



**Western Caspian University**

# **Module Handbook**

**Guidelines for Writing Bachelor's Graduation Theses**

**Credits: 12 ECTS**

**Duration: 16<sup>th</sup> February- 25<sup>th</sup> May**

**Baku - 2026**

Prepared in accordance with the Law of the Republic of Azerbaijan "On Education", the requirements of the "Rules for the Content and Organization of Bachelor's Education", the order of the Ministry of Education of the Republic of Azerbaijan on the approval of the rules for the preparation of bachelor's theses at higher education institutions, the guidelines for the preparation of bachelor's theses at Western Caspian University, as well as applicable standards, instructions, requirements, and regulations.

## Table of Contents

<b>1. General Requirements</b> .....	4
<b>2. Topics of Bachelor's Theses</b> .....	4
<b>3. Structure and Formatting of Bachelor's Theses</b> .....	5
<b>4. Content of the Graduation Thesis</b> .....	7
<b>5. Conclusion</b> .....	8
<b>6. List of References (Appendix 5)</b> .....	8
<b>7. Appendices</b> .....	8
<b>8. Figures</b> .....	9
<b>9. Tables</b> .....	9
<b>10. Graphs</b> .....	10
<b>11. Formulas (Equations)</b> .....	10
<b>12. Abbreviations and Symbols</b> .....	10
<b>13. Plagiarism</b> .....	10
<b>14. Organization of the Defense of Graduation Theses and Preservation of Defended Works</b> .....	11
<b>15. Scoring Before the Defense Must Be Calculated as Follows:</b> .....	11
<b>16. Theses/dissertations must be kept in accordance with the rules established by the relevant legislation</b> .....	11
Appendix 1. The text of the Graduation Thesis format .....	12
Appendix 2. Title of thesis.....	13
Appendix 3. GRADUATION THESIS ASSIGNMENT .....	14
Appendix 4. Protocol.....	15
Appendix 5. List of References Used (sample).....	17
Appendix 6. Decision of the State Attestation Commission (SAC): .....	20
Appendix 7. Grading of graduate work.....	21

## 1. General Requirements

- 1.1. Bachelor's theses written at the undergraduate level of higher education must serve the following purposes:
  - 1.1.1. To have scientific or practical significance and consolidate the student's theoretical and practical knowledge in the relevant field;
  - 1.1.2. To develop analytical and creative thinking skills;
  - 1.1.3. To acquire skills in solving standard practical problems;
  - 1.1.4. To study the application of technical-economic, production, and cultural development issues;
  - 1.1.5. To instill in students the ability to work independently, translate from different languages, analyze, and present under the supervision of a scientific advisor;
  - 1.1.6. To develop the ability to use modern and classical scientific and theoretical literature;
  - 1.1.7. To master the research methods for solving the problems and questions posed in the thesis;
  - 1.1.8. To acquire the ability to translate and analyze necessary information using various dictionaries and encyclopedic sources;
  - 1.1.9. To determine the student's level of readiness to work independently in relevant areas of modern production, science, technology, and culture.
- 1.2. Only students who have successfully passed all attestation exams and interdisciplinary final examinations are allowed to defend their bachelor's thesis.
- 1.3. The award of a degree qualification is based on the results of the final state attestation, of which the thesis defense is a part.

## 2. Topics of Bachelor's Theses

- 2.1. The topics of bachelor's theses must be determined by the department and approved by the Faculty Scientific Council.
- 2.2. A student may apply to the department to undertake a thesis on a topic that corresponds to the department's profile. The topic proposed by the student must be discussed by the department's academic staff and submitted to the Faculty Scientific Council for approval.
- 2.3. The topics of bachelor's theses must meet the following requirements:
  - 2.3.1. They should be aligned with existing issues in production or industry;
  - 2.3.2. They must fully comply with modern scientific and technological requirements;
  - 2.3.3. They should consider the student's field of study and specialization;

- 2.3.4. They must correspond to the volume and content of the theoretical and practical knowledge acquired by the student during undergraduate studies.
- 2.4. By the end of the 7th semester, departments must submit the thesis topics and prepare assignment forms in accordance with the format and length established by the university, under the supervision of scientific advisors.
- 2.5. Assignments must be issued to students no later than 4 months before the defense date.
- 2.6. The department must ensure the organization of collaboration between the student and the scientific advisor.

### 3. Structure and Formatting of Bachelor's Theses

- 3.1. The thesis text must be written on A4-size paper with the following margins: 30 mm from the left, 10 mm from the right, 20 mm from the top and bottom. The text should be written in Azerbaijani using the Latin script, in Russian using Cyrillic, and in English using the U.S. English alphabet. Font: "Times New Roman", size 14, black color, with 1.5 line spacing.
- 3.2. Titles of the structural sections of the thesis must be written in uppercase letters and bold black font (see Appendix 1).
- 3.3. Figures, tables, and charts can be printed in color and submitted in A3 format (297 mm x 420 mm); each A3 page is counted as one page.
- 3.4. The title page of the thesis is not numbered. Numbering begins from the second page, starting with the number "2". All subsequent pages—including structural sections, the bibliography, and appendices—must be numbered sequentially using Arabic numerals.
- 3.5. Page numbers should be placed at the bottom right corner within the footer margin of each page.
- 3.6. The thesis must contain between 110,000 and 130,000 characters (excluding figures, tables, charts, appendices, and the bibliography). For humanities, this volume may exceed the limit by up to 20%, while for natural and exact sciences, it may be up to 20% less.
- 3.7. If it is not possible to accurately determine the number of characters per page using a computer, one page is considered to contain approximately 2,000 characters.
- 3.8. While writing the thesis, the student must properly cite the sources and authors of any materials used. After in-text citations, the reference should be indicated in square brackets with the number from the bibliography list, volume (for multi-volume works), and relevant page(s). For example: [54, p.162], [155, vol.2, pp.82–83], [54, pp.162; 23], etc.

- 3.9. It is recommended to reference the publication where each result obtained by the student has been published, if applicable.
- 3.10. Any direct text taken from literature or information sources without any changes (including tables, figures, diagrams, formulas, and other elements) is considered a direct citation. If the quotation is under 40 words, it must be placed within quotation marks. Quotations over 40 words must be formatted as a separate paragraph using 12-point italic font and indented by 1 cm from both left and right margins. If part of the quoted content is omitted, three dots (...) should be used to indicate the omission.
- 3.11. If the student paraphrases the information from a source using their own words, it is considered an indirect citation. In such cases, quotation marks and indented formatting are not required.
- 3.12. The student must be able to present the opinions of the authors cited in a discussive style. The beginning and end of each citation must be clearly identifiable to the reader.
- 3.13. All content in the thesis must be clearly legible.
- 3.14. The thesis must be bound and presented with a hard cover.
- 3.15. The general formatting and requirements for theses must be prepared in line with Western Caspian University's training profile and approved by the university's Academic Council.
- 3.16. The content of the thesis must comply with the state educational standards defined for the respective undergraduate specialization.
- 3.17. Depending on the field of study, the thesis volume should be between 30–40 printed pages.
- 3.18. Theses must be submitted in printed (hardcopy) form.
- 3.19. In addition to the advisor, the thesis must be reviewed by an external subject matter expert.
- 3.20. The structure of the thesis must include the following components:
  - Title page (including the institution, faculty, field or specialization, thesis title, advisor's name, and student's name) – see Appendix 2;
  - Thesis assignment sheet;
  - Abstract (;
  - Table of contents;
  - Introduction;
  - Main body (chapters, sections, subsections);
  - Conclusion or recommendations;
  - List of references;
  - Appendices (if applicable);
  - List of abbreviations and symbols (if used in the thesis).

## 4. Content of the Graduation Thesis

### 4.1. Title Page of the Graduation Thesis (Appendix 1)

This is the first page of the work and must include the name of the educational institution, faculty, specialty, title of the thesis, the supervisor's name, and the student's name.

### 4.2. Thesis Assignment Sheet (Appendix 2)

This should specify the content of the submitted thesis, initial data, submission date, and other related matters.

### 4.3. Abstract

An abstract summarizing the general content and main findings of the thesis should be prepared in two languages: the language of the thesis and English.

### 4.4. Table of Contents

- Each heading in the thesis and its page number must be indicated.
- The structure sections of the thesis and their starting page numbers should be shown.
- The titles in the table of contents must exactly match the titles in the text.

### 4.5. Introduction

4.5.1. The word "Introduction" is used as the heading and is not numbered.

4.5.2. The following subheadings must be written in bold and start with an indent:

- Relevance and research status of the topic
- Research objectives and tasks
- Research methods
- Scientific novelty
- Theoretical and practical significance
- Volume of each structural part of the thesis

### 4.6. Main Part

The main content of the thesis must be presented. The topic should be fully explained, including key and supporting questions and their explanations, the significance and relevance of the work,

conducted research, and the obtained results. All referenced theoretical and encyclopedic sources must be cited.

- 4.6.1. The main part should be divided into chapters and paragraphs. Paragraphs may be further divided into sub-items.
- 4.6.2. Each chapter is numbered with Roman numerals (e.g., Chapter I, Chapter II).
- 4.6.3. Each chapter starts on a new page.
- 4.6.4. Paragraphs within chapters are numbered consecutively using Arabic numerals. The numbering includes the chapter and paragraph number, separated by a dot, ending with a dot (e.g., 2.5.).
- 4.6.5. Sub-items are numbered as chapter.paragraph.sub-item (e.g., 2.5.1.).
- 4.6.6. Chapter titles are separated from the text by three line spaces, paragraph titles by two.
- 4.6.7. Chapter titles must be centered, in uppercase bold; paragraph titles must begin with an indent, in lowercase bold (except for the first letter).
- 4.6.8. Words in chapter titles must not be split between lines. No underlining or period at the end.
- 4.6.9. If chapter or paragraph titles include multiple sentences, periods are placed between them.

## 5. Conclusion

- 5.1. The word “Conclusion” is used as a heading and is not numbered.
- 5.2. The main scientific innovations must be presented and justified.
- 5.3. For applied theses, practical applications of the findings should be described; for theoretical theses, recommendations on how to use the findings should be included.

## 6. List of References (Appendix 5)

- 6.1. The heading “List of References” is written without numbering.
- 6.2. References are listed alphabetically: first in Azerbaijani, then Turkish, Russian, English, French, German, Arabic, etc., and numbered sequentially.
- 6.3. Preference should be given to literature published within the last 10 years.
- 6.4. Bibliographic information is listed alphabetically by the author's surname, first name, patronymic, or the publication title.
- 6.5. Standard bibliographic punctuation: . comma , hyphen - dash – colon : slash / double slash // parentheses ( ) square brackets [ ]
- 6.6. Bibliographic references must comply with the examples in Appendix 13.

## 7. Appendices

- 7.1. The word “Appendices” is used as a heading and is not numbered.

- 7.2. Appendices must be paginated as a continuation of the main text.
- 7.3. Appendices may be bound separately with their own title page and pagination.
- 7.4. Font: Times New Roman, size 12, line spacing 1.0.
- 7.5. All appendices must be cited in the main text.

## 8. Figures

- 8.1. Figures can be placed where first referenced, on the following page, or in the appendix.
- 8.2. Figures must be oriented for easy reading without rotating the thesis.
- 8.3. Figures are numbered sequentially.
- 8.4. A single figure is not numbered but labeled as “Figure” with a title.
- 8.5. The word “Figure”, its number and title are placed below the figure, in bold lowercase (except the first letter), without underlining. The numbering includes chapter, paragraph, and figure number (e.g., Figure 1.2.3).
- 8.6. Figures must be of high quality.
- 8.7. Computer graphics and original photographs are acceptable.
- 8.8. Smaller-than-A4 photos must be pasted onto standard white paper.
- 8.9. Non-standard-size figures must be folded to A4 format.
- 8.10. Every figure must be referenced in the text.

## 9. Tables

- 9.1. Tables are placed where first referenced, on the following page, or in the appendix.
- 9.2. Tables must be easily readable without rotating the thesis.
- 9.3. Tables are numbered sequentially.
- 9.4. A single table is not numbered but labeled as “Table” with a title.
- 9.5. The word “Table”, its number and title are placed above the table, top right, in bold lowercase (except the first letter), without underlining. Numbering: chapter.paragraph.table (e.g., Table 1.2.3).
- 9.6. If a table spans multiple pages, its number and title appear once at the top right; “continued” is used for remaining parts. For multiple tables, write “continued” along with the table number (e.g., Continued Table 1.2.3).
- 9.7. Font size: 12, line spacing: 1.0.
- 9.8. Large tables must maintain row continuity across pages.
- 9.9. Every table must be referenced in the text. If data is from another source, cite it below the table. If the data is from the author’s calculations, write “author’s calculations”.

## 10. Graphs

- 10.1. Graphs can be placed where first referenced, on the following page, or in the appendix.
- 10.2. Graphs must be oriented for easy reading without rotating the thesis.
- 10.3. Graphs are numbered sequentially.
- 10.4. A single graph is not numbered but labeled as “Graph” with a title.
- 10.5. The word “Graph”, its number and title are placed below the graph, in bold lowercase (except the first letter), without underlining. Numbering: chapter.paragraph.graph (e.g., Graph 1.2.3).
- 10.6. Every graph must be referenced in the text.

## 11. Formulas (Equations)

- 11.1. If there is more than one formula, they are numbered sequentially.
- 11.2. Numbering format: chapter.paragraph.formula (e.g., 3.1.2).
- 11.3. The number appears in parentheses, right-aligned on the same line as the formula (e.g., (3.1.2)).
- 11.4. The meaning of each symbol and numeric coefficient must be explained either immediately after the formula or directly below. Start with “where” and explain each on a new line.
- 11.5. Formulas must be spaced from the text. One or two line intervals should be kept above and below. If a formula doesn't fit on one line, continue on the next after an operator ( $=$ ,  $+$ ,  $-$ ,  $\times$ ,  $:$ ), repeating the operator at the beginning of the new line.

## 12. Abbreviations and Symbols

- 12.1 When less common abbreviations, conditional symbols, specific terms, new symbols, etc. are used in the graduation thesis, a corresponding explanatory list must be provided.
- 12.2 The list is written in column format, with abbreviations, symbols, specific terms, and symbols listed in alphabetical order on the left column, and their exact explanation and meaning given on the right.
- 12.3 If special abbreviations, symbols, specific terms, or symbols appear fewer than three times in the thesis, the list is not compiled; their exact explanation and meaning are given at the place where they first appear in the text.

## 13. Plagiarism

- 13.1. Graduation theses must be original. Unauthorized use of someone else's translation, writing, or work is considered plagiarism. To avoid plagiarism, when using other sources, proper references must be indicated both within the text and in the bibliography.
- 13.2. The plagiarism check of the graduation thesis is conducted according to the Plagiarism Rules of Western Caspian University (QKU).

## 14. Organization of the Defense of Graduation Theses and Preservation of Defended Works

- 14.1** The defense of graduation theses must be organized by a commission established in accordance with the “Regulations on State Certification of Bachelor Students in Higher Education Institutions of the Republic of Azerbaijan.”
- 14.2** The schedule for the preparation, supervision, and defense of graduation theses must be determined in accordance with the workload norms defined in the document “Determination of workload norms for the academic year for professors and teaching staff regarding teaching, scientific research, scientific-methodological, and other main tasks.”
- 14.3** A commission consisting of a chairperson, secretary, and 2 members is formed according to the specialty; the assessment of students’ graduation theses is finalized based on the commission’s opinion. The commission must prepare a protocol of the State Attestation Commission meeting for each student (Appendix 3).
- 14.4** At least 2 weeks before the defense, a preliminary defense must be organized at the department.
- 14.5** Before the defense, the student must add to the thesis the scientific supervisor’s review, the external expert’s opinion, an application addressed to the faculty dean, and other relevant documents.
- 14.6** The student’s defense of the graduation thesis must be evaluated on a 100-point scale (50 points before the defense, 50 points after the defense).

## 15. Scoring Before the Defense Must Be Calculated as Follows:

- 10 points for the supervisor’s review;
- 5 points for the expert’s review;
- 5 points for plagiarism check score;
- 30 points for the preparation and scientific justification of the thesis.

## 16. Theses/dissertations must be kept in accordance with the rules established by the relevant legislation

## Appendix 1. The text of the Graduation Thesis format

The text of the Graduation Thesis shall be formatted on A4 paper, maintaining margins of 30 mm on the left, 10 mm on the right, and 20 mm at the top and bottom. The text shall be written in Azerbaijani using the Latin alphabet, in Russian using the Cyrillic alphabet, and in English using the English (US) alphabet. The font shall be “Times New Roman” size 14, with 1.5 line spacing, and in black color.

The diagram shows a white rectangular area representing the thesis cover page, centered on a blue background. The margins are indicated by white boxes with black borders: 2 cm at the top, 2 cm at the bottom, 3 cm on the left, and 1 cm on the right. The text on the page is as follows:

Əlavə 2.

**AZƏRBAYCAN RESPUBLİKASI ELM VƏ TƏHSİL NAZİRLİYİ**  
**QƏRBİ KASPI UNİVERSİTETİ**

**Fakültə:** “ \_\_\_\_\_ ”  
**Kafedra:** “ \_\_\_\_\_ ”  
**İxtisas:** “ \_\_\_\_\_ ”  
**Qrup:** “ \_\_\_\_\_ ”

**BURAXILIŞ İŞİ**

**Mövzu:**  
**Tələbə:**

**Məsləhətçilər:**

**Rəhbər:**  
**Rəy verən:**

**Kafedra müdiri:** \_\_\_\_\_

**BAKI – 2024**

Appendix 2. Title of thesis

MINISTRY OF SCIENCE AND EDUCATION OF THE REPUBLIC OF AZERBAIJAN

WESTERN CASPIAN UNIVERSITY

Faculty: " \_\_\_\_\_ "

Department: " \_\_\_\_\_ "

Specialty: " \_\_\_\_\_ "

Group: " \_\_\_\_\_ "

**GRADUATE THESIS**

**Topic:**

**Student:**

**Advisors:**

**Supervisor:**

**Reviewer:**

**Head of Department:** \_\_\_\_\_

**BAKU – 2024**

## Appendix 3. GRADUATION THESIS ASSIGNMENT

### REPUBLIC OF AZERBAIJAN MINISTRY OF SCIENCE AND EDUCATION WESTERN CASPIAN UNIVERSITY

**“Approved by”**

Dean of the Faculty of \_\_\_\_\_

\_\_\_\_\_

« \_\_\_\_ » \_\_\_\_ 2024

Faculty: \_\_\_\_\_”

Specialty: \_\_\_\_\_”

Department: \_\_\_\_\_”

Group: \_\_\_\_\_”

Student: \_\_\_\_\_”

### GRADUATION THESIS ASSIGNMENT

1. Topic of the graduation thesis:

The topic was approved by Order No. 260T(s) dated February 5, 2022.

2. Initial data for the report:

3. Contents of the explanatory note of the report:

4. Date of assignment issuance:

5. Date of submission of the graduation thesis:

Head of Department: \_\_\_\_\_

Supervisor of the graduation thesis: \_\_\_\_\_

I accept to carry out the assignment: \_\_\_\_\_

Appendix 4. Protocol

\_\_\_\_\_ (topic of the graduation thesis)

\_\_\_\_\_ regarding the topic of \_\_\_\_\_ grup  
student \_\_\_\_\_

On the discussion of the graduation thesis in the year 20\_\_\_\_ (Date.)

time \_\_\_\_\_ min. time \_\_\_\_\_ min. Western Caspian University

\_\_\_\_\_ the faculty of Western  
Caspian University”

**MINUTES OF THE STATE ATTESTATION COMMISSION MEETING**  
**Protocol No. \_\_\_\_\_**

**ATTENDEES:**

Chairperson of the State Attestation Commission \_\_\_\_\_

Chairperson of the State Attestation Members \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Graduation thesis \_\_\_\_\_ completed under the supervision of  
Advisors \_\_\_\_\_



## Appendix 5. List of References Used (sample)

### List of References Used (sample)

No	Type of publication	Format of bibliographic description	Samples
	Multivolume Publications	Author (surname, initials). Title of the work: [number of volumes] / Initials, surname. – City: Publisher, – volume number. – Year of publication. – Total pages.	Əliyev, H.Ə. Müstəqilliyimiz əbədidir: [46 cilddə] / H.Əliyev. – Bakı: Azər nəşr, – c. 45. – 2013. – 384 s. Azərbaycan Milli Ensiklopediyası / Red. hey. sədri İ.H.Əliyev. – Bakı: Azərbaycan Milli Ensiklopediyası Elmi Mərkəzi, – c. 8: Enollar – Fedin. – 2018. – 598 s. Большая Российская Энциклопедия: [в 35 томах]. – Москва: Большая российская энциклопедия, – т. 35. – 2017. – 799 с.
	Publications without an indicated author	Title of the work / editor, compiler (initials, surname). – City: Publisher, – Year of publication. – Total pages	Azərbaycan folkloru: (məktəblilər üçün seçmələr) / tərt. ed. V.Abdulla – Bakı: Şərq-Qərb, – 2005. – 360 s.  Информационные системы и технологии в экономике и управлении: учебник для бакалавров / Под ред. проф. В.В.Трофимова. – 3-е изд., перераб. и доп. – Москва: Юрайт, – 2012. – 522 с.
	Publications with up to four authors	<b>First author (surname, initials).</b> <i>Title of the work</i> / Authors (initials, surnames); – City (if two cities, both should be indicated): Publisher, – Year of publication. – Total pages.	İmanquliyeva, A. Məqalələr və tərcümələr / A.İmanquliyeva, tərt. ed., V.Cəfər. – Bakı: Bakı Çap Evi, – 2010. – 488 s.  Nagiev, T.M. Coherent Synchronized Oxidation reactions by Hydrogen Peroxide. – Amsterdam: Elsevier, – 2007. – 340 p.
	Publications with four or more authors	<b>Title of the work</b> / First author's initials, surname [et al.]. – City: Publisher, – Year of publication. – Total pages.	Elektron qurğularının əsasları: ali məktəblərin texniki ixtisaslarının tələbələri üçün dərslik / A.M.Paşayev, A.R.Həsənov, İ.Ə.İsgəndərov [və b.] – Bakı: Milli Aviasiya Akademiyası, – 2014. – 312 s.  İntellektual sistemlərin qurulma prinsipləri və layihələndirilməsi / R.Ə.Əliyev [və b.]. – Bakı: Nərgiz, – 2005. – 368 s.
	Journal articles	<b>Author (surname, initials).</b> Title of the article // – City: <i>Name of the journal</i> , – Year of publication. Volume number, issue number, – pp. (pages). <b>First author's surname, initials.</b> Title of the article / Initials and surnames of three authors [et al.] // <i>Name of the journal</i> , – City: – Year of publication. Volume number, issue number, – pp. (pages).	Huseynova, I.M. Photosynthetic characteristics and enzymatic antioxidant capacity of leaves from wheat cultivars exposed to drought // <i>Biochimico et Biophysica Acta</i> , – 2012, 1817 (8), – p. 1516-1523. Юсифзаде, Х.Б. Азербайджан – пионер отечественной морской геофизики / Х.Б.Юсифзаде, Ф.Г.Рагимханов, Д.Х.Бабаев [и др.] // Азербайджанское Нефтяное Хозяйство, – Баку: – 1982. №2, – с. 45.

<b>Conference proceedings</b>	<b>Author (surname, initials).</b> Title of the paper // Name of the conference, – City: Publisher, – Date, – Year of publication, – pp. (pages).	Абдуллаев, С.К., Карамалиев, Н.Р. Весовые оценки сингулярных, слабо сингулярных интегралов, максимальных и дробно максимальных функций, ассоциированных обобщенным сдвигом // Труды IV Международного симпозиума «Ряды Фурье и их приложения», – Ростов-наДону: – 28 мая – 3 июня, – 2006, – с. 44-52. Gatys, L.A., Ecker, A.S., Bethge, M. Image style transfer using convolutional neural networks // IEEE Conference on Computer Vision and Pattern Recognition. Las Vegas, Nevada, USA, – 2016, – p. 2414-2423.
Dissertations	<b>Author (surname, initials).</b> Title of the dissertation: / Degree sought, field of study, dissertation / – City, year. – Total pages.	Səfərov, E.S. Xəzər dənizinin səviyyə tərəddüdlərinin məsafədən zondlama üsulları ilə tədqiqi: / coğrafiya üzrə fəlsəfə doktoru dissertasiyası) / – Bakı, 2018. – 151 s.
<b>Abstract of the dissertation</b>	<b>Author (surname, initials).</b> Title of the dissertation: / Degree sought, field of study, dissertation abstract / – City, year. – Total pages.	Səfərov, E.S. Xəzər dənizinin səviyyə tərəddüdlərinin məsafədən zondlama üsulları ilə tədqiqi: / coğrafiya üzrə fəlsəfə doktoru dissertasiyanın avtoreferatı) / – Bakı, 2018. – 26 s.
Electronic resources	<b>Author (surname, initials),</b> Title of the work or document: [Electronic resource] / source. – City, year of publication. – Electronic medium (CD, DVD, audio cassette, audiobook, video film) or internet address.	Меликов, А. Легенда о любви [Звукозапись] / – Баку, 1994. – CD-ROM. Gleason, E. A. Viewpoint: Soft Metal Gains Hulk-Like Strength: [Electronic resource] / Physics 12, 125. – November 11, 2019. URL: <a href="https://physics.aps.org/articles/v12/125">https://physics.aps.org/articles/v12/125</a>
<b>Visual materials</b>	Author (surname, initials) or Title of the work [type of work] / Author (initials, surname); source. – City: Publisher, – Year of publication. – Total pages.	Azərbaycan - Ana Vətən [İzomaterial] / Kamil Nəcəfzadənin əsərlərinin sərgisi; Azərbaycan Rəssamlar İttifaqı. – Bakı: Azərbaycan, – 1992. – 15 s.
Cartographic publications: Maps, Atlases	Author (surname, initials), if available, Title of the work [type of publication] / scale – City: Publisher, – Year of publication. – Total pages.	Azərbaycan Respublikasının Milli Atlası [Xəritə] / – Bakı: Bakı Kartografiya fabriki, – 2014. – 444 s.
Notes	Author (surname, initials), if available, Title of the work [Notes]: / piano, score, etc. – City: Publisher, – Year of publication. – Total pages.	Караев, К.А. Третья симфония для камерного оркестра [Ноты]: – Москва: Советский композитор, – 1968. – 110 с.
Patents	Author (surname, initials), Title of the patent, type and number, country / Author (surname, initials) [et al.]: Publisher, – Year of publication, – Number.	Səfərov, A.R., 1,4 – Butandiolun alınma üsulu, İxtira i2017 0005, Azərbaycan Respublikası / Əliyev A.M., Əliyev F.V., Məliyev K.İ. [və b.]. Курочкин, А.С., Схема сверхглубокой очистки энергетических масел и внутренних поверхностей маслonaполненного оборудования, Патент на полезную модель № 94173, Российская Федерация / Любимов А.Ф. – 2010.
Normative legal documents	Title of the official document // information about adoption and	Azərbaycan Respublikasının Konstitusiyası // 12 noyabr 1995-ci ildə qəbul edilmişdir (24 avqust

		amendments. – City: Publisher, – Year of publication. – Total pages.	2002-ci il tarixdə olan dəyişiklik və əlavələr). – Bakı: Qanun, – 2002, – 48 s. Международная конвенция об охране нематериального культурного наследия // Организация Объединенных Наций по вопросам образования, науки и культуры. – Париж: ЮНЕСКО, – 2011. – VII, – 103 с.
	Newspaper articles	<b>Author (surname, initials).</b> Title of the article // Name of the publication. – Year of publication, date. – pp. (pages).	Abdullayev, F. Azərbaycanı Respublikası Konstitusiyasının qəbul edilməsindən 24 il keçir // Respublika. – 2019, 9 noyabr. – s. 2.
	Archival materials	Title of the document // Name of the archive, fund number, list number, file number, number of pages	Xarici İşlər naziri Məhəmməd Həsən Hacınskinin məruzəsi (Gəncə: 15 iyul 1918-ci il) // Azərbaycan Respublikası Dövlət Arxivi, Fond № 1061, siyahı №1, iş № 95, vərəq – 1.

Appendix 6. Decision of the State Attestation Commission (SAC):

**Decision of the State Attestation Commission (SAC):**

1. It is confirmed that the student \_\_\_\_\_ of group \_\_\_\_\_ has completed and defended the graduation thesis with a grade of \_\_\_\_\_.

2. \_\_\_\_\_

(student's full name)

\_\_\_\_\_

in the field of \_\_\_\_\_ (specialty)

is awarded the qualification degree of \_\_\_\_\_.

3. The diploma with \_\_\_\_\_

(honors/distinction) is to be granted.

4. It should be noted \_\_\_\_\_

\_\_\_\_\_

Chairperson of the State Attestation Commission \_\_\_\_\_

Chairperson of the State Attestation Members \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Appendix 7. Grading of graduate work

The student's defense of the graduation thesis must be evaluated on a 100-point scale (50 points before the defense, 50 points after the defense).

### **Grading Before the Defense Must Be Calculated as Follows:**

- 10 points for the supervisor's review;
- 5 points for the expert's review;
- 5 points for plagiarism check score;
- 30 points for the preparation and scientific justification of the thesis.