

Baku Engineering University

Accommodation Policy of Baku Engineering University

2024



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I POLICY STATEMENT

Baku Engineering University is dedicated to fostering an inclusive environment that ensures equal access and opportunities for all students, including those with disabilities.

Baku Engineering University provides on-campus student accommodation, including rooms adapted to meet the needs of students with disabilities. The University allocates appropriate financial and institutional resources to support reasonable accommodation for students with disabilities. BEU, recognizing the importance of inclusivity, provides facilities such as elevators in every building and special restrooms for individuals requiring them. BEU is committed to exploring additional measures to enhance accessibility and inclusivity on campus.

This policy outlines the procedures for requesting academic accommodations, the dispute resolution process, confidentiality measures, and the rights and responsibilities of both students and the university. Policy also ensures a transparent and collaborative process for requesting accommodations, resolving disputes, maintaining confidentiality, and outlining the rights and responsibilities of both students and the university. This policy is subject to review as necessary to ensure compliance with legal mandates and best practices in supporting students with disabilities.

II. PROCEDURE FOR REQUESTING ACADEMIC ACCOMMODATIONS

Students are required to send an email to request accommodations, including their full name, student number, and major.

Students must provide documentation of their disability according to the university's guidelines during the intake process.

III. COLLABORATIVE DECISION-MAKING

Determining reasonable accommodations involves collaboration among the student, access coordinator, qualified professionals, and instructors if necessary. If

accommodations are granted, instructors receive a notification letter outlining the approved accommodations for each course.

IV. TERMLY REQUEST

Students are responsible for initiating accommodation requests for each term they are registered.

V. DISPUTE RESOLUTION

Disputes are first addressed through informal discussions involving the student, instructor, university administrative staff, and access coordinator. If a resolution cannot be reached, a Request for Review can be submitted to the Disciplinary Council. If disputes persist, the formal grievance procedure outlined in the university's policy against discrimination and harassment is followed.

VI. CONFIDENTIALITY AND RELEASE OF INFORMATION

Student disability records are treated confidentially and kept separate from academic files. Disability-related information is disclosed only to university personnel involved in the accommodation process or as permitted by law. Students may request access to their disability files by submitting a written request to the access coordinator.

VII. RIGHTS AND RESPONSIBILITIES

University's Rights and Responsibilities

The university has the right to request current documentation of a disability and suggest appropriate accommodations based on the documentation. Essential requirements and standards for courses, programs, and services are established by the university. The university reviews documentation without bias, confers with students and relevant parties, provides information in accessible formats, responds to requests promptly, and maintains confidentiality.

VIII. STUDENT'S RIGHTS AND RESPONSIBILITIES

Students have the right to equal opportunity, request reasonable accommodations, and maintain confidentiality of their disability information. Students must maintain academic and conduct standards, follow procedures for requesting accommodations, provide appropriate documentation, and request accommodations each term.