

# Azerbaijan Technological University (ATU) Accommodation Policy

## 1. Introduction

Azerbaijan Technological University (ATU) is committed to ensuring that all students and staff have access to safe, comfortable, and affordable accommodation options that support their academic, professional, and personal development. The university offers a range of residential facilities aimed at fostering a vibrant, diverse, and inclusive community. ATU's accommodation policy aligns with the university's values of providing an equitable living environment that enhances the student experience and supports the overall wellbeing of its community.

This policy is designed to provide clear guidelines on eligibility, allocation, rules, and procedures regarding on-campus accommodation. It aims to ensure fairness, transparency, and accountability in the allocation and use of university residences.

## 2. Purpose

The purpose of this policy is to:

- **Provide guidelines** for the allocation of on-campus accommodation.
- **Ensure safety and well-being** of residents through rules that promote a positive living environment.
- **Facilitate a supportive living experience** that aligns with ATU's commitment to academic excellence and personal growth.
- **Promote inclusivity** and diversity by offering equal opportunities for all eligible students and staff, particularly those from disadvantaged backgrounds.

## 3. Scope

This policy applies to all individuals who reside in or apply for accommodation at ATU, including:

- Full-time undergraduate and postgraduate students.
- International students and exchange students.
- Staff members who are eligible for on-campus housing.
- Visiting academics, researchers, and other university guests.

## 4. Accommodation Facilities

ATU provides a variety of accommodation types, including:

- **Student Dormitories:** Housing primarily for undergraduate and postgraduate students, including shared rooms and single-occupancy options.

- **Staff Apartments:** Limited availability for university staff members, especially those relocating from other regions.
- **Visitor Housing:** For visiting faculty, researchers, and conference attendees staying for short durations.

The facilities are located within close proximity to the university, ensuring easy access to academic resources, study spaces, and recreational facilities. All accommodations are equipped with necessary amenities, including internet access, communal areas, laundry services, and security.

## 5. Eligibility Criteria

### 5.1 Students

Eligibility for student accommodation is based on the following factors:

- **Enrollment status:** Full-time undergraduate and postgraduate students are given priority.
- **Distance from campus:** Students who live farther from campus, particularly international and out-of-town students, are prioritized.
- **Special needs and disabilities:** Students with medical conditions or disabilities are given priority for rooms with appropriate accessibility.
- **Socio-economic status:** Students from economically disadvantaged backgrounds may receive priority in line with ATU's efforts to support disadvantaged students under **SDG 1: No Poverty**.

### 5.2 Staff

Staff members eligible for on-campus accommodation include:

- Newly hired academic and administrative staff who are relocating to the region.
- Staff members with specific roles that require close proximity to the university, such as security and residence hall staff.

### 5.3 Visitors and Researchers

Visiting faculty members, researchers, and conference participants may apply for short-term housing subject to availability.

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## 6. Application and Allocation Process

### 6.1 Application Process

- **For Students:** Students must submit an online application through the university website, providing necessary documentation such as proof of enrolment, medical needs (if applicable), and financial information.
- **For Staff and Visitors:** Staff and visiting academics must apply through their respective departments or through the Human Resources Office.

The application deadlines for each academic year will be communicated on the ATU website and relevant channels.

## 6.2 Allocation Criteria

Accommodation is allocated based on availability and eligibility. Priority is given to:

- **First-year and international students**, who may need additional support in transitioning to university life.
- **Students with disabilities** or those with specific medical needs.
- **Students from socially and economically disadvantaged backgrounds**, as per ATU's commitment to supporting students facing financial difficulties.

Allocation decisions will be made by the **Accommodation Office** in consultation with the **Student Union Committee (SUC)** and relevant departments. Efforts will be made to ensure equitable distribution of accommodation spaces across diverse groups.

## 7. Fees and Payment

Accommodation fees are determined annually and will be published on the university's website. Fees vary depending on the type of accommodation, with options for:

- Shared rooms (60 AZN).
- Single occupancy rooms (150 AZN).
- Specially adapted rooms for students with disabilities (cost varies based on facilities).

ATU provides financial assistance and scholarship opportunities to eligible students who face difficulties paying for accommodation, ensuring alignment with **SDG 1: No Poverty** by reducing financial barriers to accessing safe housing.

## 8. Code of Conduct for Residents

All residents of ATU accommodation must adhere to the university's **Code of Conduct**, which includes:

- **Respect for others:** All residents are expected to maintain a respectful, quiet, and inclusive environment that promotes academic and personal growth.
- **Cleanliness:** Residents must keep their rooms and common areas clean and tidy.
- **Noise control:** Quiet hours will be enforced, particularly during examination periods.
- **Prohibition of illegal activities:** Activities such as drug use, alcohol abuse, and any form of harassment or violence are strictly prohibited. Violations will lead to disciplinary action, including possible eviction.

Residents are also expected to comply with any safety and health regulations issued by the university, especially in response to national or global health crises (e.g., COVID-19 measures).

## 9. Health, Safety, and Security

ATU takes the safety and security of its residents seriously and has implemented the following measures:

- **24/7 security:** Security personnel are stationed at all residence halls and staff apartments to ensure a safe living environment.
- **Fire safety protocols:** Regular fire drills, inspections, and provision of fire extinguishers and alarms.
- **Health services:** On-campus medical services are available to all residents, and emergency services can be accessed at any time.

The university's accommodation policy supports **SDG 11: Sustainable Cities and Communities** by ensuring safe, inclusive, and resilient living spaces for all residents.

## 10. Maintenance and Repairs

Residents are responsible for reporting any maintenance issues (e.g., electrical, plumbing, or structural) to the **Accommodation Office**. The university has a dedicated maintenance team that will address repairs promptly. Regular inspections will be carried out to ensure the safety and upkeep of all accommodations.

## 11. Termination of Accommodation

Accommodation agreements may be terminated under the following circumstances:

- **Completion of the academic program:** Students are required to vacate their rooms after completing their courses unless they have special permission to stay.
- **Violation of policies:** Serious breaches of the **Code of Conduct** may result in the termination of accommodation, subject to an investigation by the **Accommodation Office**.
- **Non-payment of fees:** Failure to pay accommodation fees within the stipulated deadline may result in eviction.

Residents wishing to voluntarily terminate their accommodation must provide notice at least one month in advance.

## 12. Complaints and Appeals

Residents who are dissatisfied with the allocation process or any aspect of their accommodation experience can submit a formal complaint to the **Accommodation Office**. The university will address complaints fairly and in a timely manner, ensuring transparency throughout the process.

If a resident feels that their complaint has not been adequately addressed, they may appeal to the **Student Union Committee** or **Human Resources** (for staff and visitors).

### **13. Monitoring and Review**

This policy will be reviewed annually to ensure that it meets the evolving needs of students and staff, as well as aligning with ATU's broader goals for diversity, inclusion, and sustainability. Feedback from residents will be actively sought to inform improvements in accommodation services.

### **14. Conclusion**

Azerbaijan Technological University remains committed to providing high-quality, affordable, and inclusive accommodation options for all members of its community. This policy ensures that ATU continues to create a welcoming and supportive environment, contributing to the well-being and success of students, staff, and visitors. For more information or to apply for accommodation, please contact the university via [info@atu.edu.az](mailto:info@atu.edu.az).