

The Decision of the Cabinet of the Ministers of the Republic of Azerbaijan  
On approval of “the state standards and programs for higher education”  
No. 75, dated April 23, 2010

For ensuring execution of point 1.3 of the Decree of the President of the Republic of Azerbaijan “On application of the Educational Law of the Republic of Azerbaijan” No. 156, dated September 05, 2009 the Cabinet of Ministers of the Republic of Azerbaijan decided:

1. To approve “the state standards and programs for higher education level” (attached).
2. The present decision comes into force on the date of signing.

The Prime Minister of the Republic of Azerbaijan Artur Rasi-zade

Baku city, April 23, 2010  
No.75

Approved by the Decision of the Cabinet  
of the Ministers of the Republic of Azerbaijan  
No. 75, dated April 23, 2010

The state standards and programs for higher education step

1. General provisions

1.1. The state standards and programs for higher education (after “state standard”) have been drafted on the basis of the Education Law of the Republic of Azerbaijan and is the set of general norms reflecting the common state requirements to higher education area for a definite period, taking into account reliable international criteria, national and general human values,

The state standard is applied to all educational institutions operating in the territory of the Republic of Azerbaijan, regardless of subordination, ownership type and legal and organizational arrangement form. The period of validity is 6 years.

1.2. The objective of higher education is training at higher educational level of skilled professionals and academic staff in various occupations, depending on the needs of society and labor market.

1.3. The state standard of higher education defines the followings :

- content of education on levels (bachelor or master) of higher education ;
- management in higher education;
- facilities (material & technical resources) and training base of higher education institutions;
- infrastructure of higher education;
- quality indicators of tutors;
- assessment of students’ level of knowledge, abilities and skills;

1.4. Education programs in the Republic of Azerbaijan are applied on appropriate levels of steps of higher education.

These programs define the content of education and learning rules in compliance with the state standard of high education.

## **2. Content of higher education**

2.1. Minimum requirements to the content and organization of higher education are the followings :

- formation at students of ability to adapt to modern requirements and conditions, to be competitive, to live and act in information society and establish contacts;
- bring up independent and creative individuals and citizens able to undertake responsibility, to be engaged in collegial decision making, to be involved in the work and development of democratic institutions;
- ensure continuous education of learners, acquiring constantly updated knowledge and world outlook complying with modern standards by them, more effectively meeting the needs of society, development of personality, access to open and equal opportunities for lifelong education for all;
- Formation of high intelligence level and practical business abilities at learners, as well as ability to master modern technologies, find flexible directions at information flow;
- establish grounds which allow to meet the needs of society in high leveled and competitive HR capacities;
- ensure arrangement of educational process at educational institutions based on respect by students and teaching staff to the principles of human dignity and elimination of any possible psychological or physical aggressions against students.

A language of education at higher education institutions in the Republic of Azerbaijan is the state language – Azerbaijani. Taking into account capabilities of education institutions education also may be conducted in other languages too.

## **3. Management in higher education**

3.1. Management in higher educational institutions is realized based on the principles of transparency, publicity and democracy in compliance with the Education Law and other legal instruments of the Republic of Azerbaijan and their Charters,.

3.2. For ensuring transparency and democracy in management of education institutions a management body and self-governance bodies (Board of guardians, Scientific Board, Scientific and Methodological Council, Students Board, Board of trustees) may be established.

3.3. The supreme management body of a higher education institution is the Scientific Board. Establishment and activity of the Scientific Board is governed by the Regulation of Scientific Board of higher education institutions, approved by the Ministry of Education of the Republic of Azerbaijan and the Charter of education institution.

3.4. Higher education institution is managed by rector to be appointed and removed from office according to the relevant legal procedure.

3.5. The state control on quality of education at all educational institutions operating in the territory of the country, regardless of their subordination, ownership type, legal and organizational arrangements is carried out by the Ministry of Education of the Republic of Azerbaijan.

## **4. Material and technical resources and educational facilities of higher education institution**

4.1. Material and technical resources and educational facilities of higher education institution comprises of movable and immovable property.

4.2. Material and technical resources and educational facilities of higher education institution must comply with regulations, set by the Cabinet of the Ministers of the Republic of Azerbaijan.

## **5. Infrastructure of higher education institution.**

- 5.1. Higher education in the Republic of Azerbaijan is provided at higher education institution.
- 5.2. Training of specialists and teaching staff at higher education institution consist of three levels :
  - bachelor's level (excluding medical education);
  - masters' level (excluding medical education);
  - doctoral studies.
- 5.3. The state, municipal and private higher education institutes operate in the Republic of Azerbaijan depending on their proprietary form. Establishment, organization and reorganization of these institutions is realized in accordance with the existing legislation of the Republic of Azerbaijan.
- 5.4. There are following modes of study in higher education:
  - full time studies;
  - part time studies ;
  - distant studies;
  - externship.

The rules of study on the aforementioned modes of study are defined by appropriate legislative instruments.

- 5.5. Terms of education on appropriate levels and modes are defined by educational programs. A term of education for full time mode of study for bachelor's level is 4-5 years (a term of education for part time study is one year additionally).

A term of education for full time study for master's degree is 1.5-2 years (a term of education for part time study is six additional months additional)

- 5.6. In accordance with education programs and state standards medical education is divided into main education and residency, and graduates are given such higher professional special categories as physician and physician-specialist accordingly. The content and regulations of organization of education at residency are defined by the Cabinet of Ministers.
- 5.7. Education on appropriate levels of mode of higher education is organized on the basis of appropriate education programs. Individual graduating bachelor's level are given the bachelor degree, and individuals graduating master's level are given master's degree, and an appropriate document of the state standard – a diploma is issued.
- 5.8. Bachelor's diploma entitles the holder to continue education at master's level and to employment according to the area of specialization studied, master's diploma entitles to continue his/her education at doctoral studies, engage at scientific research and to employment according to the area of specialization studied.
- 5.9. Individuals who not graduated education in different levels of education, for various reasons, the reference, in the established form which is approved by the Cabinet of Ministers of the Republic of Azerbaijan, is issued.

## **6. Quality indicators of tutors**

- 6.1. The quality indicators of tutors of higher education institutions includes :
  - Ability to use in their work innovative education, information and communication technologies, modern equipments, new manufacturing and teaching technologies;
  - Besides higher education degree hold scientific degree;
  - Continuous development of scientific level, knowledge and skills.

Quality indicators of tutors are defined on the basis of certification rules approved by the Cabinet of Ministers of the Republic of Azerbaijan.

6.2. Scientific activity is an integral part of teaching staff's work. The results of scientific and research works carried out at higher education institutions are taken into consideration while election or appointing teaching staff to an appropriate position.

## 7. Level of knowledge, abilities and skills of students

7.1. Students' level of knowledge, abilities and skills is defined by assessment.

7.2. Main purpose in assessment of student's knowledge is to assess and to develop quality in education.

7.3. While assessment of student's knowledge the following principles are taken into consideration:

- measurability and reliability of assessment criteria ;
- using of different methods and tools while assessment;
- ensuring of equity, objectivity and transparency while assessment and grounding of assessment ;
- formation of self-assessment ability at students, develop their wills to improve education and achieve improvement in the quality of education ;

7.4. The level and quality of learning of educational programs by students on certain specialties are defined during current, interim and state certification processes on the basis of appropriate rules. Current, interim and state certification of students' knowledge is assessed according to points system (100 scores). Depending on number of scores collected during a semester in a specific discipline , a student's knowledge is assessed as follows :

Less than 51 scores	—	“unsatisfactory”	—	F
51-60 scores	—	“satisfactory”	—	E
61-70 scores	—	“normal”	—	D
71-80 scores	—	“good”	—	C
81-90 scores	—	“very good”	—	B
91-100 scores	—	“excellent”	—	A

Higher educational programs are completed by state certification of students. The state certification is obligatory for all students.

Rules on organization of exam sessions, current and interim assessment of students' knowledge, state certification are defined by the Cabinet of Ministers of the Republic of Azerbaijan, the Ministry of Education of the Republic of Azerbaijan and higher educational institutions within their competence.

7.5. Qualification degree and diploma on graduation of certain level of education is awarded to students who learned teaching programs (curriculums) in appropriate levels of higher education and got successful mark in interim and state final exams.

## 8. Higher educational programs

8.1. Higher educational programs (curriculum) are (is) the state document reflecting learning outcomes and content standards, education disciplines, number of weekly curricular and extracurricular hours, organization of pedagogical process, assessment and monitoring of learning outcomes.

8.2. Higher educational programs (curriculums) define content of education on levels of higher education and its learning rules.

8.3. Higher education in the Republic of Azerbaijan is realized basing on educational programs covering all levels.

Higher education program (curriculum) includes the follows:

- Classification of specializations on different levels (bachelor, masters and doctoral level) of high education.

Classifications are developed taking into consideration existing and prospective development trends in science, technique, culture, documents adopted by UNESCO and other international structures and approved by the Cabinet of Ministers of the Republic of Azerbaijan;

- Appropriate educational programs reflecting outcomes and standards of education in different specialties of higher education levels, taught disciplines, workload and number of extracurricular hours and etc.

The present programs are approved by the Ministry of Education of the Republic of Azerbaijan;

- Organization of pedagogical process, teaching plans, discipline programs, recommendations concerned with methodical provisions, rules of assessment and monitoring of learning outcomes.

These documents are defined by the Cabinet of Ministers of the Republic of Azerbaijan, the Ministry of Education of the Republic of Azerbaijan and higher educational institutions within their competence.

8.4. The structure of educational programs on specialties is defined as follows :

- general provisions;
- qualification characteristics and professionalism of graduates;
- minimal requirements to the content and level of education;
- material & technical resources , training facility and human resources;
- modes and methods of educational process;
- requirements to final state certification and assessment.

The following discipline sections on levels of higher education are envisaged in educational programs:

At bachelor's level:

- humanitarian disciplines:
- Disciplines for professional training on specialty.

Part of humanitarian disciplines ensures study of problems and processes which existing in different areas of social activity.

Disciplines for professional training ensure study of knowledge, abilities and skills which are necessary for solution of typical and non-typical problems concerned with specialty.

15-20 % of total class hours are allotted for teaching humanitarian disciplines, the rest 80-85 hours for teaching of disciplines ensuring professional training.

In humanitarian discipline section are included such obligatory disciplines as History of Azerbaijan, Azerbaijani language (for students studying in foreign language), and Foreign language.

With respect to individuals getting repeated high education at bachelor's program appropriate shorted programs also may be applied. In shortened programs (professional) specialization training disciplines are included only. Education on these programs is completed in a shortened period of time.

At master's level:

- humanitarian disciplines;
- special disciplines.

While teaching disciplines included into the given section the students at master programs are taught with the following skills: conducting and organization of scientific and research work in appropriate field of science, using of modern information technologies, teaching in higher educational institutions, and activity in management.

Educational programs consist of educational and scientific research parts. At the same time, 40 - 50 % of time is allotted to education part.

On the given educational programs 20-25 % of class hours are allotted to humanitarian disciplines, and 75-80 % of class hours are allotted to special disciplines.

In humanitarian discipline section are included such obligatory disciplines as "Foreign language", "Pedagogic at higher institution" and "Psychology".

Selective disciplines are included into all sections of disciplines of educational programs for bachelor's and master's programs. Total number of hours allotted for selective disciplines in both programs is 25-30 %. The selective disciplines are determined by educational institution.

8.5 Educational programs on different specialties in higher education are carried out on the basis of the following educational and methodical documentation :

- model curriculum;
- working curriculum;
- methodical manuals for conducting practical trainings, doing graduation work, writing master's thesis and final certification of students;
- program of disciplines;
- syllabus;
- schedule of tasks on disciplines ;
- the list of textbooks (manual), lectures, visual aids, proposed literature;
- Plan of workshops and practical classes.
- Recommendations on studying of disciplines;
- Methodological recommendations for completion of coursework (projects), lab task, graphic work, drafting of reports on outcomes of practical trainings;
- Educational learning materials for assessment of student's knowledge (control tasks and tests, examination questions, questions on independent training of students and etc.);
- program resources and multimedia on discipline;
- the list of specialized lecture-rooms, studies and laboratories.

The forms of the given documents are defined and approved by the Cabinet of Ministers of the Republic of Azerbaijan, the Ministry of Education of the Republic of Azerbaijan and higher educational institutions within their competence.

8.6. Educational process in higher educational institutions is arranged on the basis of credit system which complies with European Credit Transfer System. The rules on arrangement of study on credit system are approved by the Cabinet of Ministers of the Republic of Azerbaijan.

8.7. Total teaching workload and its norms are defined as follows :

8.7.1. Maximal weekly teaching workload for students of higher educational institution is 45 hours (considering both classroom trainings and other learning environments).

Weekly classroom trainings for bachelor's program should not exceed 30 hours, and for master's program should not exceed 16 hours.

Volume of educational work in educational plan is defined by credit units and one credit is equated to 30 hours.

(the third paragraph of subparagraph 8.7.1 was presented in the new wording in compliance with the Decision of the Cabinet of Ministers of the Republic of Azerbaijan No.280 dated 06.12.2012) (see previous edition)

8.7.2. Maximal volume of statutory classroom hours at full time studies are defined by education programs on different specialties.

Volume of classroom hours for students' studying at part time programs at bachelor's level is 180-240 hours. And volume of classroom hours for students' studying at part time programs at master's level is 120-160 hours in a year.

8.7.3. Each year training period starts on the 15<sup>th</sup> of September and finishes according to education plan on specialty.

8.7.4. Education year consist of two semesters (autumn semester and spring semester). Additionally, during summer holidays a summer semester which is not longer than 6 weeks may be arranged.

8.7.5. A term of academic year at full time studies is 40 weeks. Each semester consists of 20 weeks (including 5 weeks exam sessions). A term of academic year at part time studies is 32 weeks. Each semester is 16 weeks (including 1 week for exam session) and for each semester 24 credits is defined.

(subparagraph 8.7.5 was presented in the new wording in compliance with the Decision of the Cabinet of Ministers of the Republic of Azerbaijan No. 280 dated 06.12.2012) (see previous edition).

8.7.6. Term of practical training during education : for bachelor's level (program) is 8-18 weeks, and for master's level (program) is 8-10 weeks.

8.7.7. Term of holidays in an academic year is 8-12 weeks (including not less than 2 weeks of winter holidays).

8.7.8. The lessons delivered at higher educational institutions will include lectures, seminars, theoretical trainings, laboratory practice, tests, scientific research works, course work (draft) and etc.

8.7.9. A classroom hour lasts 45 minutes. One lesson is two academic hours. Break between academic hours should be no less than 5 minutes.

8.7.10. Training activities at higher education institution are following:

- lectures ;
- seminars ;
- practical training;
- laboratory practice;
- consultations;
- student's independent work;
- student's work under teacher's supervision;
- study, pedagogical and archeological practices, field works, production practices, diploma practice and etc.
- internship;
- essay writing;
- coursework;
- graduation work;
- master's thesis;
- doctoral (PhD) thesis

Additionally, review is also conducted. Review activities include supervision of interim works and tests.

8.7.11. The norms of training activities to be carried out by academic staff are defined by higher educational institution in compliance with timing standards approved by the Cabinet of Ministers of the Republic of Azerbaijan.

8.7.12. As a rule, lectures are delivered by professors and associate professors. The specialists with enough work experience and knowledge engaged at other entities also may be involved in delivery of lectures at higher education institution.

Seminars, practical trainings, laboratory works and etc are delivered, as a rule, by senior tutors, tutors, assistants and etc.

8.7.13. Term allotted for preparation and organization of state certification is 6 weeks.

8.8. Depending on material and technical resources each study group consists of 15-30 students.

If a number of students in a study group on the same specialty less than 30 students, then a group is not divided. Study groups on some specific activities (foreign language, arts, culture, music, sport and etc) and during laboratory activities can be divided in compliance with the norms for subgroups.

If number of credits (hours) on disciplines included into humanities section and professional training section and the content of teaching share the same program study groups are united in lectures.

8.9. Appropriate educational programs are applicable to additional higher education, distant education and other modes of special education.

The list of used source documents

The Decision of the Cabinet of Ministers of Republic Azerbaijan No. 280, dated December 06, 2012 (“Azerbaijan” newspaper edition 274 dated December 08, 2012, statute book of the Republic of Azerbaijan, No. 12, Article 1344 )

The list of amendments and additions made to the Decision:

By the Decision of the Cabinet of Ministers of Republic Azerbaijan No. 280, dated December 06, 2012 (“Azerbaijan” newspaper edition 274 dated December 08, 2012, statute book of the Republic of Azerbaijan, No. 12, Article 1344 ),

The subparagraph 8.7.1 of “the state standards and programs for higher education level” was presented in the new wording.

The previous wording stated:

~~The volume of teaching work in education plan is defined by credit units and one credit is 30 hours (15 hours of classroom studies and 15 hours of student’s independent work).~~

By the Decision of the Cabinet of Ministers of Republic Azerbaijan No. 280, dated December 06, 2012 (“Azerbaijan” newspaper edition 274 dated December 08, 2012, statute book of the Republic of Azerbaijan, No. 12, Article 1344 ),

The subparagraph 8.7.5 of “the state standards and programs for higher education level” was presented in the new wording.

The previous wording stated:

~~8.7.5. A term of academic year is 40 weeks. Each semester consists of 20 weeks (5 weeks of exam sessions).~~