



**WORKER TRAINING PROGRAM (SYLLABUS)**

**CONCERNING THE PREPARATION**

**INSTRUCTION**

**QKU/KTM/T(ITP)-01**

Baku-2024

**I confirm:**  
**Western Caspian University**  
**executive vice-rector**  
\_\_\_\_\_ **R. Bagirov**

## **1. GENERAL PROVISIONS**

This document was prepared in accordance with the state standard and program of Higher Education, the rules for the content and organization of Bachelor s, master's and doctoral studies and other regulatory documents.

The rules determine the general requirements for the content and конструкция of the working curriculum (syllabus), its compilation and approval process for each subject taught by the teaching staff of Western Caspian University.

Syllabus is a document that reflects the description and purpose of the subject being taught, the teaching methods used, the expected teaching results and the evaluation учи corresponding to it.

Syllabus is prepared in all subjects taught at The Bachelor's, master's and doctoral levels. Syllabus defines the requirements of teachers and the obligations of students in the educational process for each specific subject.

## **2. DESIGN AND CONTENT OF SILLABUS**

The following information should be reflected in the syllabus:

### **General information**

Department, faculty, Specialty, Group, Number, level of Education (Bachelor s or master's, doctorate), form of Education: (full-time or part-time) academic year, academic semester:

### **General information about the subject**

The name and code of the subject taught in accordance with the university directory, the teaching load, teaching methods (лекция, семинар, or лабораторной), the number of ECTS credits, the type of Subject (subject s belonging to the compulsory or seconded subject блок is indicated), the prerequisite (if any, the subjects that are necessary before teaching are indicated), the language of

### **Teacher information**

Name and contact information of the teacher (e-mail and phone number), academic degree, information about научно activities.

## **Description of the subject**

Brief information about the subject, information about the subjects conditioned by it (directly related/compatible) is noted.

## **Purpose of the discipline**

The purpose of teaching the subject, the methods to be applied in teaching the subject are interpreted in writing. By studying this subject, it is noted what students will know, what they will achieve and what habits they will acquire.

## **Training results of the discipline**

The expected learning outcomes in accordance with the objectives of the subject, i. e. what the learner knows, understands and what skills he will acquire when he finishes the learning process, are noted.

## **Academic honesty**

It is a demonstration of commitment to honest and moral behavior in the academic environment by avoiding плагиат из and fraud, as well as other unethical behaviors.

## **Ethical behavior**

The teacher considers paragraphs 32, 32.5.1, 32.5.1.1, 32.5.2, 32.5.3, 32.5.5 of Article 33 of the law " on education " and articles 33.3.2, 33.3.5., 33.3.6. it describes the required policy of ethical behavior, наведением by its paragraphs.

## **Required textbooks and teaching спид:**

The library of Western Caspian University, which has been published in recent years, contains a sufficient number of main textbooks, teaching спид and recommended additional sources. The list of Recommended resources includes both print and electronic resources (database, website, etc.) is recorded.

## **Evaluation:**

The максимальное количество amount of points for the full collection of a loan in the subject is 100 points. The evaluation is as follows:

Final assessment = current assessment + intermediate assessment

Current assessment-0-50 points. Including:

- training (workshop and лабораторной work) (0 - 30 points),
- freelance work (0-10 points),
- attendance (0 - 10 points)

Intermediate assessment - is the assessment of the end-of-semester exams (0-50 points).

### **Workshop and colloquium**

Colloquiums are organized 3 times each semester in accordance with the academic calendar. Each colloquium is rated at 0 - 10 points. Holding a colloquium is managed by mandalay. A student who does not participate in the colloquium is credited with 0 points.

### **Freelance jobs:**

This section contains information about the form of admission of the subject teacher to free work, requirements for admission to free work and topics of free work.

### **Required writing rules for внештатный work**

Font and size: Arial 12 pt

Inter-line interval: 1.5

Total volume of work: minimum of 3 pages

Deadline for submission: 2 недели before the end of the semester.

### **Sustainability:**

10 points are deducted for each меню неприяты 1% of the hours devoted to teaching the subject during the semester. Students who miss more than 25% of classes in the subject are not allowed to take the exam.

### **Exam:**

This section describes information on what methods and forms the exams will be conducted and the requirements for the assessment of the exams.

1. The maximum number according to the results of the exam is 50 points

- the amount of the exam score should not be less than 17.

2. Students with a total of 50 points scored during the semester and according to the result of the exam are considered to have mastered the subject.

### **Calendar thematic plan**

This section contains the title of subjects in the subject, date, hours dedicated to the subject and notes.

## **3. SYLLABUS PREPARATION AND PROCESS APPLICATION**

For each semester, on the basis of the unified form adopted by the University (Annex 1), the teaching staff prepares syllabus in accordance with the subjects

taught. The prepared syllabus is presented at a meeting of the department, put into a protocol, approved by the head of the Department. Syllabus is prepared in the language in which the subject is taught students must familiarize themselves with syllabus on the first day of the lesson, and at the beginning of each semester, syllabus is added to the electronic attendance Journal.

Научно Council Of Western Caspian University  
“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_ - by the decision  
of the meeting dated (protocol № \_\_\_\_\_)  
approved.



**Approved by:**

**Head of the Department of Philosophy,  
f.ü.f.d, dos. B.Alizade \_\_\_\_\_**

**Protocol No. 6,**

**dated 16.09.2024**

## Syllabus

|                                      |   |  |
|--------------------------------------|---|--|
| <b>General Information</b>           | Department  | Philosophy   |
|                                      | Faculty   | Political and Social Sciences  |
|                                      | Specialty, Code   | Organization of tourism business   |
|                                      | Group №-si  | 534 T ing  |
|                                      | Level of education  | <input type="checkbox"/> Bachelor's degree                               |
|                                      | Form of education   | Full-time  |
|                                      | / Academic year / Semester  | 2024, Autumn   |
|                                      | Academic Year   | 2024-2025  |
|                                      | Teaching Semester   | <input type="checkbox"/> Autumn  |
| <b>Course Information</b>            | Course Name, Code   | Constitution of the Republic of Azerbaijan and fundamentals of law       |
|                                      | Number of Credits   | 3  |
|                                      | Teaching Load (Hours)   | 30   |
|                                      | Teaching Methods  | <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar        |
|                                      | Language of Instruction   | <input type="checkbox"/> English   |
|                                      | Type of the Course  | <input type="checkbox"/> Compulsory <input type="checkbox"/> Elective    |
|                                      | Prerequisite course/code  | Theory of state and law, political and Legal Sciences, International Law |
| <b>Information about the teacher</b> | Academic degree, academic title, honorary title, surname, first name, patronymic of the teacher | Teacher<br>Eynulla Baxşəliyev  |
|                                      | Teacher's email address   | eynulla.baxsheliyev@wcu.edu.az   |

|   |   |               |
|---|---|---------------|
|   | Teacher's contact number  | 077-310-00-05 |
|   | Office hours  | IV day13:00   |
| <b>Course Description</b>                 | The course reflects the concept, structure, development stages of the Constitution, the concept and content of human and civil rights and freedoms, as well as the concept of law, the stages of the formation of the legal system in Azerbaijan  |               |
| <b>Purpose of the discipline</b>          | Providing systematic knowledge to the future qualified professional, formation of a correct scientific-methodical and normative view of the relations of the Constitution of the Republic of Azerbaijan and the foundations of law. Formation of ideas based on the necessary information about the Constitution of the Republic of Azerbaijan and the foundations of law, as well as the formation of relevant knowledge, skills and habits that will be applied in the future.  |               |
| <b>Training results of the discipline</b> | Principles of the Constitution and law of the Republic of Azerbaijan-formation of ideas about the goals and objectives, scientific research methods, their relationship with other sciences; - formation of ideas about the Constitution of the Republic of Azerbaijan and the foundations of law; - formation of ideas about the application of the Constitution of the Republic of Azerbaijan and the foundations of law; - formation; - Formation of ideas about the content and characteristics of the Constitution of the Republic of Azerbaijan and the foundations of law; - formation of the ability to distinguish the Constitution of the Republic of Azerbaijan and the foundations of law from similar forms of law; - formation of the ability to make logical judgments, draw conclusions and justify them; |               |
| <b>Requirements for the subject</b>       | Formation of ideas on the foundations of the Constitution and law of the Republic of Azerbaijan;<br>- Formation of ideas about the content and features of the Constitution of the Republic of Azerbaijan and the basics of law;<br>- Formation of the ability to distinguish the Constitution of the Republic of Azerbaijan and the foundations of law from similar forms of law;  |               |
| <b>Academic Integrity</b>                 | <b>Violations of Academic Integrity</b><br><br>1. Plagiarism  |               |

|                                 |  |
|---------------------------------|--|
|                                 | <ol style="list-style-type: none"> <li>2. Cheating</li> <li>3. Submitting all or part of a previously completed work, homework, or project in another course without proper citation</li> <li>4. Citing non-existent sources or creating a fake database</li> <li>5. Preparing class materials or assignments on behalf of other students</li> <li>6. Displaying behaviors to gain unfair advantage (e.g., submitting a medical certificate without actual illness, making false excuses for deadline extensions or other purposes)</li> <li>7. Taking an exam on behalf of someone else or allowing someone else to take an exam on your behalf.</li> </ol>             |
| <b>Ethical Behavior</b>         | <p>The teacher adheres to the following rules of ethical behavior:</p> <ul style="list-style-type: none"> <li>- Everyone must obey the law;</li> <li>- The teacher's own behavior should be an example for students;</li> <li>- Each person must respect the other person;</li> <li>- students should be able to fully master the curriculum</li> </ul>  |
| <b>List of Main Literature</b>  | <ol style="list-style-type: none"> <li>1. Constitution Of The Republic Of Azerbaijan-Baku 2017</li> <li>2. I. Jafarov. Interpretation of the Constitution of the Republic of Azerbaijan. Baku– 2010</li> <li>3. I. Jafarov. Constitution of the Republic of Azerbaijan and fundamentals of law. Baku 2006</li> <li>4. З.Аскеров, Э.Насиров, М.Истаилов .Конституция АР и основы права .Баку,2010 (2005)</li> <li>5. S.S. Allahverdiyev. Fundamentals of the Constitution and law of the Republic of Azerbaijan. Manual. Baku, 2018</li> <li>6. S.S. Allahverdiyev. Fundamentals of the Constitution and law of the Republic of Azerbaijan. Manual. Baku, 2010</li> </ol> |
| <b>Əlavə ədəbiyyat siyahısı</b> | <ol style="list-style-type: none"> <li>1. Ed. V.V. Lazarev. General law and state theory. Baku, 2007</li> <li>2. I.A. No, no. Theory of state and law. Teaching aids. Baku,2005</li> <li>3. I. Qilijov, I. No, no. Sources of law. Teaching aids. Baku, 2005</li> <li>4. S.S. Allahverdiyev. Civil law course of the Republic of Azerbaijan. Volume I. Baku, 2008</li> <li>5. S.S. Allahverdiyev. Civil law course of the Republic of Azerbaijan. Volume II. Baku, 2018</li> <li>6. Civil Code Of The Republic Of Azerbaijan. Baku.,2017</li> </ol>  |

|                                     |  |             |
|-------------------------------------|--|-------------|
|                                     | <p>7. Labor Code Of The Republic Of Azerbaijan.Baku.,2017</p> <p>8. Criminal Code Of The Republic Of Azerbaijan.Baku.,2017</p> <p>9. Code Of Administrative Offenses Of The Republic Of Azerbaijan.Baku.,2016</p> <p>10. Frederick Bastiat.Law.Baku.,2007</p> <p>11. Constitutional Law of the Republic of Azerbaijan “on normative legal acts”.Baku.,2011</p> <p>12. Fundamentals of law .</p>  |             |
| <b>Internet Resources</b>           | ( <a href="https://www.Kitabyurdu.org/muhazire">https://www.Kitabyurdu.org/muhazire</a> ). <a href="http://www.e-qanun.az">www.e - qanun.az</a><br><a href="http://www.wikipedia.az">www . – wikipedia. az</a>   |             |
| <b>Assessment: 100-point system</b> | <p>The final grade is the sum of the points given for the current assessment (lecture, seminar, and laboratory work) (0 - 30 points), freelance work (0 - 10 points), attendance (0 - 10 points), and the midterm assessment (semester final exams) (0 - 50 points). If practical and hands-on lessons are provided for the same subject, 0 - 10 points are allocated for the assessment of these lessons.</p> <p><b>Final Grade = Current Assessment + Midterm Assessment</b></p> |             |
| <b>Seminar and Colloquium</b>       | <p>Colloquiums are held three times each semester according to the academic calendar. Each colloquium is graded from 0 to 10 points. Attending the colloquium is mandatory. A student who does not attend the colloquium will receive 0 points.</p>  | <b>0-30</b> |
| <b>Free cases</b>                   | <p><b>Writing Guidelines for Freelance Work</b></p> <ul style="list-style-type: none"> <li>• Font and size: Arial 12 pt</li> <li>• Line spacing: 1.5</li> <li>• Total volume of the work: minimum 3 pages</li> <li>• Final submission deadline: 2 weeks before the end of the semester</li> </ul>  | <b>0-10</b> |
|                                     | <p><b>Topics for Freelance Work:</b></p> <ol style="list-style-type: none"> <li>1. Functions of the Constitution of the Republic of Azerbaijan</li> <li>2. Historical development of the Constitution of the Republic of Azerbaijan</li> <li>3. The concept and essence of people's power</li> <li>4. The essence of the principle of separation of powers</li> </ol>  |             |

|                   |  |             |
|-------------------|--|-------------|
|                   | <ol style="list-style-type: none"> <li>5. Concept of referendum</li> <li>6. The state of Azerbaijan as a legal state</li> <li>7. The president of the state of Azerbaijan as a republic</li> <li>8. The concept and principles of human rights.</li> <li>9. The concept and types of natural rights</li> <li>10. Duties of citizens</li> <li>11. Sources of law and legal norms</li> <li>12. Physical persons</li> <li>13. The concept and classification of crime</li> <li>14. Legal entities</li> <li>15. Description of the modern legal system of AR</li> <li>16. Subjects of constitutional legal relations</li> <li>17. Judicial system of the Republic of Azerbaijan</li> <li>18. Principles of Justice</li> <li>19. Status of the prosecutor's Office of the Republic of Azerbaijan</li> <li>20. The concept and sources of labor law</li> <li>21. The concept, subject of financial law</li> <li>22. The concept of Environmental Law</li> <li>23. Powers of the Cabinet of ministers</li> <li>24. Legislative system of the Republic of Azerbaijan</li> <li>25. Municipal authorities</li> </ol> |             |
| <b>Attendance</b> | For every 10% of the hours missed in the subject during the semester, 1 point is deducted. A student who misses more than 25% of the classes for the subject will not be allowed to take the exam  | <b>0-10</b> |
| <b>Exam</b>       |  | <b>0-50</b> |

The students' knowledge is evaluated based on the total number of points accumulated during the semester as follows:

**Distribution of points:**

| <b>Points</b> | <b>Grading Scale with Letters:</b> | <b>Indicator.</b> |
|---------------|------------------------------------|-------------------|
| 100 – 91      | A                                  | "Excellent"       |
| 90 – 81       | B                                  | "Very good"       |
| 80 – 71       | C                                  | "Good"            |

|                            |   |                  |
|----------------------------|---|------------------|
| 70 – 61                    | D | "Satisfactory"   |
| 60 – 51                    | E | "Adequate"       |
| 51 "Below the grade/score" | F | "Unsatisfactory" |

### Calendar thematic plan

| N | Date | Topics of the subject  | Lecture   | Seminar   | Textbook / Tasks |
|---|------|--|-----------|-----------|------------------|
| 1 |      | Concept, structure and stages of development of the Constitution of the Republic of Azerbaijan   | 2         | 2         |                  |
| 2 |      | Constitutional legal status of Man and citizen in the Republic of Azerbaijan                     | 2         | 2         |                  |
| 3 |      | State power and local self-government in the Republic of Azerbaijan                              | 2         | 2         |                  |
| 4 |      | Legal system of the Republic of Azerbaijan. The concept, essence and sources of law              | 2         | 2         |                  |
| 5 |      | Legal norms and legal relations  | 2         | 2         |                  |
| 6 |      | Legal facts, delinquency and legal liability.  | 2         | 2         |                  |
| 7 |      | Branches of law: fundamentals of constitutional, administrative and criminal law                 | 2         | 2         |                  |
| 8 |      | Fundamentals of civil and Family Law Labor Law. Financial law. Environmental law .Prossesual law | 1         | 1         |                  |
|   |      | <b>Total: 30</b>   | <b>15</b> | <b>15</b> |                  |

**Teacher:**

**Eynulla Bakhshaliyev**

