

**No 1003**  
**06.07.2010**

**I'm declaring decision  
of the Cabinet of Ministers  
of the Republic of Azerbaijan**

**About Execution of Decision of the Cabinet of Ministers of the Republic of  
Azerbaijan:**

**REPUBLIC OF AZERBAIJAN  
CABINET OF MINISTERS**

**DECISION**

**No 117**

**Baku city, 24 June 2010**

**About Approval of Bachelor's Study Content and Arrangement Rules**

For the purpose of ensuring execution of Decree No 156, Clause 1.12, dated 5 September 2009 of President of the Republic of Azerbaijan About Application of Law of the Republic of Azerbaijan About Education, Cabinet of Ministers of the Republic of Azerbaijan **RESOLVES:**

1. Bachelor's Study Content and Arrangement Rules to be approved (attached).
2. The decision comes into effect since the day of being signed.

**Prime Minister of the  
Republic of Azerbaijan**

**A.Rasi-zadeh**

**Approved** by Decision No 117 dated 24 June 2010 of the Cabinet of Ministers of the Republic of Azerbaijan

## **Bachelor's Study Content and Arrangement RULES**

### **1. General Provisions**

1.1. The rules are elaborated in compliance with Law of the Republic of Azerbaijan About Education and regulate content and arrangement rules of bachelor's study level of higher education based on government standards.

1.2. Bachelor's training is the first level of higher education and ensures wide-profile human resource development for respective specialities according to bachelor specialities (programs) classification approved by the Cabinet of Ministers of the Republic of Azerbaijan.

1.3. Regardless of subordination, property type and organizational-legal form, the Rules concerning all higher educational institutions of the republic determine requirements put forward to bachelor's study content, respective educational programs for specialities, as well as training level of learners.

1.4. The Rules putting forward general requirements to bachelor's training level, favor growth of education quality at higher educational institutions, increase of responsibility, as well as staff training efficiency, improvement of educational-methodical supply, transparency of learners certification, integration of the republic higher educational system to European educational community and recognition of educational documentation, given in our country, by the international educational community under the condition of adapting the education quality level to international and European educational system principles on the basis of the country educational standards.

1.5. At bachelor's study level on the basis of general secondary and specialized secondary education there are trained wide-profile higher education specialists for educational programs on different specialities. Bachelor's study is complete higher education.

1.6. At bachelor's study level normative period of full-time education is 4-5 (part-time education period is longer by one year) years. The period is determined by educational programs on different specialities.

Bachelor's study graduates are given «Bachelor» higher educational qualification degree.

A bachelor's study graduate can be involved in all fields of labor activity, except scientific-pedagogical activity at scientific-research and higher educational institutions. The persons who finished this study level can continue their study at master's level. At bachelor's study level there are determined full-time, part-time, distant and free (external-degree) study forms. Distant and external-degree forms of bachelor's training are implemented according to regulations determined by the Cabinet of Ministers of the Republic of Azerbaijan.

1.7. Bachelor's training is implemented according to educational programs prepared for different specialities in compliance with government standard of higher education.

1.8. Bachelor's study is implemented on paid and non-paid principles.

1.9. Student admission to bachelor's study is implemented in an order specified by State Commission for Student Admission of the Republic of Azerbaijan.

1.10. Admission of foreign country citizens are regulated by respective legislative acts.

## **2. Requirements Put Forward to Bachelor's Study Content and Educational Process Arrangement**

2.1. Bachelor's study as according to requirements of the first level of higher education is educational process ensuring wide-profile human resource development.

2.2. At higher educational institutions of the Republic of Azerbaijan bachelor's training is implemented according to educational programs for different specialities, curricula prepared in compliance with them, syllabi for subjects and other normative documents (evaluation rules, individual curricula, lesson schedules, examination schedules, lesson regulations, probation conducting rules etc.).

2.3. Bachelor's study content includes educational process planning, forms and methods of its implementation, teaching load scope, terms period, teaching types (lecture, training, laboratory etc.), scope of different subjects, requirements put forward to educational programs for specialities.

Educational process planning and arrangement are implemented according to curricula (sample working and individual) and syllabi for subjects. Form and structure of these documents are determined by a higher educational institution.

Subject programs are prepared by higher educational institutions in compliance with requirements of higher educational programs for specialities and in respective order approved by the Ministry of Education of the Republic of Azerbaijan. On the basis of subject programs there are prepared syllabi approved by higher educational institutions.

Syllabus is a document reflecting description of a subject prepared according to respective program of subject and taught in itself, its target and purpose, summary, period and types of lessons, tasks for a student's independent work, their fulfilment period, consultation hours, information about a teacher, teacher's demands, evaluation criteria, interim evaluation schedule, reference sources list.

2.4. Bachelor's study arrangement is implemented through credit system (European Credit Transfer System applied in European countries – ECTS) according to rules approved by the Ministry of Education of the Republic of Azerbaijan in compliance with requirements of higher educational stage's government standard.

2.5. Time scope of instructional work for a subject by bachelor student is determined by credit units. One credit is equal to 30 hours (free work of 15 classrooms and 15 students). Teaching of each subject envisioned in curricula finishes within one term and is finalized by examination (except physical training subject). Names of subjects cannot repeat in the curricula (e.g. if “Physics” subject is taught within two terms the subject must be named as “Physics-1” in the first term, and as “Physics-2” in the next term).

2.6. Certification (knowledge evaluation) of the students for subjects is implemented by multigrade (100-grade) system in an order determined by the Ministry of Education of the Republic of Azerbaijan.

2.7. As a rule, academic year consists of two terms (autumn and spring). Besides, during summer holidays there can be also organized summer terms within no more than 6 (six) weeks.

2.8. Academic year period is 40 weeks (including 10 week examinations). Each term consists of 20 weeks (5 weeks are given to examinations).

2.9. A student’s in-classroom and out-classroom weekly load scope is 45 hours. At this point classroom hours mustn’t exceed 30. Maximum scope of full-time compulsory classroom lessons is determined by educational programs on different specialities. And the envisioned scope of students’ part-time classroom lessons is 180-240 hours per year. In each academic year training period begins from September 15 and is finalized according to curriculum for speciality.

2.10. One academic hour is equal to 45 minutes. For all types of lessons there are determined 2 academic hours. Interval between academic hours mustn’t be less than 5 minutes. Academic hours envisioned for lessons on clinic subjects of medicine speciality are determined by a higher educational institution.

2.11. During the whole training period at bachelor’s level 8-18 weeks are given to probation. Depending on specialities the probation period is determined by higher educational institutions and is reflected in curriculum.

2.12. In each academic year the envisioned holidays period is 8-12 weeks. At this point winter holidays mustn’t be less than 2 weeks. The mentioned periods at special-purpose higher educational institutions are determined by respective normative documentation of the Ministry and organizations, to which higher educational institutions of this type are subject.

2.13. Educational programs for specialities at bachelor’s study level are finalized with state certification of learners.

2.14. The students who implemented all conditions of curriculum, including those who successfully passed the envisioned current certifications (at certifications for subjects) are permitted to final certification.

2.15. Final certification is compulsory for all learners, the period given to its preparation and arrangement is 6 weeks.

2.16. Final certification consists of graduation final state examination (interdisciplinary) for a speciality or diploma work defence.

2.17. Number of credits collected by bachelor students must be no less than 200. A student who collect credits envisioned in educational programs for specialities is considered to have mastered this program. The persons who fully

implemented curriculum for bachelor's level educational program at higher educational institutions are given "Bachelor" higher qualification degree according to decision of final State Certification Commission.

2.18. Rules of final certification arrangement and conducting are determined by the Cabinet of Ministers of the Republic of Azerbaijan.

2.19. The persons who for this or another reason didn't finish bachelor's study are given reference in an order determined by the Cabinet of Ministers of the Republic of Azerbaijan. The reference form is approved by the Cabinet of Ministers of the Republic of Azerbaijan.

2.20. For the aim to meet students' vocational interests there are included optional subjects to curricula.

2.21. Bachelor's level study content is determined by interrelated theoretical and practical training.

Theoretical training of a bachelor is provided through study of humanities and "vocational training on speciality" subject as lecture, consultation, training, free work and by other methods.

Practical training of a bachelor is provided through implementation of laboratory, training, instructional and scientific-research works, yearly essay and yearly project, educational and work practices, as well as diploma works.

2.22. A student's free work being important for credit system teaching arrangement serves for improving staff training quality.

Time scope given to a student's free work mustn't make up less than 50 percent of general time given to mastering a subject.

A student's free work is implemented under out-classroom leadership of teacher and independently. Scope of the free work implemented under the teacher's leadership must make up 50 percent given to the free work.

Free work implemented under the teacher's leadership consists of current consultations, checking of abstracts and home tasks, as well as giving tasks and recommendations for mastering a subject etc.

Arrangement of students' free works is regulated by respective rules approved by the Ministry of Education of the Republic of Azerbaijan.

2.23. Educational programs at bachelor's study level envision the below subjects:

- humanities;
- vocational training subjects on a speciality.

Humanities section must provide forming of scientific views for different realms of social cognition.

Subjects for vocational training on a speciality must provide collecting the required knowledge, skills and qualifications for solving standard and non-standard issues for a speciality.

15-20 percent of general classroom hours is given to humanities, and 80-85 percent to teaching subjects providing vocational training.

Humanities section includes History of Azerbaijan, Azeri Language (for a foreign language learners), Foreign Language subjects as compulsory ones.

2.24. Subject sections of bachelor educational programs include optional subjects. The subjects are determined by an educational institution.

2.25. Higher educational institutions can change scope of hours given to mastering a teaching material up to 5 percent among subject sections and up to 20 percent within the subject sections by keeping yearly average lesson load limit envisioned in the educational program and minimum content of teaching.

2.26. For those who restudy at Bachelor's level a higher educational institution can also apply special (shortened) programs for this speciality according to main educational programs.

The special (shortened) educational programs are composed according to bases of higher educational programs for respective specialities.

Education for these programs is finished within shortened period. The educational programs include only subjects of vocational training on a speciality.

The marks received by special (shortened) program learners previously by different subjects (in case if no change is in the content) can be considered.

2.27. When the persons who left secondary specialized educational institutions with high results and received «sub-Bachelor» degree, continue their Bachelor's level study, the credits collected by them for respective subjects at secondary specialized educational stage are considered by a higher educational institution in a stated order.

### **3. Requirements Put forward to Resource Supply at Bachelor's Training**

3.1. Speciality, scientific title and degree of the teaching staff implementing educational programs for bachelor's level specialities, direction of scientific-research works must correspond to the subject taught by them.

3.2. The key condition for bachelor's level educational programs implementation is availability of scientific title and scientific degree by at least 50 percent of teaching staff, including 10 percent of Ph.D.-s, professors.

3.3. Supply of bachelor's level educational programs with scientific-methodical, informative, material and technical means must follow normative requirements put forward to licensing and accreditation.

### **4. Requirements toward Training Level of Bachelor's Degree Graduate**

«Bachelor» degree graduates must:

- be able to apply knowledge and skills acquired according to educational program on a speciality for which they study to different realms of labor activity;
- master key knowledge in the field of humanities and vocational training on a speciality, be able to apply them to different realms of vocational and social activity, to investigate socially important issues and processes;
- be able to have respective training for specialities taught according to educational program and to apply the acquired theoretical knowledge in practice;
- be skilled in solving issues for a speciality during labor activity;

- be skilled in optimal solution of issues encountered with during labor activity;
- be able to apply information and communication technologies to labor activity.

## **I ORDER**

1. Responsible departments of the Ministry of Education, heads of higher educational institutions to follow Bachelor's Study Content and Arrangement Rules of the Cabinet of Ministers of the Republic of Azerbaijan at the work.

2. Head of Board of the Ministry of Education (**I.Pirmammadov**), Higher and Secondary Specialized Education Department (**I.Mustafayev**) to be charged to implement the necessary activities resulting from this order.

5. I undertake control for the order execution.

**CAUSE: Decision No 117 dated 24.06.2010 of the Cabinet of Ministers of the Republic of Azerbaijan**

**MİSİR MARDANOV**

**Draft submitted by:**

Higher and Secondary Specialized  
Education Department Head

\_\_\_\_\_ I.Mustafayev

**Executed by:**

Higher and Secondary Specialized  
Education Department Deputy Head

\_\_\_\_\_ Z.Abdullayeva

**Agreed by:**

Board Head

\_\_\_\_\_ I.Pirmammadov

Law Sector Head

\_\_\_\_\_ E.Hasanov

**Attn: All higher educational institutions**

**Economics Department**

**Strategical Analysis, Planning  
and Staff Management Department**

**Higher and Secondary Specialized Education Department**

**General Department**