

Verified by:
 Vice-rector for Academic Affairs
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Azerbaijan State University of Culture and Arts
ACADEMIC CALENDAR
Spring semester– 2023



Month	Academic week	Teaching process
February	09-15	1. Make changes to students' individual study plans (deadline: February 10)
		2. Examination and approval of lesson schedules by the Department of Education (deadline: February 10)
		3. Transfer of class schedules to the electronic portal, their examination and approval by the Department of Digital Management of Education and Exam Organization (deadline: February 15)
		4. Transfer of the teaching materials for the spring semester to teachers' accounts
		5. Submission of the report on the results of the autumn semester exam session to the Department of Education (deadline: February 15)
		6. Meeting of the renewal commission (February 13)
		7. Issue an order about renewal (February 14)
		8. Issue orders for subgroups and individual groups (deadline: February 15)
	16-22 I week	1. Beginning of spring semester classes
2. Beginning of practicum of III-IV year students (February 16 - May 24, duration: 14 weeks)		
3. Beginning of scientific-research practicum for the 2 nd year master's students (February 16-March 15, duration: 4 weeks)		
4. Prepare the list and issue an order on basic scholarships (February 20)		
5. Send the final report on the results of the autumn semester exam session to the Ministry of Science and Education		
23-01 II week	1. Beginning of supervision of lectures and seminars	
	2. Issue an order on exam questions (by subjects) of the Final State Attestation	
	3. Prepare the list and issue an order on additional scholarships (deadline: March 1)	
	4. National mourning day in memory of the Khojaly Genocide (February 26)	

		5. For graduation departments and relevant faculty councils to determine the form and conditions of the Final State Attestation and bring it to the students' attention
March	02-08 III week	1. International Women's Day (March 8) 2. Submit exam questions to the Department of Digital Management of Education and Exam Organization
	09-15 IV week	1. I colloquium (March 9-17) 2. Evaluation of the scientific-research practicum of the 2 nd year master's students (March 15)
	16-22 V week	1. I colloquium (March 9-17) 2. Beginning of the scientific-pedagogical practicum for the 2 nd year master's students (March 16-April 12, 4 weeks) 3. Novruz Holiday (March 20-24)
	23-29 VI week	1. Novruz Holiday (March 20-24)
	30-05 VII week	
	06-12 VIII week	1. Evaluation of the scientific-pedagogical practicum of the 2 nd year master's students (April 12-14)
April	13-19 IX week	1. Evaluation of the scientific-pedagogical practicum of the 2 nd year master's students (April 12-14)
	20-26 X week	1. II colloquium 2. Course load forecasting for the 2023/2024 academic year 3. Ramadan Holiday (April 21-24)
	27-03 XI week	1. Hand over dissertation works of the 2 nd year master's students to the department
	04-10 XII week	1. Check master's theses with the plagiarism system 2. May 9 Victory over Fascism Day
May	11-17 XIII week	1. Preliminary discussion of dissertations of the 2 nd year master's students 2. Preliminary discussion of final theses of undergraduate students 3. Preparation and approval of the timetables of the examination session for the spring semester

June		4. Preparation and approval of the tables for the Final State Attestation and Defense Councils
	18-24 XIV week	1. III colloquium 2. Completion of practicum of undergraduate students (May 24)
	25-31 XV week	1. Evaluation of practicum of undergraduate students 2. Registration for a re-examination to write off academic debts incurred in previous semesters 3. Independence Day (May 28)
		4. Completion of spring semester classes and closing up journals in Eduman (May 31)
	01-07 I exam week	1. Beginning of the examination session for the spring semester
	08-14 II exam week	1. Issue an order for a re-examination to write off academic debts incurred in previous semesters (June 12)
		2. Hold re-examination for students admitted to the Final State Attestation and dissertation defense to write off their academic debts incurred in previous semesters (June 13-14)
	15-21 III exam week	1. National Liberation Day (June 15)
2. Final State Attestation (June 19-30)		
3. Defense of dissertations of the 2 nd year master's students (June 19-30)		
22-28 IV exam week	1. Final State Attestation (June 19-30)	
	2. Defense of dissertations of the 2 nd year master's students (June 19-30)	
	3. Armed Forces Day (June 26)	
	4. Qurban Holiday (Eid al-Adha) (June 28-29)	
July	29-05 V exam week	1. Final State Attestation (June 19-30)
		2. Defense of dissertations of 2 nd year master's students (June 19-30)
		3. Qurban Holiday (Eid al-Adha) (June 28-29)
		4. End of the main exams of the spring semester exam session (June 30)
		5. Register and issue an order for a re-examinations to write off academic debts incurred in the current semester (03-04 July)
		6. Re-exams to write off academic debts incurred in previous semesters (03-04 July)
06-12	1. Re-exams to write off academic debts incurred in the current semester (06-07 July)	

August		2. Preparation of presentations of students who received a successful grade in the Final State Attestation and the Defense Council and issuing graduation orders (06-07 July)
		3. Registration for the summer semester (July 6-10)
		4. Prepare and issue an order on the presentation for the summer semester (July 11-12)
		1. Beginning of the summer semester (July 13)
		2. Processing the graduation orders of students who received a successful grade in the Final State Attestation and the Defense Council into the Diploma approval system
		3. Prepare and issue an order on lists of basic and additional scholarships
		4. Sending the final report on the results of the examination session of the spring semester to the Ministry of Science and Education
	13-19 I week	
	20-26 II week	1. Summer semester classes
	27-02 III week	1. Summer semester classes
03-09 IV week	1. Summer semester classes	
10-16 V week	1. Closing of the summer semester (August 16)	
	2. Preparation and approval of the academic calendar for the 2023/2024 academic year	
17-23	1. Conducting the exam session of the summer semester	
24-30		

Note: Red: “Holidays”

Drafted by: Emil Salimov