

AZERBAIJAN STATE UNIVERSITY OF ECONOMICS (UNEC)

**POLICY ON ACADEMIC
CONSULTATION HOURS**

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Section 1. Introduction

1.1 Purpose of the Policy

The Policy on Academic Consultation Hours is a mechanism designed to support students in achieving their academic goals. This policy aims to enhance the efficiency of the educational process and strengthen the relationship between students and faculty members.

1.2 Definitions

For the purposes of this Policy:

- **Academic Consultation Hour** – formally designated time during which academic staff are available to students outside scheduled class hours.
- **Academic Staff** – all full-time, part-time, adjunct instructors, lecturers, professors, and teaching assistants involved in teaching activities.
- **Walk-in Consultation** – consultation session where students may attend without prior appointment.
- **Scheduled Consultation** – consultation session arranged in advance between student and academic staff.

Section 2. Scope

This policy applies to all academic staff involved in teaching activities at UNEC, regardless of employment status or contract type. All faculties, departments, and academic units must comply with the provisions outlined in this policy.

Section 3. Objectives

- To improve students' academic performance.
- To assist in the formulation of career plans and academic road maps.
- To address questions related to course programs.
- To establish a support mechanism for the teaching process.

Section 4. Principles of the Policy

4.1 Minimum Consultation Requirement

Academic staff must provide consultation hours proportional to their teaching workload. Consultation hours shall be allocated regularly throughout the academic semester and must ensure reasonable accessibility for students.

4.2 Transparency, Consistency, and Individual Approach

- Transparency: Schedules and procedures for Academic Consultation Hours must be accessible.
- Consistency: Academic Consultation Hours should be conducted systematically and in a planned manner.
- Individual Approach: The needs of each student should be prioritized.

Section 5. Organization of Academic Consultation Hours

5.1 Teaching Workload Requirements

- According to the Cabinet of Ministers, the annual teaching workload for faculty members is a minimum of 500 hours.
- As per the Ministry of Education:
- Faculty members' weekly teaching workload averages 45 hours.
- Of these, 22.5 hours are allocated to classroom teaching.
- The remaining 22.5 hours are dedicated to extracurricular activities, including academic consultation hours.
- Classroom hours and consultation hours are equally weighted.

5.2 Scope of Consultation Hours

- Addressing difficulties related to course programs.
- Providing guidance on projects, term papers, and research activities.
- Explaining the use of academic resources.
- Offering recommendations for students' personal and academic development.

5.3 Scheduling Rules

- Consultation hours must be scheduled weekly during academic semesters.
- Schedules must be clearly communicated to students.
- Published through official channels (syllabus, LMS, department notice boards, etc.).

- Scheduled at times reasonably accessible to students.

5.4 Format of Consultation

- Consultation hours may be conducted face-to-face, online, or in hybrid format.
- The selected format must be clearly announced to students in advance.

5.5 Cancellation and Rescheduling

- Academic staff must notify students in advance if consultation hours are cancelled.
- Reschedule cancelled hours within the same week whenever possible.
- Inform their department administration about any cancellations.

Section 6. Monitoring and Compliance

Implementation of this policy should be monitored through institutional quality assurance mechanisms. Faculties and departments are responsible for tracking consultation hours and ensuring compliance. Periodic reviews may be conducted to evaluate effectiveness and adherence.

Section 7. Responsibilities

7.1 Academic Staff

Academic Staff are responsible for:

- conducting consultation hours regularly.
- being available during announced times.
- providing academically appropriate guidance.

7.2 Department Heads

Department Heads are responsible for:

- ensuring implementation of the policy.
- monitoring compliance.
- supporting staff in scheduling consultation hours.

7.3 University Administration

University Administration is responsible for:

- approving policy updates.
- ensuring institutional support for implementation.

Section 8. Policy Review

This policy shall be reviewed periodically to ensure alignment with institutional priorities, student needs, and best international practices. Amendments may be introduced upon approval by the University administration.

Section 9. Effective Date

This policy shall enter into force upon official approval and shall remain valid until amended or repealed.

