

Ministry of Education of Azerbaijan Republic

Azerbaijan State University of Economics

At the master's level of higher education

Rules for organization of scientific research practice

1. General provisions

1.1. The purpose of the rules is to determine the goals and tasks of the "Research practice" for the master's level of higher education, organization procedures, as well as the rules for evaluating the knowledge and skills of the master's students in this practice.

1.2. The practice is carried out according to the approved schedule.

2. Goals and tasks of scientific research practice

2.1. Scientific research practice (hereinafter - SRP) is aimed at providing connections between the theoretical and methodological knowledge acquired by undergraduates during the educational process and the skills of applying that knowledge in practice.

2.2. The main goal of SRP is to develop master's skills in using scientific research tools and methods in real research and professional skills in this field.

2.3. SRP is conducted in the direction of collecting, analyzing, and summarizing data for the formation of a theoretical and information base of research, as well as preparing original scientific proposals for the preparation of a master's thesis, developing the ability to conduct research independently, and participating in the research process with experienced researchers.

2.4. Duties of SRP:

- development of knowledge, skills, and habits acquired in the educational process;
- increasing the ability to apply modern methods and scientific approaches suitable for conducting research in the specialty;
- development of graduate students' abilities to conduct independent research;
- mastering the skills of compiling research results in the form of articles, reports, and other forms of reports;
- instilling the skills of using modern information technologies in the research process;

2.5. As a result of SRP, the graduate master should know:

- methods of formation of theoretical and information base on the subject;
- methods of conducting scientific research;
- selection of adequate research methods;
- methods of preparing opinions on other research;
- methods of academic explanation of ideas, conducting scientific dialogues, and presenting arguments for the preparation of a research report;

Must be able to:

- to use the methods of organizing the research process;
- justifying the relevance of the research topic, determining the goals and objectives of the research;
- applying data processing methods and interpreting the results;

As a result of SRP, the graduate student should acquire the following competencies:

- formation of a database corresponding to the goals and objectives of the research;
- ability to apply data collection methods for research;
- processing of collected data;
- use of quantitative and qualitative methods;
- preparing a report on the conducted research.

3. Organizational procedures of scientific and pedagogical practice

3.1. SRP can be held in structural units and research centers of UNEC, state and commercial bodies, scientific and educational institutions, and international organizations. The place of the internship is chosen according to the subject of the master's thesis. The graduate student can independently choose the place of practice in accordance with the dissertation topic. In this case, the organization where the internship will be held must send a letter of consent to the UNEC for the internship (in accordance with the sample specified in Appendix No. 2 of these Regulations). If it is necessary, a contract is concluded with the organization where the practice will be held. A plan graph (calendar plan of doing work on SRP) is drawn up for conducting the practice and recorded in the experiment diary. If at least one of the tasks mentioned in the plan-schedule of the experiment is not performed, the result of the graduate student on SRP is assessed as insufficient.

3.2. A supervisor is appointed among the academic staff of the IMDC for the graduate student SRP. Members of the academic staff working in other structural units of UNEC can also be involved in the management of SRP.

The duties of the head of practice in relation to SRP include the following:

- the graduate student gives recommendations on determining the individual task to be performed during the SRP;
- gives assignments on collecting materials for the master's thesis;
- pieces of advice on special literature and research methods on the subject are given.
- the graduate student gives methodical recommendations in the performance of the individual task;
- evaluates the results of the graduate student on SRP.

The duties of the master's student during the internship include the following:

- Execute the individual task on SRP on time and with quality;
- compile a list of literature on the selected topic and study them;
- perform the necessary work to form the research information base;
- choose methods of information collection and processing;
- Prepare the report on SRP.

4. Methodical recommendations on the performance of tasks given to undergraduates during scientific research practice

4.1. The assignment on SRP is determined individually for each graduate student and is reflected in the graduate student's practice diary.

4.2. The personal work plan of the master's student and the information on the implementation of the work according to this plan are reflected in the diary. During the period of internship, the supervisor periodically records the performance of individual tasks in the student's diary. After the end of the practice, the head of the internship makes a note in the diary about the date of the end of the practice and signs it. The diary of the internship should be filled out in a clear line, following the relevant rules.

4.3. At the end of the internship, the graduate student prepares a report on the practice. The volume of the report is recommended to be 20-25 pages. The text of the report is drawn up on an A4 sheet (right 3 cm, left 1.5 cm, top 2 cm, bottom 2 cm), 14 size Times New Roman font, with 1.5 line spacing. The report consists of the following parts:

- title paper;
- content;
- introduction;
- main part;
- conclusion;
- bibliography
- attachments (if it is necessary)
- the opinion of the graduate student's supervisor
- the opinion of the supervisor of the internship at the place of the practice (if the internship is held in another organization)

In the introductory part of the report, the practical and theoretical importance of the practical task is determined according to the dissertation topic, and a brief description of the work is reflected (2 pages).

The main part of the report is prepared as a preliminary version of the sections related to the selection of the theoretical foundations and research methods of the master's thesis, and the determination of the necessary information base, and consists of the following sequential parts:

- justifying the relevance of the dissertation topic;
- Object and the subject of research work, goals, and tasks (hypotheses)
- summarizing the theoretical base of the research work;
- description of data collection and processing methods;

- data collected for research work (can be written using a table, scheme, graph, and other descriptive methods);
- information on the sequence of conducting the research in the next stages;
- bibliography for master's thesis

5. Evaluation of knowledge and skills on the base scientific research practice

5.1. After the end of the internship, the graduate students, who have completed all the tasks specified in the individual assignment on time, hand over the internship diary and the internship report to the internship supervisor by the date specified in the individual assignment.

5.2. The graduate student defends the report on SRP. Based on the results of the defense, the master's student's practice and skills are evaluated by the internship supervisor according to the criteria specified in Appendix No. 3 of these Rules.

5.3. The defense of the report is conducted by the head of practice in the form of an interview. With the decision of the department, other scientific-pedagogical employees can also participate in the interview.

5.4. Violation of the internship and defense periods is considered a failure to fulfill the internship assignment. Graduate students who violate the planned schedule of the experiment for no good reason or receive an insufficient grade for the defense of the report will have academic debt on the SRP.

5.5. The final results of the assessment are determined on the following scale:

91-100 points - excellent

81-90 points - very good

71-80 points - good

61-70 points - enough

51-60 points - satisfactory

Less than 51 points - insufficient

Title sheet on SRP

Ministry of Education of the Azerbaijan Republic

Azerbaijan State University of Economics (UNEC)

International Master's and Doctorate Center

The report on scientific research practice

Master's thesis topic: _____

Qualification:

Specialization:

Group:

Graduate student:

Head of practice:

An example of a letter of consent for an external organization to conduct a graduate student's scientific - research practice

Rector of Azerbaijan State University of Economics

About conducting scientific - research practice

We would like to inform you that all necessary conditions will be created for the graduate student studying at the International Master's and Doctoral Center of UNEC in the specialty "_____ " (S.N.P) from "___" _____ 20__ to "___" _____ 20__ to undergo scientific research practice.

Head of the enterprise: (signature, stamp)

Assessment of activity in scientific research practice

Master's student of _____ group, studying at BMDM, majoring in
" _____ " (S.N.P.)

On " _____ ".

on his dissertation

Assessment of activity in scientific research practice

1. Master's student's ability to collect independent information - points
2. Master student's ability to choose research methods - points
3. Quality of used information sources – points
4. Capacity to absorb new knowledge - points
5. Ability to use quantitative and qualitative methods - points
6. Ability to use modern software packages - points
7. Academic writing skills – point
8. Compliance of the structure of the report with the set requirements - ___ points
9. Quality of report preparation – points
10. Relevance of the conducted research to the dissertation topic - points

FINAL SCORE - score

Practice supervisor _____ (degree, full name, S.N.P.)

Date: _____ 20__ year.

Note: Evaluation is done on a 10-point scale for each criterion.