FOUNDATION PROGRAM REGULATIONS

1. Purpose

ADA University aims to ensure that students become highly resourceful and versatile individuals who are well-equipped to navigate the challenges of our complex and globalized modern world. This necessitates that they acquire qualifications that go beyond their main fields of specialization. When starting their university career, students are thus required to complete a *Foundation Program* that is an integral part of undergraduate degree programs. The purpose of this document is to outline ADA University's *Foundation Program* regulations.

2. Scope and Recommendations

The regulations outlined in this document apply to the University's undergraduate degree programs. They should be read alongside ADA University's *Undergraduate Degree Regulations* and its *Curriculum Structure and Regulations*.

Teachers, undergraduate students, and all those involved in the development or modification of undergraduate degree programs are expected to be thoroughly familiar with the regulations set forth in this document.

3. Definition

The *Foundation Program* encompasses courses offered to students enrolled in undergraduate degree programs at ADA University. The purposes of the *Foundation Program* component are (1) to equip students with a solid foundation in areas that are essential to their future academic and professional careers; (2) to cultivate their awareness of Azerbaijan's rich historical and cultural tradition; and (3) to provide them with a broad perspective on contemporary global issues.

4. Foundation Program Regulations

4.1 General Provisions

a. The *Foundation Program* must be coherently structured and offer a combination of courses suited to broadly expand the knowledge, skills and attitudes of students in areas essential to their personal, academic and professional development in today's transcultural and globalized world.
b. With the exception of the *Bachelor of Laws* program, the *Foundation Program* requirements outlined in this document ought to be substantially incorporated into all undergraduate degree programs. Depending on the nature of the degree, programs may adapt these requirements. Any adjustments need to be specified in the respective program's description and its structure of courses.
c. It is the responsibility of the Curriculum Committee(s) and the Dean(s) and Associate Dean(s) of the School(s) involved in the delivery of a degree program to ensure that the respective program substantially covers the courses and credit requirements mentioned below in 4.2.
d. The development and modification of the *Foundation Program* and of its curriculum and courses is the responsibility of faculty. It may be delegated to the Curriculum Committee of the *Foundation Program*.

e. Detailed procedures for the development, modification and approval of programs, curricula and courses are outlined in the University's *Degree Program Development and Modification Policy* and in its *Curriculum and Course Development Policy*.

f. Detailed information on the *Foundation Program* and its individual courses must be included in the program's description and in the descriptions of its courses, using the *Program Description Form* and the *Course Syllabus Form* (which can be found in Appendix II of ADA University's *Academic Quality Assurance Standards and Guidelines*). Requirements for the development of program descriptions and course syllabi are outlined in the University's *Curriculum and Course Development Policy*.

g. It is the responsibility of the Director of the *Foundation Program* to coordinate and monitor the implementation of the program.

4.2 Program Structure and Requirements

a. The *Foundation Program* component usually consists of 10 courses and 60 credits. Each course of the *Foundation Program* awards 6 credits.

b. The *Foundation Program* component of undergraduate degree programs is usually divided into 8 University Core Courses and 2 School Core Courses.

c. The following list provides an overview of the University Core Courses. Of these, students need to successfully complete the first six courses (which are taught in English) and two of the last four courses (all of which are taught in Azerbaijani; students may freely choose two of these four courses, which are offered each semester).
   (1) *Pre-Calculus*
   (2) *Data and Computing Skills*
   (3) *Writing and Information Literary I*
   (4) *Writing and Information Literary II*
   (5) *Public Speaking and Persuasion*
   (6) *Global Perspectives*
   (7) *History of Azerbaijan*
   (8) *Literature of Azerbaijan*
   (9) *Azerbaijani Culture*
   (10) *Azerbaijani Music Appreciation*

d. As part of the *Foundation Program*, and with the exception of the School of Law and the School of Education, each School of ADA University offers 2 School Core Courses to the students enrolled in any of its undergraduate degree programs. The following list provides an overview of these courses:
   (1) School of Public and International Affairs: *State and Politics*, *Fundamentals of Sociology*
   (2) School of Business: *Principles of Economics I*, *Calculus I*
   (3) School of IT and Engineering: *Fundamentals of Information Systems*, *Calculus I* or *Fundamentals of Physics* (the latter course only for *Bachelor of Science in Electrical and Electronics Engineering*)
   (4) School of Agricultural and Food Sciences: *Introduction to Smart Agricultural Systems*, *Introduction to Sustainable Food Systems*
   (5) School of Design and Architecture: *History of Art*, *Technical Drawing*

e. Students are expected to complete the *Foundation Program* component during the first year of studying their respective degree program.

f. The minimum passing grade for all *Foundation Program* courses is D, except for the courses *Writing and Information Literary I* and *Writing and Information Literary II*, in which students need to achieve a C- grade or better to pass.

g. In no case may students substitute *Foundation Program* courses for Major Core or Major Elective courses.