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**AZERBAIJAN UNIVERSITY
HANDBOOK FOR MASTER'S STUDENTS**

Baku – 2025

HANDBOOK FOR MASTER'S STUDENTS

Dear Student,

You have been admitted to Azerbaijan University (hereinafter referred to as the “University”) and officially registered as a master’s student. We sincerely congratulate you and wish you every success throughout your studies!

Our goal is to familiarize you with your rights and responsibilities during your period of study and, by explaining them in detail, to create the most favorable conditions for your academic success and to ensure objectivity.

To achieve academic success, you must not only acquire high-level knowledge and skills but also be aware of and comply with the legislative norms of the Republic of Azerbaijan regarding the master’s level of higher education, as well as the internal regulations of the University outlined in this “Handbook for Master’s Students.” This includes understanding the content and organization of the educational process in master’s training, as well as the requirements for knowledge and skills in scientific research activities.

Taking into account the substantial changes introduced into master’s degree programs by the decisions of the Ministry of Science and Education, this Handbook has been revised for students admitted starting from the 2025–2026 academic year.

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1. 1. What is Master's Education?

As you know, the Republic of Azerbaijan joined the Bologna Process in 2005, which was established to create a common European Higher Education Area. Since that date, Azerbaijan has implemented fundamental reforms in its national higher education system. As a result of this process, a three-level higher education system was introduced in the country, and the Master's level of education (Master's studies) was established.

Master's education is an important and integral part of the Azerbaijan National Qualifications Framework. At the Master's level, specialist training is carried out in accordance with the classification of Master's specializations (programs) approved by the Cabinet of Ministers of the Republic of Azerbaijan. The degree of Master (Lat. *magister* – leader, teacher) is a higher academic qualification awarded to individuals who have completed Master's studies. Generally, graduates of the Bachelor's level who plan to engage in scientific research or pedagogical activity in higher education institutions, or who wish to acquire an additional specialization, continue their studies at the Master's level. The Master's degree is one of the main requirements for pursuing doctoral studies.

According to national legislation, the duration of Master's education is 1.5 or 2 years (90 or 120 credits), depending on the specialization.

For more detailed information, one may refer to the Law of the Republic of Azerbaijan on Education and other relevant normative legal documents regulating the foundations of Master's education in Azerbaijan.

2. Master's Training at Azerbaijan University

At Azerbaijan University, the content of Master's education, in accordance with the requirements of the specialization, consists of interconnected theoretical instruction, scientific research work, pedagogical and professional training. The theoretical instruction and pedagogical training of a Master's student are ensured through the study of humanities, major and specialization courses in the form of lectures, practical classes, seminars, consultations, independent work, pedagogical practice, and other forms. The scientific research activity of a Master's student consists of fulfilling research work planned for each semester, scientific research and scientific-pedagogical internships, and the preparation of the Master's thesis. The preparation of a Master's thesis is applicable to two-year (120-credit) programs.

3. Structure of the Educational Process in the Master's Program

Master's education lasts 1.5 or 2 academic years depending on the requirements of the specialization and consists of two semesters (fall and spring). In addition, a summer semester may be organized during the summer vacation period for no more than six weeks. For full-time study at both levels of higher education (Bachelor's/Master's), the academic year consists of 40 weeks. Each semester comprises 20 weeks (including 5 weeks of examination session). A total of 30 credits is determined for a student per semester. One credit is equal to 30 hours of a student's classroom and extracurricular workload. Under a five-day working schedule, the student's total weekly classroom and extracurricular workload amounts to 45 hours. The student's weekly workload equals 1.5 credits (except for the summer semester). Each week allocated for the

preparation and defense of the Master's thesis, as well as preparation for and taking of state final and semester examinations, and for internships, is equal to 1.5 credits.

If, for any reason (family circumstances, illness, military service, etc.), academic leave is granted to a Master's student, the period of such leave is not included in the overall duration of study.

When the normative duration of Master's education is 2 years, 120 credits are required; when it is 1.5 years, 90 credits are required. The accumulation of the prescribed credits by the student is mandatory.

Students with academic debt are allowed, on a paid basis, to select additional course(s) provided that the total does not exceed 10 credits per semester. In this case, tuition fees for credits exceeding 30 shall be paid in accordance with the relevant regulations.

4. Rights and Responsibilities of a Master's Student

The rules for the organization of Master's education and the rights and responsibilities of participants in the educational process are established by the relevant legislation of the Republic of Azerbaijan.¹

The main responsibilities of Master's students are as follows:

- 4.1.** To consistently and thoroughly acquire theoretical knowledge, practical skills, and modern research methods in their chosen specialization;
- 4.2.** To acquire the necessary knowledge and skills for organizing and conducting group work, to continuously improve their educational, scientific, and cultural level, and to participate in the public life of the University;
- 4.3.** To attend classes and examinations during the semester and examination sessions in accordance with the established rules;
- 4.4.** To comply with the internal disciplinary regulations adopted by the University;
- 4.5.** To treat members of the University administration, faculty, staff, and fellow students with respect; to refrain from actions that may hinder the educational process or the activities of the University's structural units; to prevent violations of established rules; and to immediately comply with the lawful requirements of authorized administrative staff and other employees of the University;
- 4.6.** To maintain cleanliness and order in University classrooms and to treat teaching and laboratory equipment, devices, instructional materials, books, and other property with care;
- 4.7.** To comply with the terms and obligations stipulated in the contract concluded between the Master's student and the University.

The main rights of Master's students are as follows:

- 4.8.** To receive quality education at the University;
- 4.9.** To obtain relevant information regarding the activities of the University in accordance with the legislation of the Republic of Azerbaijan;

¹ Rules for the Organization of Education under the Credit System at the Bachelor's and Master's Levels of Higher Education Institutions, Basic (Primary Higher) Medical Education and the Master's Level of the Azerbaijan National Academy of Sciences," approved by Resolution No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013.

- 4.10. To elect an authorized representative of a student organization or to nominate themselves for such a position in accordance with the University Charter and internal regulations;
- 4.11. To request and obtain relevant documents from Azerbaijan University in order to continue their education at another higher education institution;
- 4.12. To periodically evaluate the activities of the academic (professor-teaching) staff;
- 4.13. To be provided with safe and non-hazardous educational conditions;
- 4.14. To select and attend a course on a paid basis without limitation.

5. Assessment of Student Knowledge under the Credit System

At the University, the assessment of knowledge is regulated by multi-point evaluation criteria in accordance with the “Regulation on the Assessment of Knowledge of Students Studying under the Credit System,” approved by Order No. 1060 of the Ministry of Education of the Republic of Azerbaijan dated September 11, 2008.

The multi-point grading system is a mechanism for evaluating the knowledge and skills acquired by students as a result of their academic activities. The maximum score a student may obtain in each course is 100 points. Half of these points are accumulated based on the student’s performance during the semester (continuous assessment), and the other half is awarded based on the results of the final examination.

The distribution of the maximum score is determined as follows:

- 10 points for class attendance;
- 10 points for independent work;
- 30 points for seminar (practical) class performance;
- 50 points for the examination result.

NOTE 1: In courses consisting only of lectures, 30 points are awarded based on colloquiums.

Attention! A student who fails to attend more than 25 percent of the classroom hours allocated for a course is not permitted to sit for the examination in that course.

6. Individual Study Plan (ISP)

In accordance with the curriculum, each Master’s student must prepare an Individual Study Plan prior to the beginning of the academic year. The Individual Study Plan specifies the coursework and research activities planned for each semester.

The Individual Study Plan is prepared and signed directly by the Master’s student. Where necessary, the student may consult with a tutor regarding its preparation. The ISP must also include the thesis topic and the name of the academic supervisor.

The thesis topic is selected by the Master’s student during the first semester with the assistance of the head of the department. The student carries out their studies and research activities based on the approved Individual Study Plan.

Certain changes may be made to the Individual Study Plan during the course of study (such as adding one or more courses, clarification or change of the thesis topic, etc.). For this purpose, the head of the department must submit a formal request to the International Master's and Doctoral Center (hereinafter IMDC). Any change made to the Individual Study Plan must be approved by the IMDC.

7. Organization and Conduct of Examination Sessions and Appeal Procedures

At the end of each academic year, examination sessions are held for the Fall and Spring semesters over a period of 5 weeks. The maximum score in an examination is 50 points. A student must obtain at least 17 points in the examination. Otherwise, the examination results are not added to the points accumulated during the semester, and the student is considered to have an academic debt.

Students who are dissatisfied with the assessment of examination results or with the formulation of questions (tests) may apply to the Appeals Commission within 3 working days.

Students who fail to attend an examination for a valid reason are given one opportunity to take the examination before the start of the next semester. In this case, the student does not pay a fee for the retake.

A student who fails to attend an examination without a valid reason is considered to have an academic debt in the respective course(s). In this case, a student who wishes to earn credits without re-attending the course(s) may do so within the period specified by the curriculum during the semester in which the course(s) was/were taught (after the examination session of the semester in which the academic debt occurred and before the beginning of the next semester, or during the examination session of the next semester) by settling the academic debt for the respective course(s). The examination fee for a student who fails to attend without a valid reason is 25 percent of the amount established for that course.

A student with academic debt may participate in examinations for a maximum of two courses per semester (except for the first semester), without re-attending the classes, taking each course once. In this case, the continuous assessment results from the semester in which the student originally attended the course(s) are taken into account, and the earned credits are attributed to that semester. In all other cases, the student must re-attend the course(s) and fully meet the requirements established for mastering the course(s).

Students' duties and rights during examinations can be reviewed in the document "Rules for the Organization and Conduct of Examination Sessions at Azerbaijan University," approved by Decision No. 06 of the Academic Council dated February 5, 2024, and by Order No. 007 of the Rector dated February 5, 2024, at Azerbaijan University.

8. How Are Scholarships Determined?

The awarding of scholarships at Azerbaijan University is regulated by the "Rules for the Assignment and Payment of Scholarships to Doctoral Students, Students of Higher Education, Secondary Specialized and Vocational Education Institutions," approved by Resolution No. 38 of the Cabinet of Ministers of the Republic of Azerbaijan dated February 5, 2016.

According to these Rules:

-Scholarships are awarded to full-time students of higher education institutions based on their overall academic performance, regardless of whether they study under state order, at the expense of the state, or on a paid basis;

-Scholarships apply to citizens of the Republic of Azerbaijan as well as foreign citizens studying full-time;

-Scholarships are paid from funds allocated in the state budget for this purpose;

-Scholarships are paid once per month during the normative duration of study established by the educational program (Bachelor's – 4 years, Master's – 2 years);

-Scholarship payments are suspended if the student is dismissed from the institution or takes academic leave. Master's students on academic leave receive the scholarship in full during the current semester, and upon returning from leave, the scholarship is awarded based on the results of the next examination session;

-During industrial internships and vacation periods, students retain the right to receive scholarships regardless of whether they are employed;

-The number of scholarships allocated per specialization for each academic year corresponds to the number of students studying under state order and at the expense of the state.

-Based on the number of scholarships allocated for each specialization, higher education institutions determine the list of students who will receive scholarships in the next semester, ranked from the highest GPA according to examination session results.

-Scholarships for Master's students who have earned the right to receive them are determined on a semester basis (except for the first semester of the first academic year) according to their academic performance in courses as follows:

1. Students with academic performance of 91–100 points;

2. Students with academic performance of 71–100 points;

3. Students with academic performance of 51–100 points.

The amount of the scholarship is determined by relevant decrees of the President of the Republic of Azerbaijan.

9. Attestation of Master's Students

Students who have fulfilled all the requirements of the curriculum are admitted to final attestation. In Master's programs, greater emphasis is placed on the student's active independent work. Final attestation consists of the defense of the Master's thesis. Students who do not complete the Master's level for any reason are issued a certificate in accordance with the procedure established by the Cabinet of Ministers of the Republic of Azerbaijan.

10. Internship: Scientific-Pedagogical and Scientific-Research

Master's students must complete the following internships:

- Scientific-pedagogical internship;
- Scientific-research internship.

The purpose of the scientific-pedagogical internship is to master the practical foundations of pedagogy and acquire relevant skills, learn the methodology for preparing scientific and methodological materials (working curriculum, course syllabus, teaching and methodological manuals and recommendations), participate in lectures and seminars conducted by experienced instructors, and conduct trial classes for Bachelor's students. Another important feature of the scientific-pedagogical internship is that Master's graduates often hold managerial positions in the future, which involve training staff (acquiring skills in preparing training materials, planning training programs, conducting seminars, etc.). The duration of the internship is 4 weeks. After completing the internship, Master's students submit a report within 2 weeks.

The objectives of the scientific-pedagogical internship are:

- To form an understanding of the management system of a higher education institution;
- To strengthen and deepen theoretical knowledge acquired at the university and ensure its use in future professional activity;
- To reinforce interest in the pedagogical profession (for students in pedagogical specializations) and develop the ability to carry out teaching and educational activities creatively;
- To become familiar with the main forms of organization, content, and planning of teaching activities;
- To develop and improve professional skills required for a university instructor;
- To acquire basic knowledge of higher education pedagogy and the ability to independently carry out teaching, methodological, and educational work.

The purpose of the scientific-research internship is to teach students the main methods of conducting research, to enhance and systematize professional knowledge, to develop independent research skills, and to ensure the preparation of the Master's thesis. The duration of the scientific-research internship is 4 weeks. After completing the internship, Master's students submit a report Responsibilities of the Scientific-Research Internship within two weeks.

- Identifying current scientific problems and gaining practical experience in their investigation;
- Introducing students, depending on the profile and characteristics of their specialization, to new technologies, advanced work methods, modern scientific research, and other relevant issues;
- Familiarizing students with the methods and forms used in organizing scientific-bibliographic searches (including searches using electronic catalogs and the Internet);
- Developing students' diligence, organizational skills, and ability to work collaboratively;
- Organizing the development and implementation of scientific-research projects;
- Analyzing research results;
- Mastering management mechanisms for project execution by groups within organizations;

-Collecting materials necessary for the preparation of the Master's thesis

Minimum Outcomes of a Master's Student's Scientific-Research and Pedagogical Activities

- Preparation of the Master's thesis;
- Publication or acceptance for publication of at least 2 (two) articles or theses covering the content of the Master's thesis (must be confirmed with appropriate documents);
- Participation in scientific-technical and scientific-methodological conferences with presentations;
- Participation in the pedagogical process.

The industrial (practical) internship of Master's students is an integral part of the relevant educational programs. The organization, volume, purpose, and duration of the internship are determined by the state educational standards for the corresponding fields (specializations) in which the specialist is trained.

Duties of the Scientific Research Internship Supervisor of a Master's Student

Departments of the University assign a supervisor to Master's students for the scientific-research internship. Supervisors may be academic staff with a scientific degree. One supervisor cannot be assigned to more than 5 Master's students for scientific-research supervision.

A supervisor appointed by the educational institution:

The supervisor is appointed by the head of the department. The supervisor performs the following organizational tasks:

- implements organizational measures for the fulfillment of the internship program;
- agrees on the scientific-research internship program and timeline with the head of the department;
- prepares a working program for conducting the internship;
- determines, together with the Master's student, the appropriate course for completing the scientific-pedagogical internship;
- ensures that students comply with labor protection and safety regulations.
- participates in determining individual tasks and internship topics for students and assigning them to workplaces;
- provides methodological assistance to students in completing individual tasks and assists them in collecting materials necessary for the master's thesis;
- provides methodological assistance to students in preparing a report on the implementation of the internship program.
- organizes the defense of the master's student's internship report at the department.

Duties of the Master's Student during the Internship Period:

- During the 1st week, which is the familiarization week, getting acquainted with the university structure and the teaching and pedagogical activities in the unit where the scientific-pedagogical internship is conducted, determining an action plan, and carrying out preparatory work;
- Mandatory attendance at several lectures and seminar sessions on the subject chosen for conducting the scientific-pedagogical internship;
- Preparation of teaching and methodical materials for conducting lectures and seminar sessions, and discussing them with the internship supervisor;

- Conducting lectures, seminars, or laboratory sessions over the subsequent three weeks;
- Discussing the conducted lessons with other master's students, both in terms of content and methodology;
- Attending at least 6 academic hours of classes on the selected subject, writing down their thoughts about the teacher's conduct of the lesson and the students' activity;
- Attending the classes of other master's students undergoing an internship in the same specialty and indicating their opinions in the internship report;
- During the scientific-research internship, completing the tasks determined by the scientific supervisor in accordance with the individual study plan;
- Preparing a report on the scientific-pedagogical and scientific-research internship and submitting it together with the diary ² to the internship supervisor within 2 weeks after the internship ends.

The student's report form on the internship and the attestation form for the internship results are determined by the educational institutions. An unsatisfactory grade received based on the internship results is considered an academic debt. Students who did not participate in the internship for various reasons and received an unsatisfactory grade must repeat the internship.

Requirements for Internship Reports:

The internship report is the main document characterizing the master's student's activities during the internship. The report must be written in 14-point font with 1.5 line spacing, observing the rules required for the execution of scientific work. The report on the scientific-pedagogical internship must include the methodological support for the conducted lessons (brief summary of the lesson, review questions, problems, tests, and a list of literature). The report on the scientific-research internship explains the topic of the master's thesis or the purpose of the completed scientific-research work, provides an analysis of the collected materials, and interprets the results and proposals.

Scientific-pedagogical internship report - (title page, introduction, main part, results obtained during the internship, list of literature). The volume should be at least 5 pages (excluding the list of used literature and appendices).

The title page is the first page of the report prepared for the practical training internship. Since scientific-pedagogical and scientific-research internships are conducted at different times, a separate report should be written for each internship.

In the main part of the scientific-pedagogical internship report:

- The tasks determined (to be completed) for the master's student's scientific-pedagogical internship are indicated;
- The methodology that the master's student familiarized themselves with for teaching the designated lesson before the scientific-pedagogical internship is described;
- The master's student's opinion about the lectures and seminar sessions they attended as a listener (description of the methodology used in teaching the lesson) is explained;
- A brief description of the work done is given, and the dates of their completion are indicated;
- Information is provided about the difficulties encountered in carrying out the scientific-pedagogical internship.

² Diary - A registration document about the planned activities and work done by the Master's student during the internship period.

In the main part of the scientific-research internship report:

- The tasks determined (to be completed) for the scientific-research internship are indicated;
- The purpose of the scientific-research work is clarified;
- An assessment of the scientific and practical significance of the topic is provided;
- An analysis of the obtained materials is presented;
- The chosen research method for solving the problem posed in the master's thesis is justified;
- An economic analysis of the results is provided;
- The place of the researched issue in modern scientific and practical achievements, and directions for future research are determined;
- Results and recommendations are presented.

As the result obtained during the internship, the fulfillment of the objectives set in the scientific-pedagogical or scientific-research internship is evaluated, ways to eliminate problems encountered during the internship, etc. are indicated.

The list of literature includes only books, articles, internet sources, etc. used in preparing the report.

Defense of the report: The report is submitted to the internship supervisor for review. The internship supervisor investigates how the master's student has fulfilled the internship program. The results of the report are discussed at a department meeting with the participation of the master's student, and a final grade is given.

11. Rules for the preparation, presentation, and defense of the Master's thesis

The final stage of education at the master's level of higher education is the defense of the master's thesis. A master's thesis is a scientific-research (creative) or practical-design work independently carried out by a master's student under the guidance of a scientific supervisor. The master's thesis should reflect the novelty introduced by the master's student in the relevant specialization or field.

The preparation and successful defense of the master's thesis is a mandatory condition for fulfilling the master's preparation program. Those who have fully mastered all the subjects provided for in the curriculum and received a successful grade are allowed to defend their master's thesis. Persons who successfully defend their master's thesis are awarded a diploma of a unified state standard. The scientific supervisor provides close assistance to the master's student in preparing the thesis work.

The master's student's scientific supervisor:

- gives the master's student the assignment for their thesis;
- assists the master's student in preparing an individual work plan covering the period of completing the thesis;
- recommends to the master's student the scientific-methodical literature, information and archive materials, projects, and other sources necessary for the thesis work.
- conducts regular discussions with the master's student according to the individual work plan, providing them with scientific-methodical advice.

Choosing a Topic for the Master's Thesis

A master's thesis is a scientific research work required to obtain a master's degree. It is a scientific text reflecting the master's student's in-depth research in their field, meeting certain requirements, and defended before the university's scientific council.

Thesis topics must meet the following requirements:

- They should be relevant from a theoretical and practical point of view in the direction of the master's student's specialization;

- The thesis work should focus on the creative solution of any issue of significant importance for the relevant scientific direction;

- It should provide an improved scientific interpretation of technical, economic, and technological developments of significant applied importance.

The master's student can choose a thesis topic from the list of Master's thesis topics proposed by the department or can propose a topic not on the list. Freedom in choosing a master's thesis topic creates wide opportunities for the master's student to realize their individual scientific interests and solve the posed problem.

After a thesis topic is chosen for each student admitted to the master's program, the department appoints a scientific supervisor with an academic degree (Doctor of Sciences or PhD), and the master's student's study and research activities are carried out directly under the supervision of the scientific supervisor. The master's thesis is an independent scientific-research and practical-design work carried out under the guidance of a scientific supervisor (and consultants, if necessary). The topic and plan of the master's thesis should be coordinated with the scientific directions of the department where the master's student's scientific supervisor works and must be approved by the faculty's scientific council within the first 3 months of the first semester based on the department's submission. With the help of their scientific supervisor in choosing the topic, the master's student should determine the content of the thesis, the novelty, relevance, and practical significance of the posed problem, and assess the importance of the chosen topic for their development as a highly qualified specialist. The master's thesis can also be devoted to continuing and researching in more depth the final work completed by the master's student at the bachelor's level. In this case, the topic carried out in the final work should not be repeated and should involve deeper scientific and practical research. In the master's thesis, the results obtained by the master's student must be scientifically and practically substantiated, comparatively evaluated with existing facts, and recommendations for their use must be provided.

Working Plan of the Master's Thesis

The master's thesis is an independent scientific-research work of the master's student under the guidance of a scientific supervisor, and a plan must be drawn up for its completion. Planning the work begins with the preparation of a working plan and determines the roadmap for carrying out the intended research. A properly drawn-up plan allows for the productive organization and timely completion of research on the chosen topic. The working plan of the master's thesis is prepared in parallel with the study and selection of literature on the topic and is agreed upon with the scientific supervisor.

Collection, analysis, and generalization of information on the topic

Literature corresponding to the topics indicated in the working plan of the master's thesis is selected and a list is compiled. All literature sources related to the research topic must be studied. These sources include various types of literature published in our country and abroad. The following sources are used to compile a bibliographic list:

- List of main and recommended literature related to the topic of the master's thesis;
- Dissertation works on the topic.
- Internet resources;

Depending on the specialty and field of science, literature published within the last 3-5 years should constitute at least 50% of the literature list, as they contain more recent scientific achievements on the problem under research and their practical significance. The use of literature that is 10, 20, or even 30 years old is possible, taking into account the recommendations of scientists and experts

working in the field. Literature sources on the researched topic can be selected from the bibliography of published articles and books. The search for articles in scientific journals should start from the last issue of the journal published each year, as this final issue contains a list of articles published during the year. Currently, many electronic sources (books, articles, regulations, informational materials, and others) are available on the internet. Researching, using, and including these materials in the literature list is important. Working with a book written on a scientific topic begins with studying the title page, which provides information about the author, year of publication, place of publication, and includes the table of contents. The year of publication indicates whether the information provided about the research conducted on the intended problem is up-to-date. The book's table of contents shows the main points of its content and the sequence of presented materials. Then it is necessary to get acquainted with the introduction, which indicates the relevance of the topic, explains a brief summary of the book, and provides information about the sources, research methods, and the degree of problem resolution.

The materials collected on the researched topic are finalized and generalized to determine the structure, content, and volume of the master's thesis.

Stages of Presenting the Master's Thesis

The master's student periodically informs the department about the progress of their thesis work and, after completing the thesis work in the required content and form, submits it to their scientific supervisor. After reviewing the work, the scientific supervisor submits it to the department for discussion along with their written opinion. The opinion characterizes the work done on all sections of the thesis and evaluates the novelty and validity of the obtained results, their theoretical and practical significance, as well as the individual characteristics of the master's student. After the thesis work is discussed at the department, a relevant decision is made regarding its compliance with the requirements for a master's thesis and the master's student's readiness for defense. The final stage of education at the master's level of higher education is the defense of the master's thesis. The defense of the dissertation is conducted at a meeting of the specialized council established by the order of the Rector of the educational institution. Persons completing the master's level are awarded the higher scientific qualification degree of "Master". The "Master's" degree is awarded based on the decision of specialized councils established by the higher education institution for the defense of master's theses. Only persons graduating from specialties with a normative study duration of 2 years (120 credits) can continue their education in doctoral studies.

Structure of the Master's Thesis

The dissertation must be written and defended in the language of instruction. The structure of the master's thesis consists of materials arranged in the following order:

- title page;
- abstract;
- table of contents;
- introduction;
- main part (content of the dissertation);
- conclusion;
- list of used literature;
- appendices (if any).

The abstract is a brief summary of the dissertation's content and should reflect the following:

- the master's student's name and the topic of the thesis; the name of the scientific supervisor;
- the object, purpose, and nature of the research;
- a brief explanation of the research and calculations;
- the result.

The abstract should consist of approximately 150-200 words and be written on one page. The table of contents indicates the starting page numbers for all chapters, headings, and subheadings within each chapter present in the thesis. The introduction provides brief information about the relevance of the topic, the purpose, and the object of the research. The main part presents the analysis of the researched issue, which has significant importance in the relevant scientific direction, and its creative solution. The text of the main part is divided into chapters, subchapters, headings, and subheadings. Tables, figures, graphs, diagrams, schemas, etc. can be provided here if necessary. The conclusion part presents the scientific and practical results and recommendations obtained by the master's student as a summary of the research work. In the list of used literature section, all sources used in completing the thesis are listed, generally in alphabetical order (by the first letter of the author's surname), numbered sequentially. (In some cases, sources may also be numbered according to citations). According to the Academic Integrity and Ethics Policy at Azerbaijan University, if foreign materials are used without referencing the author and source, the master's thesis is returned from any stage of discussion related to the defense. The appendices section contains materials that clarify or substantiate the research and propositions in the main part of the dissertation (if necessary).

Submission of the Thesis Work for Defense

The master's student periodically informs their scientific supervisor about the progress of their thesis work and, after completing it in the required content and form, submits it to the scientific supervisor. After reviewing the work, the scientific supervisor submits it to the department for preliminary discussion along with their written opinion. The opinion characterizes the work done on all sections of the dissertation and evaluates the validity of the obtained results, their theoretical and practical significance, as well as the individual characteristics of the master's student. The materials submitted to the department and the master's student's Individual Study Plan are reviewed. After the thesis work is discussed, its compliance with the requirements for a master's thesis is determined, and it is submitted to the International Master's and Doctoral Center together with the final opinion. The Head of the Center makes a relevant decision on allowing the submitted materials for defense and makes appropriate notes on the title page of the master's thesis. If the Head of the Center deems it impossible to allow the master's student to defend the thesis, this issue is considered at the Center with the participation of the scientific supervisor.

External Expert Opinion

The thesis work is sent to experts for review and opinion at least 15 days before the defense. After a thorough review of the thesis work, the experts prepare a written opinion. The opinion should reflect the following:

- relevance of the dissertation topic;
- correct use of literature;
- the presence or absence of the fact of using foreign materials without referencing the author and source;
- the validity and novelty of each main proposition and result put forward in the thesis;
- the scientific and practical value of the conducted research, the possibility of using the obtained results;
- an objective assessment of the work, its positive and negative aspects;
- whether the work meets the requirements for master's theses.

The opinion is signed by the expert and submitted to the defense council at least 5 days before the defense. A copy of the expert's opinion must be given to the master's student at least 3 days before the defense.

Oral Defense

The following documents must be submitted to the Specialized Councils for the defense of the master's thesis:

- the dissertation work;
- the scientific supervisor's opinion;
- opinions from external experts;
- the master's student's CV;
- the master's student's individual study plan;
- the master's student's transcript;
- the minutes of the department meeting regarding the master's student's readiness for defense.

The defense is organized when a majority of the Defense Council members are present at the meeting. The attendance of the Defense Council members at the meeting must be reflected in the minutes of the meeting, indicating each member's academic degree, and confirmed by their signature. After the opening of the meeting, the chair provides information about the dissertation work submitted for defense and the master's student, while the secretary of the Defense Council provides information about the submitted documents. The master's student presents a report on the essence of their thesis work and the results obtained within 20-25 minutes and answers questions. After the master's student's answers, the floor is given to the scientific supervisor and experts, other opinions on the thesis work are read (if any), and the master's student responds to the criticisms therein. After the defense, the decision of the Defense Council (evaluation of the oral defense and whether to award the master's degree to the candidate) as well as opinions and recommendations are documented and submitted to the International Master's and Doctoral Center. As a result of the defense, the members of the Defense Council may recommend the following:

- that the candidate be awarded a master's degree;
 - that the candidate be awarded a master's degree, subject to making non-material corrections to the thesis work;
 - that the candidate be allowed to rework the thesis work for obtaining a master's degree and resubmit it for a repeated defense;
 - that the candidate not be awarded a master's degree and not be allowed a repeated defense.
- If there is no repeated defense, the master's student is given a certificate stating that they have completed the relevant program.

Repeated Defense

If the specialized council makes a negative decision regarding the dissertation, its re-defense is allowed after at least one month has passed from the date of the negative decision, provided that the shortcomings in the work are eliminated. If a negative decision is made again regarding the dissertation, its re-defense (no more than twice) on a new topic is allowed within the period specified for the dissertation defense of graduates of the next academic year. If the experts recommend awarding the degree to the candidate subject to making corrections in the thesis work, the candidate must be informed in writing of the required changes and corrections.

13. Exchange Programs for Master's Students at Azerbaijan University

Azerbaijan University offers students the opportunity to study abroad within the framework of educational exchange programs and provides conditions for studying with a scholarship for one semester at higher education institutions in Turkey and European countries.

The main conditions of the exchange program are as follows:

- students' grade point average (GPA) must be above 71;
- they must be fluent in the foreign language of instruction.

If a student meets the relevant conditions for the places available to participate in the program, they can choose among the offered countries and universities and participate in the competition.

A student participating in the exchange program:

- does not pay tuition fees to the foreign university;
- does not pay travel expenses;
- obtains the opportunity to study for one semester;
- receives a monthly scholarship for one semester;

Main required documents:

- Transcript
- CV (in Azerbaijani and English);
- Passport or ID card;
- Motivation letter (for the university they wish to study at).

Partner Universities of Azerbaijan University:

- Anadolu University (Eskişehir, Turkey)
- Akdeniz University (Antalya, Turkey)
- Almaty Management University (Almaty, Kazakhstan)
- Çanakkale Onsekiz Mart University (Çanakkale, Turkey)
- Gaziantep University (Gaziantep, Turkey)
- Gaziosmanpaşa University (Tokat, Turkey)
- Gazi University (Ankara, Turkey)
- Hacettepe University (Sıhhiye, Turkey)
- İnönü University (Malatya, Turkey)
- Istanbul Technical University (Istanbul, Turkey)
- Istanbul Kültür University (Istanbul, Turkey)
- Kocaeli University (Kocaeli, Turkey)
- Kahramanmaraş Sütçü İmam University (Kahramanmaraş, Turkey)
- Karabük University (Karabük, Turkey)
- Mehmet Akif Ersoy University (Burdur, Turkey)
- Selçuk University (Konya, Turkey)
- University of Koblenz (Koblenz, Germany)
- University of Vechta (Vechta, Germany)
- Poznan University of Technology (Poznan, Poland)
- Caucasus University (Tbilisi, Georgia)
- Silesian University in Opava (Opava, Czech Republic)
- Universiti Kuala Lumpur (Kuala Lumpur, Malaysia)
- Krakow University of Economics (Krakow, Poland)
- Kharkiv National University of Radio Electronics (Kharkiv, Ukraine)