
4. CSCI 4724, Machine Learning

Second Career Track in Computer Engineering

Minimum of **36 ECTS** required from the following courses for **non-SITE students**:

1. CSCI 1101, Programming Principles I
2. MATH 1101, Discrete Structures
3. ENCE 2301, Digital Logic Design
4. CSCI 2406, Computer Organization & Architecture
5. ENCE 3608, Introduction to Embedded Systems
6. 6 ECTS must come from any SITE/ENCE course listed in the third or fourth year of the BSCS curriculum. These may include both major core and technical elective courses.

Minimum of **24 ECTS** required from the following courses for **IT students**:

1. ENCE 2301, Digital Logic Design (needs to be taken as prerequisite for the next course)
2. CSCI 2406, Computer Organization & Architecture
3. ENCE 3608, Introduction to Embedded Systems
4. MATH 2305, Ordinary Differential Equations
5. ENCE 4710, Signal Processing
6. ENCE 4833, Mobile Robotics
7. ENCE 4731, Microprocessor Systems

Minimum of **24 ECTS** required from the following courses for **CS students**:

1. MATH 2305, Ordinary Differential Equations
2. ENCE 3608, Introduction to Embedded Systems
3. ENCE 4710, Signal Processing
4. ENCE 4833, Mobile Robotics
5. ENCE 4731, Microprocessor Systems

Second Career Track in Information Technology

Minimum of **36 ECTS** required from the following courses for **non-SITE students**:

1. CSCI 1101, Programming Principles I
2. CSCI 2304, Data Structures and Algorithms (Prerequisite of which will be Programming Principles I with grade condition of B-)
3. CSCI 2303, Introduction to Computer Networks
4. INFT 2404, IT Systems: Hardware & Software
5. INFT 2301, Fundamentals of Databases

6. 6 ECTS must come from any SITE/INFT course listed in the third or fourth year of the BSCS curriculum. These may include both major core and technical elective courses.

Minimum of **24 ECTS** required from the following courses for **CS** students:

1. INFT 2404, IT Systems: Hardware & Software
2. INFT 3610, Business Process Modeling for IT Solutions
3. INFT 4732, Advanced Computer Networks
4. INFT 4834, Advanced Database Systems
5. INFT 3609, IT Project Management

Minimum of **24 ECTS** required from the following courses for **CE** students:

1. INFT 2404, IT Systems: Hardware & Software
2. INFT 4732, Advanced Computer Networks
3. INFT 2301, Fundamentals of Databases (needs to be taken as prerequisite for the next course)
4. INFT 4834, Advanced Database Systems
5. INFT 2303, Systems Analysis & Design (needs to be taken as prerequisite for the next two courses)
6. INFT 3609, IT Project Management
7. INFT 3610, Business Process Modeling for IT Solutions

Exam Rules and Regulations

These regulations apply to all in-class undergraduate and graduate exams.

1. Students must be on time for all examinations. Students who arrive late may be admitted to the examination room with no additional time given;
2. Students are not permitted to wear coats, scarves, hats or outdoor clothes during exams. The professor/proctor will request that students remove any clothing of this type for the duration of the examination. Moreover, this kind of clothing may not be put on the desk;
3. All mobile/smart devices must be off or switched to silent with no vibration and put face/screen down on professor/proctor's desk. Failure to observe this requirement will be treated as a violation of Honor Code;
4. Students must bring their own pens, pencils, and any other required equipment to each examination;
5. Students are not allowed to bring papers to the examination. Exam sheets will be provided by the University;
6. For examinations requiring the use of a calculator, unless otherwise specified by the examiner, only non-programmable, non-text storing calculators are permitted;
7. Talking or communicating in any other way with other students is forbidden during the exam period. Failure to observe this requirement will be treated as a violation of Honor Code;
8. The professor/proctor has the authority to assign to or change seats of the students;
9. It is strictly forbidden for students to be in possession of any notes, documents or unauthorized material; Failure to observe this requirement will be treated as a violation of Honor Code;
10. In open-book exams, the students are not allowed to bring any materials other than those permitted by the professor of the course. The professor will send the list of permitted materials prior to the exam;
11. Students are not allowed to bring food into the exam as it could disrupt others;
12. If a student suspects that there is a printing error in exam paper, he/she should consult the professor/proctor;
13. If students have any question, any point to make, they should raise their hand and wait for the professor/proctor to approach them. They are not allowed to talk to anyone else;
14. Students are not allowed to leave the examination room during the first 30 minutes of the exam; Students are to stop writing immediately when told to do so at the end of the exam;
15. Students are not permitted to leave the examination room unless they finish their exams. In exceptional circumstances they may be allowed to leave the room under the conditions set by the professor/proctor;
16. Students bear responsibility for the consequences of illegible writing; What cannot be read, will be assumed to be incorrect;
17. Take-home exams must be submitted through software-assisted plagiarism detectors electronically (regardless of the hardcopy policy of the professor). If the students fail

to do so for a legitimate reason, the professors must make sure to check the papers through such programs;

18. The students are expected to be familiar with the Honor Code of the ADA University and all other documents relevant to the conduct of the exams;
19. In case of suspected violation of Honor Code, a student will be given a first oral warning, their seat may be changed; With the second warning, the test papers shall be taken, and test results annulled. The name will be reported to the administration and be referred to the ADA Honor Code Committee; Penalties for misconduct will be a zero on this exam, a fail grade in the course, and/or other disciplinary action that may be applied by the ADA Honor Code Committee;
20. The course professor may include exam rules and regulations in addition to the rules listed above. In case any of the additional rules and regulations defined by the professor are in contradiction with the ADA University Exam Rules and Regulations, the latter will prevail.

Glossary

Academic unit: A free-standing school or the University Library; the academic units are the School of Public and International Affairs, School of Business, School of Information Technologies and Engineering, School of Education, and the University Library.

Active Status: A student is considered to have active status with the University when one of the following criteria has been met; is enrolled in courses, is enrolled in an ADA University Abroad, has arranged a Temporary Leave for a semester or is taking classes through another institution while on a Permit to Study. Students no longer have active status with the University when they withdraw, are academically dismissed or fail to enroll in a subsequent semester without arranging a Temporary Leave or Permit to Study. Students who fail to enroll in a subsequent semester and do not arrange a Temporary Leave or Permit to Study will be Administratively Separated from the institution.

Excused Absences: Students may receive an excused absence from class or exam attendance for reasons that include, but are not limited to, major religious holidays, a medical reason, participation in ADA University off-campus activities that are required and related to another class, or a family emergency. Instructors may require documentation for excused absences.

Documented Disabilities: Students who provide documentation of a disability may request reasonable accommodations in the Office of Disability and Inclusive Education (ODIE). Examples of disabilities for which accommodations may be provided include learning disabilities, Autism Spectrum Disorders, Attention Deficit Hyperactivity Disorder, Deaf and hearing impaired, blind, and visually impaired, as well as medical, psychological, and physical disabilities. Students may enter the University with or without identifying their disability in the admissions process. All students who believe they may qualify for disability accommodations are encouraged to visit the ODIE to make an appointment with a counselor.

Teaching Unit: A program, institute, or center within an academic unit.

ADA UNIVERSITY HONOR CODE

I. Mission

The ADA University is a community of students, staff, faculty and administrators united by the common goal of promoting excellence in education, research and service. ADA University strives to provide state-of-the-art facilities and excellent environment for its community members to engage in an inspiring and dynamic learning process. The University places a high value and emphasis on the academic success and achievements of its community members.

However, this must be achieved only in an environment guided by academic honesty, integrity, and a commitment to personal and mutual accountability.

The University's philosophy is centered on the idea that academic integrity and honesty should be promoted not by the use of sanctions and threats, but rather, by instilling an academic culture that embraces these values in their own right. During the pre-curriculum phase, incoming students will devote a considerable length of time discussing generally accepted standards of academic integrity so as to avoid any possible misunderstandings or unintended violations of the codes of proper academic conduct.

The Honor Code contains a list of academic rules and procedures essential to guiding the conduct of students, staff, faculty and administrators alike. The sanctions contained in this guide are intended only as a last resort, allowing ADA University to defend itself and its reputation against violations of these generally accepted standards of proper academic conduct.

II. Principles of Academic Integrity and Honesty

- a. **Do Not Lie!** Purposefully providing false information and gaining an advantage or avoiding consequences by lying, falsification, deception, or fraud is not acceptable behavior at ADA University.
- b. **Do Not Cheat!** Violating the rules of the exams, tests, and other assignments as well as accepting unauthorized help is not acceptable behavior at ADA University.
- c. **Do Not Plagiarize!** Using someone else's intellectual work without giving proper credit to the author and submitting the same paper for two or more classes is not acceptable behavior at ADA University.
- d. **Do Not Discriminate!** Discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation, or disabilities is not acceptable behavior at ADA University.

- e. **Do Not Help Others Violate** These Principles

III. Reporting Violations of the ADA Honor Code

- a. Students, staff and faculty who have become aware of possible violations of the ADA University Honor Code are expected to report these cases to the Dean of the appropriate school with the utmost urgency. This should be done orally or in writing, providing as many details as possible.
- b. Such reports to the Dean are normally adequate for reporting purposes. If taking reporting actions, any student, staff or faculty member should take appropriate account of the circumstances at the time. Any unnecessary disruption of classes or examinations underway should be avoided.
- c. The Dean will maintain the utmost confidentiality concerning such reports and will take precautions to ensure the anonymity of his/her source. The Dean shall submit the case to the Honor Committee for hearing, save in cases when the student admits the violation of the Honor Code.
- d. All written assignments at ADA University will be checked, if necessary, by an anti-plagiarism program. Should the report on the submitted assignment indicate a possible violation of the Honor Code, the relevant faculty member is required to provide the Dean with a copy of that report.
- e. The allegation of a faculty member's violation shall be reported to the Dean who will subsequently report it to the Vice Rector of Academic Affairs. The Vice Rector of Academic Affairs shall form the Honor Committee. The Vice Rector shall take into account potential conflicts of interests when appointing Committee members.

IV. The Honor Committee

- a. The Honor Committee is charged with hearing cases of alleged violations of the ADA University Honor Code.

- b. Student members of the Honor Committee shall be selected by Dean from members of current Undergraduate and/or Graduate Student Governments.
- c. Faculty members of the Honor Committee shall be appointed by the Vice Rector of Academic Affairs.
- d. When hearing cases of alleged violations of the Code by students, the Committee shall be composed as follows: three (3) faculty representing minimum two different Schools and three (3) student members. The student members of the Committee shall be appointed by the Dean from the full list of members of Graduate and Undergraduate Student Governments to serve as a jury duty. The Dean shall take into account potential conflict of interests when appointing student Committee members. Dean reserves the right to select Graduate Government members for hearings of alleged violations by undergraduate students and vice versa select Undergraduate Government members for hearings of alleged violations by graduate students. Hearings of alleged violations by students are chaired by the Dean, whose task it is to ensure that proper procedures are adhered to. At no point shall the Dean express his/her views of the merits of the case. The Dean has a casting vote right in cases when the Committee is tied.
- e. When hearing cases of alleged violations of the Code by faculty members the Committee shall be composed as follows: The Dean of the appropriate school (1), three (3) faculty members and two (2) senior administrators. Hearings of alleged violations by students are chaired by the Vice Rector of Academic Affairs, whose task it is to ensure that proper procedures are adhered to. At no point, shall the Vice Rector of Academic Affairs express his/her views of the merits of the case. The Vice Rector has a casting vote right in cases when the Committee is tied.
- f. Each member of the Honor Committee is required to pledge to keep the matter under investigation confidential. Members are required to make conflicts of interest known to the Dean and/or Vice Rector prior to the first hearing. In case of a conflict of interests, the member in question shall be replaced by another member for the duration of the case.
- g. The Dean and/or Vice Rector shall appoint a Secretary of the Honor Committee hearing, who shall maintain minutes of the hearing and advise faculty members on previous cases

of violations of the code. The minutes of the hearing shall be signed by the Secretary, the Dean/Vice Rector and committee members.

- h. Serving on the Honor Committee is a voluntary activity. The committee member may voluntarily resign by giving advance written notice to the committee.
- i. Contacting members of the Honor Committee for the purpose of influencing their decision is prohibited and considered in itself a violation of the Honor Code.

V. Investigation Procedures

- a. Investigation must be conducted in a timely manner. Persons under investigation have the right to attend the hearings of the committee and defend themselves. If relevant, the Faculty member, and location of the hearing are announced to the members of the committee as well as the interested persons five (5) days in advance. If a person under investigation fails to appear without a valid cause, the hearing may proceed, nevertheless.
- b. Hearings must be conducted in an atmosphere of free debate, analysis, and decision-making. They are closed to the public. Members of the committee are free to ask any questions related to the case. Witnesses might be called to the hearing sessions to ensure a more detailed investigation of the case.
- c. The Committee shall strive to decide with unanimity. Should this not prove possible, decisions will be taken by a simple majority. A quorum will be a simple majority of the committee members. Dissenting members have the right to have their views entered into the minutes.
- d. At all times, the members of the Committee shall guarantee the complete confidentiality of the proceedings. The documents relating to the investigation shall remain sealed at all times in the Dean's office. It is illegal to tamper with these papers or distribute them without the written consent of the Dean.
- e. Both students and faculty have the right to appeal the case to the Rector. Appeals must

be made in writing within one (1) week of the decision of the Honor Committee. If the Rector considers the appeal to be grounded, a second hearing is organized with an Ad Hoc Honor Committee consisting of members not familiar with the case. Decisions passed after the second hearing are final.

- f. The relevant faculty member and the dean shall invite the alleged offender to discuss the details of the allegation. The faculty and the dean shall invite the student to admit the allegation. In case the student admits the allegations of the Honor Code violation, he/she shall sign the “Honor Code Violation Form” attesting to the fact of violation. The faculty member and the dean subsequently will decide on the applicable sanction, as outlined in Article 5.g below. If a student rejects the allegations, the faculty member and the dean must forthwith refer the case for investigation by the Honor Committee.
- g. ADA University will implement a “Forgiveness Principle” for its students. Forgiveness Period is applied for the first semester at ADA University. First-time offenders during Forgiveness Period shall fail the component grade and receive a written warning. A first offence committed during the Forgiveness Period will not have any further implications. If a student commits an offence for the second time during Forgiveness Period, the usual mechanism of sanctions should be applied. If a student commits a violation for the second time and he/she is a student of the second semester and above, student shall fail the course, and receive a written warning. The next violation will result in one semester suspension from studies. If the student commits any further violations, he or she will be permanently expelled from the University.
- h. The decision of the Committee concerning the sanctions to be applied against the student shall be passed on to the Dean, who shall implement Committee’s decision. Should the student have withdrawn from the class or the University prior to the completion of the investigation, the sanctions will be imposed, nevertheless.
- i. The Decision of the Committee concerning the Honor Code violation by the faculty member shall be passed on to the Rector who, in case of violation, shall decide on the sanctions to be applied. In case of the first-time offenders, the Rector shall issue a

written warning. The second time offenders may expect their employment contract to be prematurely terminated, subject to the requirements of the Labor Code of The Republic of Azerbaijan and other applicable legislation.

VI. Amendments to the ADA University Honor Code

The ADA University Honor Code can be amended through a vote of the University Senate. Amendments to the Honor Code must be approved by a 2/3 majority of the Senate members.

VII. Pledge

- a. All students, staff and faculty of ADA University community will be asked to sign a copy of the Honor Code.
- b. All students, staff and faculty must be prepared to take the following pledge:

“As a member of the ADA University community, I will not engage in any behavior that will violate the Honor Code, nor will I tolerate others doing so. I will do everything in my power to uphold an atmosphere of honesty and integrity at ADA University and will encourage others to behave likewise.”

VIII. The Honor Code Agreement

Having read the ADA University Honor Code, I understand and accept my responsibility to uphold the Honor Code at all times.

Name: _____

Signature: _____

Date: _____

Student Academic Grievance Policy and Procedures

During academic life, a student may come into disagreement with a faculty member or with the policies and actions of an academic unit as they affect the student's progress toward completion of a course or degree. In cases of complaint or disagreement over academic matters not resolved by consultation among the parties, the University provides the student the right to initiate a grievance procedure, as described below.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Evaluation of students and the awarding of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as personality, physical disability, age, race, gender, sexual orientation, religion, national origin, degree of political activism or personal beliefs.

Judgement regarding standards of evaluation for a student's academic performance is a faculty responsibility and is not grievable. Normally, only questions relating to whether a faculty member complied with the stated requirements of the course and applied standards of evaluation fairly and equitably is potentially grievable. Cases involving complaints about grades will be considered only when there is clear evidence that casts significant doubt on the objectivity of the grading process or indicates that the faculty member failed to comply with the stated requirements of the course.

A. Consultation and Informal Resolution

1. Normally the student should discuss the matter directly with the faculty member. Both parties should make reasonable efforts to resolve the issue in an informal manner. If no direct resolution is reached, either party may request consultation and mediation by the unit head or academic administrator designated by the dean to help resolve potential grievances, as defined by the appropriate school in which the course or program is offered (referred to as the designated academic administrator).
2. If the student feels uncomfortable trying to resolve the matter directly with the faculty member, the student may go directly to the unit head or designated academic administrator.

The unit head or designated academic administrator:

- a. counsels the student as to the steps involved in pursuing a grievance, with emphasis on informal resolution, and

- b. gives the student a copy of the grievance procedure section of the university's academic regulations, plus any additional information specific to the teaching unit, if it is consistent with the university's academic regulations, and notifies the faculty member immediately.

If the process of consultation and informal resolution fails, then formal grievance proceedings may begin.

B. Formal Process

1. If the student, after completing the above steps, remains unsatisfied, then he/she may file a formal grievance by submitting a written complaint to the head of the teaching unit or other academic administrator designated to supervise the grievance procedure. Jurisdiction over the grievance procedure resides in the teaching unit responsible for the course. The complaint, plus any supporting documents, shall supply full detail regarding the nature of the complaint and the remedy sought. The complaint shall indicate the dates on which attempts at informal resolution took place. To ensure that the school/college responsible for a student's enrolment in the university is aware that a grievance has been filed, the teaching unit, which has jurisdiction over the grievance, will provide the dean of the student's school with written notification of the filing. The faculty member against whom the grievance has been filed will also be notified.
2. A grievance must be filed within three (3) working days of the occurrence or discovery of the alleged incident.
3. Each teaching unit shall have a standing grievance committee, consisting of at least three faculty members, that can be convened to hear any complaint submitted. If a member of the grievance committee is a party to a complaint, the unit head shall appoint a substitute faculty member who is not involved in the case.
4. Upon receipt of a complaint, the unit head or responsible administrator shall transmit the complaint to the grievance committee and simultaneously to the faculty member and shall assure that a hearing takes place within three (3) working days. All parties shall be informed in writing of the time and place of the hearing. Prior to the hearing, the committee shall obtain additional material it deems relevant. All parties shall receive copies of all relevant documents and each party has the right to respond in writing. The grievance committee shall review in detail the complaint, the remedy sought, and all supporting documentation.
5. The student and the faculty member or other person(s) named in the grievance shall have the right to an oral hearing before the committee. The student may waive in

writing her/his right to appear for the hearing. Otherwise, if the student fails to appear for a hearing, the committee must dismiss the case with prejudice, unless the student can demonstrate that he or she was detained for reasons beyond his or her control. If the faculty member or his/her responding party does not appear, the hearing may proceed in that person's absence. The committee shall have the right to question the student filing the grievance and the faculty member or other person(s) named.

6. Parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions and present a closing statement. Additional witnesses may be called at the discretion of the committee. Either party may be accompanied by an advisor, but the advisor may not address the hearing directly. Because the purpose of the grievance process is to provide a fair review rather than a formal legal proceeding, participation of persons acting as legal counsel in the grievance process is not permitted. All hearings shall be closed to the public, unless both parties agree in writing to an open hearing. A record of the hearings and any decisions of the committee shall be maintained in accordance with applicable laws.
7. In cases involving allegation of improper evaluation, the student must demonstrate clearly and convincingly that the evaluation was not objective or that the faculty member did not comply with the syllabus or other stated requirements of the course. If the only question is as to the validity of the judgment of the faculty member regarding the merit of the academic performance of the student, the case will be dismissed. In such a case, the committee will not read the papers or examinations of the student to judge whether they have been fairly graded. It is not the task of the committee to judge the academic standards used by faculty members in grading students
8. Committee deliberations shall take place in closed sessions. Committee decisions in support of the grievance must be made by majority vote of all members present. Three quarters of the members constitute a quorum
9. Within two (2) working days after the hearing is concluded, the committee shall render a decision in writing, together with the rationale for that decision, to all parties involved. If a majority of the committee finds the student's allegation to be supported by clear and convincing evidence, the committee shall take appropriate action in accordance with the student's interest which it feels would bring about substantial justice. In cases in which a grade is in dispute, the committee shall first consider other remedies such as: permitting the student's registration in the course to be canceled, allowing a late withdrawal, arranging a way for the student to submit new work, retake an examination, or retake a course (under the direction of another professor)
10. If a change in the student's academic record or other action is decided upon, it is the responsibility of the head of the teaching unit in which the grievance was filed

to implement the decision. The head of the teaching unit shall implement the decision within two (2) working days. For the record, a copy of the decision shall be forwarded to the dean. In cases where the grievance is filed in a school which is not the student's home unit, there should also be written notification by the dean or the dean's designee to the dean of the student's school of the decision in the case.

C. Records

1. All records pertaining to a grievance case shall be maintained by the academic unit where the hearing or appeal takes place, normally the academic department or the office of the dean of the school.