

AZERBAIJAN STATE OIL AND INDUSTTRY UNIVERSITY



ACCOMODATION POLICY





Azerbaijan State Oil and Industry University

Those charged with governance

Sustainability Committee

Accommodation Policy

March 2024

An official copy of this policy can be obtained upon request.

Contact:

34 Azadlig dst., Main Campus, 2nd floor,
The Sustainability Committee Room # 231 ,

Tel: 012 4933368, Ext: 323

Email: suscom@asoiu.edu.az

Website: <https://asoiu.edu.az/leadership>

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1. Introduction and Policy Purpose

1.1. Introduction

Academic accommodation encompasses educational practices, systems, and support mechanisms that are designed to address diversity and individual differences. The primary goal of accommodation is to assist students in meeting the essential requirements of their academic programs. At all times, academic accommodation maintains the integrity of the learning objectives set by the academic authorities of the University and does not diminish or compromise them.

1.2. Accommodation – UNIVERIUM

The main dormitory at ASOIU is called Univerium, which was built in 2018 and has the capacity to accommodate over 650 students. The dormitory is secured with a triple security card system, which includes electronic access cards for the main entrance, floor entrances or lifts, and room doors. Additionally, overall security is maintained 24/7. The Univerium building was designed by the British architectural firm "Design Lab Architects" and constructed by Bridge Groups of Companies. It is strategically located at the intersection of Bakikhanov and Jeyhun Hajibeyli streets, offering easy access to major universities, metro stations, parks, and shopping centers in Baku. Univerium's central location ensures that it is within close proximity to prominent universities, with options to take a bus to your university or walk to the nearby Ganjlik and 28 May Metro stations. Several parks are also within walking distance.

Univerium aims to provide a secure, convenient, and supportive living environment that promotes both academic success and personal well-being for its residents. They apply these values in their work with students and parents, clients, vendors and employees: Excellence and Professionalism is Services: they strive to provide excellent services to students and universities in all aspects of their work. Professionalism and responsiveness to the needs of students is key to their service. Inclusive and Diverse Community: they are committed to creating and supporting a student community based on respect for self, others and environment.

The goal of the dormitory is to create a safe and stimulating living environment for students by offering innovative activities and services at Univerium. More than just a place to live, Univerium brings together individuals from diverse backgrounds, fostering a sense of community. Despite the differences, all residents share one common element: the residential space within the building. Upon moving in, you and your roommates will receive the "Student Handbook," which outlines the

dormitory's policies and expectations. It is important that all residents approach these guidelines with respect for the privacy and well-being of others. Students who violate these rules may face warnings, penalties, or even have their contract terminated by the Univerium administration.

Additionally, there is a 9-story dormitory on Mirali Qashgai Street, which consists of 290 rooms and is fully equipped with facilities to support the welfare of students.

1.3. Policy Purpose

ASOIU's Accommodation Policy is designed to remove any obstacles that could hinder students from fully engaging in academic activities or accessing campus facilities. By providing reasonable accommodations, such as assistive technology, alternative formats for course materials, or adjustments to classroom environments, we ensure that students can engage in their education to the best of their abilities. We are committed to supporting the academic success and well-being of all students. Our accommodation policy aims to provide students with the opportunity to overcome challenges and reach their full potential. By meeting individual needs and providing necessary accommodations, university helps students focus on their studies and achieve their educational goals.

2. Implementation and Mission

2.1. Implementation

ASOIU will implement the accommodation strategy through the following points:

- Conduct comprehensive needs assessments to identify students requiring accommodations. This involves acquiring information about disabilities, medical conditions, and other unique requirements through confidential consultations with students and relevant documentation.
- Communicate the accommodation process and available support services to students, faculty, and staff in a clear and transparent manner. Provide information on how to seek accommodations, the documentation necessary, and the rights and duties of all parties involved.
- Make campus buildings, classes, labs, libraries, and online resources accessible to students with disabilities. This might include making physical alterations, providing assistive technology, or supplying alternative forms for course content.

2.2. Mission

The essential point of this arrangement is to offer secure, sensibly estimated, and all-encompassing lodging alternatives to the students enrolled at Azerbaijan State Oil and Industry University (ASOIU). This policy aims to establish a living environment that fosters both individual growth and academic advancement, while adhering to sustainability standards. It prioritizes aspects such as good health and well-being, quality education, organized facilities that follow green building guidelines, and the implementation of water conservation measures.

This arrangement also guarantees that the university provides support (e.g. food, housing, transportation, legal services) for students from low income families to empower them to complete university.

- Psychological Support Services

Provide access to mental health resources and support services for students to ensure their well-being and academic success:

1. Counseling Services:

- **On-Campus Counseling:** Offer on-campus counseling services where students can receive professional mental health support. This includes individual therapy sessions, group therapy, and crisis intervention.
- **Mental Health Professionals:** Employ qualified mental health professionals, such as psychologists and counselors, to provide these services.

2. Workshops and Seminars:

- **Stress Management Workshops:** Conduct workshops focused on stress management techniques to help students cope with academic and personal pressures.
- **Mental Health Awareness Seminars:** Organize seminars to raise awareness about mental health issues, reduce stigma, and educate students on recognizing signs of mental health problems.
- **Coping Strategies:** Provide seminars on various coping strategies, including mindfulness, relaxation techniques, and healthy lifestyle choices.

3. Peer Support Programs:

- **Peer Support Groups:** Establish peer support groups where students can share their experiences and provide mutual support. These groups can be supported by trained peer leaders.
- **Mentorship Programs:** Develop mentorship programs where senior students can guide and

support junior students, fostering a sense of community and belonging.

3. Objectives, Scope and Activities

3.1. Objectives

SDG-aligned 2030 targets for Accommodations

a. Good Health and Well-being (SDG 3)

- Objective 1: Ensure that all university accommodations comply with health and safety regulations at a rate of 100%.
- Objective 2: Implementation of fundamental healthcare amenities or initial medical assistance within each lodging establishment.
- Objective 3: Support (e.g., food, housing, transportation, legal services) to support students from low-income families, helping them to successfully complete their university studies.

b. Affordable and Clean Energy (SDG 7)

- Objective 3: Achieve a 60% utilisation of renewable energy sources in University dormitories.
- Objective 4: Achieving a 40% decrease in energy use within dormitories by implementing energy-efficient strategies.

c. Reduce inequality (SDG 10)

- Objective 5: Ensure that people with disabilities have equal access to all services, facilities, programs, and activities, whether in education, employment, public services, or public spaces.
- Objective 6: Promote inclusivity and diversity by creating an environment where individuals with disabilities are fully integrated into all aspects of society, including education, employment, and community life.

d. Sustainable Cities and Communities (SDG 11)

- Objective 5: Achieve a trash recycling rate of 80% in all university housing.

- Objective 6: Establish green spaces or recreational places within a minimum of 50% of the lodging facilities.
- Objective 7: Ensure to have “smoke free” campuses.

3.2. Scope of the Policy

The Accommodation Policy applies to all decisions related to placements made by ASOIU’s University Management, relevant departments, and other decision-makers involved in investment matters.

3.3. The Duty to Accommodate: General Principles

The University’s approach to providing accommodations will be based on the following principles:

- **Individualization:** Accommodation is assessed and delivered on an individual basis for persons who make their needs known. Each request should be evaluated on a case-by-case basis to address the unique circumstances of the individual requesting accommodation.
- **Dignity:** Requests for accommodation must be dealt with in a respectful and timely manner so individuals can fully participate in all aspects of employment, academic endeavors and in the use of facilities and housing.
- **Privacy:** individuals must be accommodated in ways that respect their right to privacy. Information regarding specific accommodation requests will be kept confidential and used solely for the purpose of evaluating and implementing appropriate accommodation options and solutions.
- **Inclusion:** The University is committed to ensuring its programs, policies, practices, facilities, services, communications and systems are designed intentionally to foster the full integration of diverse individuals and groups protected under the Code. Regular proactive reviews of existing policies, rules, practices, and procedures can help identify and eliminate barriers to access and inclusion. This approach not only fosters a more inclusive campus environment but also reduces the need for individualized accommodations.
- **Accessibility for Students with Disabilities**
Ensure that all university accommodations are accessible to students with disabilities. This includes physical accessibility of buildings, access to educational materials in alternative formats, and the provision of assistive technologies.

- **Physical Accessibility:** Ensure that all buildings have ramps, elevators, and accessible restrooms.
- **Educational Materials:** Provide course materials in alternative formats such as Braille, large print, or digital formats compatible with screen readers.
- **Assistive Technologies:** Offer technologies such as speech-to-text software, hearing aids, and other necessary devices.

Collaboration and Consultation

The evaluation of accommodation requests and the identification of reasonable accommodation measures will involve both the individual requesting accommodation and a Person of Authority.

Consultations with third parties with specialized expertise in the development of the accommodation plan may also be required (e.g., the Human Rights Office, Student Accessibility Services, and Human Resources).

Continuous Improvement

The University will engage in continuous improvement practices to enhance accommodation services. This includes regular training for staff, feedback mechanisms for students, and the integration of new technologies and best practices in accommodation.

3.4. Planned Activities

Activities listed below are intended to serve the overall well-being of students and faculty.

a. By Students:

- Student Committees: For overseeing the maintenance and sustainability practices in dormitories.
- Channels for Feedback: Engaging in active participation to provide feedback for the goal of enhancing accommodations.

b. By University Management:

- Regular internal audits: Of university accommodations to ensure they meet standards.
- Safety regulations: It is imperative to ensure that all accommodations adhere to the required fire safety and other essential regulations.
- Collaborations: Engage in partnerships with local enterprises to develop sustainable strategies in the realm of accommodations, such as garbage management.
- Training Sessions: Designed for the purpose of improve the skills and knowledge of hostel management and staff members.
- Community Engagement: Initiatives designed to foster meaningful connections between students and local communities to enhance their overall living experience.
- Socially vulnerable groups: Policy also ensures provision of exceptions and financial support to students and employees from socially disadvantaged groups signifies a commendable commitment to fostering inclusivity and accessibility in higher education and employment

4. Monitoring and Resource Allocation

4.1. Monitoring and Reporting

This Policy will be reviewed as necessary and at least every three years. The University Secretary and General Counsel, or successor thereof, is responsible for monitoring and reviewing this Policy.

4.2. Resource Allocation

Resource allocation is as following:

- **Accommodation Development** Fund refers to the allocation of financial resources dedicated to the continuous improvement and maintenance of lodging facilities.
- **Technological Advancements:** The integration of sustainable technologies, such as solar panels, into various systems and processes:

1. Smart Devices:

- Smart Thermostats: Install smart thermostats in all dormitory rooms to allow residents to control the temperature remotely and optimize energy use.
- Smart Lighting Systems: Implement smart lighting systems that adjust based on occupancy and natural light availability to reduce energy consumption.
- Smart Security Systems: Enhance security by installing smart security systems, including cameras and access control systems, to ensure the safety of residents.

2. Energy Monitoring:

- Smart Meters: Use smart meters to monitor and manage energy consumption in real-time. This will help identify areas where energy use can be reduced and promote energy-saving behaviors among residents.
- Energy Dashboards: Develop energy dashboards that display real-time energy usage data to residents, encouraging them to be more mindful of their energy consumption.

3. Mobile Applications:

- Resident Control Apps: Develop mobile applications that allow residents to control their living environment, such as adjusting thermostats, turning lights on and off, and managing security settings.

- **Issue Reporting:** Include features in the mobile app for residents to report maintenance issues, request services, and provide feedback on their accommodation experience.
- **Access to Services:** Provide information about available services, such as laundry facilities, dining options, and community events, through the mobile app.
- **Human resources:** The recruitment of competent individuals to oversee and uphold the management of accommodation.

5. Student Policies

5.1 Air Conditioners

All Univerium units are equipped with air conditioners; however, residents have the option to purchase their own and have it professionally installed in their unit. Air conditioners must be installed safely and in accordance with the manufacturer's instructions. Regular inspections of all residential units are conducted by building staff and engineers to identify any unsafe conditions.

For safety reasons, both window and portable air conditioners must be installed and removed by certified professionals. Univerium staff are not permitted to assist with the installation. Residents can contact certified professionals for installation support. Please keep the following in mind:

- A unit must be properly sized for the space to be cooled.
- Energy-efficient units should be chosen to reduce electric costs and save energy.
- The unit should be fastened securely and properly from the inside and outside with angles or to the proper window frame.
- Metal brackets must be used as a support. Loose wood blocks or bricks are considered safety hazards and must not be used.
- The air conditioner should be slightly tilted to provide adequate water drainage and prevent leaking into the apartment or other apartments.
- Fire escapes or any other exit with an air conditioner unit must not be blocked. Window air

conditioners must not be installed in any window that faces a fire escape.

- . Portable AC's may be installed in

such windows, but residents should contact their superintendent to confirm the proper unit before installation.

- AC filter should be changed at least once every couple of months during the cooling season. A dirty air conditioner filter will waste energy by increasing electric costs.
- ACs must be uninstalled and removed from the apartment upon moving out. Residents should will be charged for its removal.

5.2 Application Process for Students, Faculty, Staff and Researchers

5.2.1 Housing Application

In order to receive housing from the University, students, faculty, staff, and researchers must apply for housing, be approved by Univerium Management, and satisfy all eligibility criteria.

1. All Students

- Full-Time and Part-Time

2. Officers of Instruction:

- Tenured Faculty
- Tenure-Track Faculty
- Non-Tenured Faculty
- Assistant Professors, All Subject Areas

3. Special Instructional Faculty

- Lecturer, Non-visiting only

4. Researchers and Research Fellows

- Research Scientists/Scholars
- Associate Research Scientists/Scholars

- Senior Staff Associates
 - a. Officer of the Libraries
- Librarians (all positions)
 - b. Other Instructional Staff
- Athletics Coach/Assistant Coach
 - c. Eligible Individuals
- Guests/Visiting Lecturers etc.
- Guests/Visiting Lecturers etc.

You can track the progress of your application by contacting Univerium Management. Applicants are allowed to submit up to two applications per semester; any additional applications will not be considered. Please note that a housing application is valid only for the semester specified in the application. Applicants who wish to defer their university appointment start date to another semester must submit a new housing application.

ii. [Housing Approvals](#)

For faculty, staff, and researchers, approval is determined by Univerium Management. For non-tenured faculty and other eligible staff, approval depends on the availability of inventory.

iii. [Housing Selection and Assignments](#)

Faculty, Staff and Researchers approved for housing may self-select an apartment that best fits their needs at least one month prior to their intended move-in. “Insider” knowledge is not used about unit availabilities.

All approved applicants, by invitation, may participate in a housing selection round. Applicants may review a list of available units (address, apartment number, square meter, rent and building amenities) and rank two choices. Single applicants or couples may choose from studio and one-bedroom units, and Families with Children may choose from one- bedroom units.

Applicants approved for housing can select up to two housing offers, viewable in the Univerium webpage.

iv. [Accepting or Declining a Housing Offer](#)

To accept an offer, the required rent amount must be paid prior to moving in. Once the offer is accepted, the following procedures must be followed.

Accepting an Offer is followed by the procedures provided as below:

Applicants are permitted to submit up to two applications per semester; any additional applications will not be considered. Please note that a housing application is valid only for the semester specified in the application. Applicants who wish to defer their university appointment start date to a different semester must submit a new housing application.

v. Housing Approvals

For faculty, staff, and researchers, approval is granted by Univerium Management. For non-tenured faculty and other eligible staff, approval is based on the availability of inventory.

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vii. Accepting or Declining a Housing Offer

To accept an offer, the required rent amount must be paid prior to moving in. Once the offer is accepted, the following procedures must be followed:

Accepting an Offer is followed by the procedures provided as below:

Accept an offer

- Pay the monthly rental in advance and schedule move in appointment.

Sign the Housing Agreement

- All housing agreements are signed in-person in the Univerium Administration Office.

Move-in Appointment Changes

- Applicants should give a notice period of 14 days prior to the re-scheduling their move-in date.

Pick up card keys and move in

- Move-in cards are provided to applicants when they sign the housing agreement.

5.3. Dining

Dining facility is a convenient way and a great value for all students, faculty, and tenants of ASOIU. Univerium provides monthly dining plans for all tenants of the residence. Opting in to dining plans are optional.

5.4 Unit Care, Damage and Vandalism

Residents are financially responsible for any damages, vandalism, missing items, or unsatisfactory conditions within their room, suite, apartment, or common areas.

Destroying, defacing and/or tampering with University or Univerium, whether knowingly and/or recklessly is prohibited.

Any damage, whether intentional or accidental, must be reported to Univerium Administration.

Unreported damages to items or areas will be considered the joint responsibility of all residents in the unit. Repair or replacement costs will be charged to all individuals responsible.

5.5 Cleaning and Maintenance

All residents are required to maintain satisfactory sanitation and safety standards within their unit. Resident rooms, common areas, and housing apartments must remain clean and free of clutter. Common areas in shared apartments and dorms cannot be used for storage. Trash and recycling must be disposed of properly and regularly.

Failure to adhere to cleaning and maintenance practices may result in fines, cleaning charges, or loss of housing eligibility.

5.6 Changes and Alterations to the Unit

Building, adding to, changing, or altering the unit in any way is prohibited without prior written consent from Univerium Administration.

Prohibited items:

Any water-filled furniture, dishwashers, clothes washing or drying machines, electric stoves, garbage disposal units, heating or ventilating units, or any electrical equipment that will overload the existing wiring installation in the building.

5.7 Compliance

Any non-compliance with all present and future laws and regulations, with all rules listed in the housing agreement, articles stated in this policy and any future reasonable rules will be the sole responsibility of the party exerting such behavior. Residents are responsible for their own behavior and visitors.

Residents must comply with any legitimate request made by a University official while performing their duties.

5.8 Entry into Occupied Apartments

During reasonable hours and with reasonable notice, except in emergencies, the housing agreement authorizes Univerium superintendent to enter to the unit:

- to inspect the unit
- to check for a health, safety or emergency reason
- to ensure that the resident remains in compliance with the terms of the housing agreement

Vacant rooms in student apartment shares may be inspected or shown to prospective residents during the superintendent's working hours. During viewing appointments, prospective residents

will be accompanied by building staff. In the case of an emergency, prior notice may not be given.

5.9 Elevators

If an elevator is out of service or not functioning properly, and an out-of-service notice is not posted, please follow the emergency procedures. When necessary, an elevator service contractor will be contacted and will respond within one to two hours, depending on the day, time, and availability of service mechanics.

If a passenger is trapped in the elevator, please contact the Univerium Facilities Service Center at (012) 404 55 54.

5.10 Emergency Contact Information

All residents have the option to designate an emergency contact person whom the University will notify in the event of an emergency or if the resident is reported missing by local law enforcement. This contact information will remain confidential and is only accessible to authorized campus officials and law enforcement during a missing person investigation. Residents can update their emergency contact information at any time.

5.11 Extermination Services & Pest Control

Common areas of the building are treated periodically by an extermination company. Apartments are treated upon request. Residents who would like pest control services in their apartment should submit a maintenance request either online or by calling the Univerium Facilities Service Center at (012) 404 55 54. Depending on the urgency, treatment may be scheduled for the next regular treatment date.

5.12 Fire Safety

Fire safety is crucial in any living environment, and residents are responsible for maintaining safety at all times. Apartment inspections may occur during fire drills to ensure fire safety equipment is in place and undamaged. The University encourages all residents to have their apartments treated for pests at least once every month. If a pest issue persists after treatment, residents should submit a maintenance request.

5.13 Housing Liaisons

Current and prospective residents can contact Housing Liaisons by emailing info@univerium.az or calling (012) 404 55 54.

5.14 Waitlist

Potential residents who are eligible for housing, including those not yet approved by their department, can apply for the housing waitlist each semester by emailing info@univerium.az or calling (012) 404 55 54.

5.15 Heat and Hot Water

Univerium is legally obligated to provide heat and hot water to residents. Hot water must be provided 365 days a year at a minimum temperature of 49°C. Heat must be provided between October 1 and May 31 ("heat season") under the following conditions:

Daytime (6 a.m. to 10 p.m.): If the outside temperature falls below 13°C, the inside temperature must be at least 20°C.

Nighttime (10 p.m. to 6 a.m.): The inside temperature must be at least 17°C.

Univerium uses various devices to monitor both inside and outside temperatures to ensure compliance. If heating equipment requires repair, residents' cooperation is appreciated. Radiator valves should not be used to regulate heat; they must be fully open or closed. If there are issues with radiators, residents should notify the building superintendent. In case of no heat or hot water, and if no service interruption notice has been posted, residents should contact management at (012) 404 55 54.

5.16 Furniture, Fixtures, Keys and Locks

Residents must adhere to the following guidelines:

Furniture, fixtures, appliances, and locks provided by Univerium must not be removed or altered.

Residents may not change or add locks to the entrance door of their unit or room.

Bed removal is only allowed for medical reasons and requires approval from Disability Services.

Any damage, whether accidental or intentional, must be reported to the superintendent and Univerium management.

Residents must keep suite and apartment doors locked at all times for security.

Upon moving out, keys must be returned to the superintendent or reception, and not left in the apartment or room.

5.17 Housing Renewals

A renewal notice period of 1-2 months is required before the end of the current housing agreement. Renewals are offered for one year or until the end of affiliation, whichever comes first. Students renewing their agreement beyond May 31 are responsible for summer rent but may choose to sublet their unit during the summer, following subletting guidelines.

5.18 Rooftop Access

Access to the roof of any Univerium building is strictly prohibited except for emergency evacuation or management-organized events. Unauthorized access to the roof by students is a violation of both University policy and Univerium Residential policy. Incidents of unauthorized roof access will be

reported to Student Conduct and related offices.

5.19 Noise

Residents have the right to live in an environment free from excessive noise, particularly during quiet hours (Sunday through Thursday nights from 11 p.m. to 8 a.m., and Friday and Saturday mornings from 1 a.m. to 8 a.m.). Residents should be mindful of noise that can be heard outside their room, suite, or apartment and take steps to reduce intrusive sounds. This includes noise from televisions, radios, musical instruments, etc. For more information, refer to related laws and regulations (<https://e-qanun.az/framework/15124>). Residents must provide area rugs covering 80% of the floor area to minimize noise. Wall-to-wall carpeting is not allowed.

5.20 Pets

Pets are not allowed in Univerium buildings. Service and assistance animals must be approved by the Office of Disability Services (for students) or the Office of Human Resources (for faculty, staff, and researchers) before being permitted in housing.

5.21 Internet and Cable

Residents can review available internet providers in their building and choose an internet plan that suits their needs.

5.22 Laundry

Card-operated laundry facilities are available to residents, typically in the basement or on an adjacent floor. Residents can purchase a laundry permit for a small fee (\$10) at the reception.

5.23 Religious Accommodation Requests

Univerium is committed to providing a safe, inclusive, and supportive experience for all students. Recognizing that students may need accommodations for religious observance, the University will work with students to meet their needs. An interactive process will be used to determine reasonable accommodations. Students may submit a Religious Accommodation Request in person at reception, by emailing info@univerium.az, or by calling (012) 404 55 54. The Univerium building has designated areas for religious observance and prayer.

