

**MINISTRY OF EDUCATION OF THE REPUBLIC OF AZERBAIJAN**

**STATE STANDARD OF HIGHER EDUCATION DEGREE**

**MASTER'S LEVEL DEGREE PROGRAM**

**Code and name of the specialty (program): 060409 –  
Business management**

**BAKU – 2016**

**060409 – Business Management.****1. General Provisions**

- 1.1.** Master's level 060409 - Business Management Education Program "State standard and program of the higher education level approved by the Law of the Republic of Azerbaijan on Education, the relevant decisions of the Cabinet of Ministers of the Republic of Azerbaijan", "Content, organization of Master's education and awarding of Master's degrees", it was prepared in accordance with the requirements of the "Rules", "Classification of specializations at the master's level of higher education" and other legislative acts.
- 1.2.** Higher education institutions operating in the Republic of Azerbaijan, regardless of their subordination, type of ownership and organizational-legal form, carry out master's training in the specialty 060409 - Business management with this Educational Program.
- 1.3.** Symbols used in structure  
 general cultural competences - GC  
 professional competences - PC

**2. 060409 – Characteristics of business management specialty**

- 2.1. The normative period of mastering the educational program and the degree awarded to the graduates:

Code and name of the specialty	The given scientific-specialization degree	Full-time study period	The number of credits
<b>060409 – Business management</b> - <i>Business Administration and Management</i>	<b>Master</b>	<b>2 years</b>	<b>120</b>

**3. Qualification characteristics of the graduate and competence****3.1. Master's specialty characteristics.**

A master's degree should have a general description and broad knowledge of theoretical principles and research methods, be ready to conduct scientific-research work that requires professional training and pedagogical activity, to solve unexpected and complex issues within the scope of professional activity.

**3.2. Requirements imposed on the competence of the graduate as a result of mastering the program.****3.2.1.** The graduate should acquire the following general competences (GC):

- to improve and develop his intellectual, general and professional training level (GC-1);
- acquire public and scientific public speaking skills (GC-2);
- to communicate with experts and scientific representatives of other fields (GC-3);
- to freely use Azerbaijani and foreign languages as a means of business, professionalism, communication (GC-4);
- make organizational-management decisions, determine their results and be responsible for them (GC-5);
- use modern software and information resources to solve management issues (GC-6)

- work in a team (GC-7);
- to communicate with specialists of other fields (GC-8);
- active social mobility (GC-9);
- having the right knowledge and ethical norms (GC-10).

**3.2.2.** The graduate must acquire the following professional competencies (PC):

***In the field of scientific research:***

- to have analytical work methods related to business aspects of commercial and non-commercial organizations (PC-1);
- to carry out the development of working plans and programs of conducting scientific researches, to prepare tasks for the research group and individual executors (PC-2);
- a mechanism for conducting research in the field of business management has been developed implementation, request the resolution of their results, prepare data for the preparation of overview annual reports (PC-3);
- on the research topic data collection, processing and to carry out systematization, to determine the research method and problem solving tools (PC-4);
- ability to develop theoretical and economic models of processes and objects studied in the field of business management (PC-5);
- develop theoretical and new econometric models of processes and objects studied for professional business activity (PC-6);
- to discover actual scientific problems on business processes and conduct research (PC-7);
- determined the directions of effective use of innovation research carry (PC-8);
- economy for the purpose of developing a risk management system detection and research of losses caused by risks in the activities of its subjects (PC-9);
- to investigate the solvency problems of partner organizations (PC-10);

***Pedagogical activity:***

- teaching the basics of business, business ethics and business organization and management subjects in educational institutions (PC-11);
- develop educational programs and teaching-methodical materials (PC-12);
- to the ability to teach specialized subjects at the undergraduate level of higher education (PC-13);
- to be able to transfer one's knowledge to another through teaching, training or other methods (PC-14);

***On the project-economic activity:***

- Tasks for the implementation of prepared projects, economic projects aspects, prepare relevant normative and methodical documents freely or lead their preparation (PC-15);
- concrete for the implementation of prepared projects and programs requirements prepare (PC-16);
- determining the economic efficiency of the developed projects (PC-17);
- develop business plans of enterprises, as well as commercial organizations, as well as budget accounts (PC-18);

***On the administrative activity of enterprises:***

- to lead the development of short-term and long-term development strategies of organizations, including commercial organizations (PC - 19);
- to lead the supply service and departments of organizations of various organizational and legal forms (PC - 10);
- organizing the implementation of the prepared and approved budget (PC-20);
- compliance with legislation related to entrepreneurial activity, of legislation not to reconcile with violations and take appropriate administrative measures (PC-21);
- to solve unexpected and complex issues within the scope of professional activity (PC-22);
- to propose and plan relevant activities and methods, to analyze their short and long-term results (PC-23);
- activity or field of study about problems creatively to be able to determine and reveal, to be able to solve them within a specific time frame and under conditions of limited information (PC-24);
- activity and education are about to be able to choose and use appropriate technologies and methods when solving problems, as well as to be able to determine and/or evaluate potential results (PC-25);
- to critically assess personal behavior when solving problems related to the field of activity and education (PC - 26);
- problems related to the field of activity and education in Azerbaijan and one foreign language to present and justify orally and in writing, as well as to be able to participate in relevant discussions with experts and non-experts (PC-27);
- to act independently in complex and unpredictable conditions that require an innovative approach (PC-28);
- to take responsibility for the strategic activity of organizations or groups (PC-29);
- to be able to behave ethically in complex situations, personal to understand the ethical aspects, possibilities, limitations and social role of behaviors, conduct a reasoned assessment on issues related to the field of activity and education (PC - 30);
- personal and other needs related to continuous training and professional development to be able to use effective methods necessary for assessment and independent study (PC-31).

#### **4. Minimum requirements for the level of training and the content of education for professional activity**

##### **4.1. Characteristics of professional activity.**

##### **4.1.1. 060409 – Business management.** The main directions of professional activity of masters in their specialty:

- The research;
- pedagogical;
- project - economic;
- analyst;
- organizational-administrative etc.

##### **4.1.2. Preparation level requirements:**

##### ***Scientific research activity:***

- identifying and studying current problems in the business management system;

- development of a plan and program for conducting research in the field of production and service;
- preparation of relevant tasks for scientific units and individual performers;
- conducting research in the sphere of commodity exchange, developing tools and methods for analyzing the obtained results;
- summarizing available information for the preparation of final reviews, reports and scientific publications in the field of commodity exchange;
- search, collection, processing and analysis of information on the subject of scientific research;
- detection and research of micro and macro level problems in management;
- preparation and holding of conferences, seminars, symposiums;
- preparation and editing of scientific publications.

***On pedagogical activity:***

- teaching the basics of business, business creation and management in educational institutions;
- preparation of educational program and teaching-methodical materials;

***Analytical activity:***

- determine and evaluate the development directions of the main elements of the market infrastructure;
- to analyze the economic indicators characterizing the activity of commercial and non-commercial enterprises;
- searching, analyzing and evaluating economic information for the purpose of making annual reports and justifying the management decisions;
- analysis of methods and tools of state regulation of the economy and evaluation of conceptual approaches;
- evaluate the efficient use of all types of resources.

***On administrative activities:***

- to lead the production, financial service and human resources departments of organizations of various organizational and legal forms;
- to organize the work of scientific-research groups;
- to develop proposals for increasing the efficiency of the use of resources based on the results of the activity;
- to quantitatively and qualitatively assess the results of scientific research;
- to lead the development of short and long-term financial policy and strategy of the organization's development;
- organize and ensure the implementation of the prepared and studied budget;
- managing the flow of money, the formation and use of necessary economic resources.

**4.2. Minimum requirements for the content of education**

Departments of subjects by specialization, credits of subjects, the results of their mastery (in terms of knowledge, skills and habits) and codes of competences intended to be acquired.



- the process of passing to the level of development;
- necessary for the solution of economic issues
- modern software products.
- according to the market infrastructure
  - marketing strategies
- should be able to:**
  - economic of risk and uncertainty
  - the essence of game theory
  - to explain the content, alternative
  - defining the strategy;
  - application and evaluation of a purposeful systematic approach to establish relations with various economic entities;
  - selection of management style and justification of decisions, taking into account the provision and evaluation of business activity;
  - analysis of the main indicators of the enterprise's financial activity, management of income, profit and cash flows;
  - the use of modern software and information security for solving business management issues;
  - assessment and management of modern processes in the sphere of production, distribution and exchange;
  - to form accurate development forecasts of management processes at the micro level must acquire:
  - to the habits of practical activity in the professional sphere;
  - to the method and methodology of conducting scientific-research works in the professional sphere;
  - habits of independent research and scientific work;
  - improvement of resource management processes in business by researching modern tools;
  - to manage human resources effectively
  - to analyze and make the most optimal choice when making investment decisions
  - the use of the most modern technologies and methods in production
  - statistician, expert and
  - to the application of combination methods

Research and Practice Part					
MET – B00	<b>Scientific research works</b> Master's studies, communication and innovation, research work after mastering the lessons of conducting and instead of scientific-research work after doing the following should know and be able to: <ul style="list-style-type: none"> <li>- Determine the subject of the dissertation</li> <li>- prepare the plan of the dissertation</li> <li>- to design a timeline for the preparation of the dissertation</li> <li>- to present a scientifically justified critical approach to the dissertation topic</li> <li>- to determine the means of obtaining information related to the research problem posed in the dissertation work</li> <li>- identifying the literature related to the dissertation topic</li> <li>- to determine the means of obtaining information about the research object of the dissertation work</li> <li>- to know the rules of academic ethics related to research and studies</li> <li>- to know the rules of writing a dissertation</li> <li>- data acquisition and analysis using a data collection tool</li> <li>- scientific analysis of the results obtained after the analyzes applied in the dissertation work</li> <li>- to determine the possibilities of applying the obtained results;</li> <li>- defense of completed dissertation work;</li> <li>- preparing the results of the dissertation for publication;</li> <li>- choosing the topic of scientific research work</li> <li>- to know the process of conducting scientific research work</li> <li>- review of previous research and scientific-research works on the topic identified during the research process</li> <li>- knowing how to choose the ideal data collection methods to collect data from more reliable sources</li> <li>- to know the sources of obtaining the necessary basic and auxiliary information and how to use them</li> <li>- using foreign literature in the scientific-research process</li> </ul>		<i>studies, communication and innovation</i>	6	<b>PC-8</b> <b>PC-9</b> <b>PC-10</b> <b>PC-15</b> <b>PC-16</b> <b>PC-17</b> <b>PC-18</b>
			<i>Research work conducting</i>	6	
			<i>Research practice</i>	6	
			<i>Scientific-pedagogical practice</i>	6	
			<i>Master's thesis preparation and protection</i>	36	



<ul style="list-style-type: none"> <li>- necessary modern software during scientific research and the rules of their use</li> <li>- in references when writing a scientific paper, to know important academic ethics rules</li> <li>- reporting of the scientific research process, research analyzes and results</li> <li>- turning the conducted scientific research into a scientific article</li> <li>- preparation of articles for scientific journals or reports for scientific conferences</li> <li>- submission of reports</li> <li>- to know the principles and content of higher education</li> <li>- to know the methods of organizing and managing the educational process</li> <li>- knowledge of student psychology and student behaviors</li> <li>- to know student assessment methods and to apply these methods</li> <li>- to know the preparation of teaching materials used in the teaching process</li> <li>- at the same time, to be able to choose and use the literature to be used correctly</li> <li>- of the student in the exams</li> <li>- to know the process and methods of preparation of materials (questions, cases, etc.) used during evaluation</li> <li>- to know the rules of behavior in the audience during the teaching process</li> <li>- to know the rules of using modern software tools during the educational process.</li> <li>- scientific-research and scientific-pedagogical practice to use the results obtained as a result of participation in experiments in the dissertation work;</li> </ul>				
<b>Total credits</b>	<b>120</b>		<b>120</b>	

*\* Competences for majors and relevant specializations and corresponding subjects are determined by higher education institutions.*

**4.3.** By specialization duration of master's study program: total number of weeks – 94.

Including:

- theoretical training – 30 weeks
- Research, communication and innovation, conducting research - 8 weeks
- practices (scientific-research and scientific-pedagogical) – 8 weeks
- exam sessions – 10 weeks
- preparation and defense of master's thesis - 24 weeks
- holidays – 14 weeks

## 5. Material and technical, educational base and personnel potential

- 5.1. Cabinets and laboratories, computer classrooms, workshops, etc., equipped with appropriate ICT for conducting lessons, conducting experiments and carrying out scientific-research works on the subjects provided in the educational plan of the higher educational institution 060409 – business management specialty. A material and technical base should have provided with students must have access to the local network of the higher education institution, the internet, databases, electronic libraries, and search systems.
- 5.2. **Teaching of subjects, as a rule, is carried out by professors and teachers who have a scientific degree or a scientific title of higher education institutions. Persons working in other enterprises and organizations who have a minimum master's degree in the relevant specialty and have work experience in that field can also be involved in this activity.**
- 5.3. As a rule, the scientific supervision of master's dissertations is carried out by the scientific name of the teaching staff working in that educational institution or by persons working in other institutions and organizations who have a minimum master's degree in the relevant specialty and have work practice in that field.

## 6. Forms and methods of the educational process

- 6.1. Theoretical training and pedagogical training of the master's student includes lectures-seminars, counseling, freelance work, pedagogical practice, etc. forms are implemented.
- 6.2. Oral interpretation, interview, interactive training, independent work, discussion, round table, illustration, research and other methods are used in the teaching process of master's training.
- 6.3. **060409 – Business management** scientific-research and scientific-pedagogical practices are envisaged in the master's training in the specialty (the goals and objectives of the experiments are determined depending on the specialty). Depending on the type of experiments, they can be conducted in relevant organizations or in departments and laboratories of higher schools.

## 7. Requirements for the final state certification and evaluation

- 7.1. The final state attestation consists of the defense of the master's thesis. The requirements for the content, volume, and structure of the dissertation and the rules for its defense are determined by the Ministry of Education of the Republic of Azerbaijan.
- 7.2. Assessment of the knowledge of students is carried out based on the rules approved by the Cabinet of Ministers of the Republic of Azerbaijan.
- 7.3. As a result of the Final State Attestation, graduates are awarded a master's degree and a state model diploma.

**Agreed:**

Director of the Institute of Educational  
Problems of the Republic of Azerbaijan

\_\_\_\_\_ Emin Amrullayev

\_\_\_\_\_ 2016 year

Head of the Department of  
Science, Higher and  
Secondary Education of the  
Ministry of Education of the  
Republic of Azerbaijan

\_\_\_\_\_ Yakub Piriyeu

\_\_\_\_\_ 2016 year

Chairman of the working group that  
prepares the standards on the  
State Education in the group of  
economics and management  
specialties

\_\_\_\_\_ Adalat Muradov

\_\_\_\_\_ 2016 year

Chairman of the "Economics"  
department of the Scientific  
Methodical Council of the  
Ministry of Education of the  
Republic of Azerbaijan

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\_\_\_\_\_ 2016 year