

MINISTRY OF EDUCATION OF THE REPUBLIC OF AZERBAIJAN

**Approved by the
order of the Ministry of Education
of the Republic of Azerbaijan
No. 640 dated September 30, 2016.**

STATE STANDARD OF HIGHER EDUCATION

MASTER'S LEVEL SPECIALTY

EDUCATIONAL PROGRAM

Specialty (program) code and name: 060409 – Business Management

1. General Provisions

- 1.1. The Educational Program for the Master's level **060409 - Business Management** specialty has been prepared in accordance with the Law of the Republic of Azerbaijan "On Education", the requirements of the "State Standard and Program of Higher Education", "Rules for the Content, Organization of Master's Education and Awarding of "Master's" Degrees" approved by the relevant decisions of the Cabinet of Ministers of the Republic of Azerbaijan, "Classification of Specialties (Specializations) of Higher Education at the Master's Level" and other legislative acts.
- 1.2. Higher education institutions operating in the Republic of Azerbaijan, regardless of their subordination, type of ownership and organizational and legal form, implement master's training in the specialty **060409 - Business Management** with this Educational Program.
- 1.3. Symbols used in the structure:
CC - general cultural competencies
PC - professional competencies

2. 060409 - Characteristics of the Business Management specialty

- 2.1. Normative term for mastering the Educational Program and scientific and professional qualifications awarded to graduates rate:

Code and name of the specialty	Given scientific qualification degree	Period of full-time education	Number of credits
060409 – Business Management Business organization and management	Master	2 years	120

3. Graduate's professional characteristics and competencies

3.1. Master's qualification characteristics.

The master must have a general description and extensive knowledge of theoretical principles and research methods, be ready to conduct scientific research and pedagogical activities requiring professional training, and be able to solve unexpected and complex issues within the framework of professional activities.

3.2. Requirements for the graduate's competence as a result of mastering the program.

3.2.1. The graduate must acquire the following general cultural competencies (CC):

- improve and develop his/her intellectual, general cultural and professional level (CC-1);
- acquire public and scientific oratory skills (CC-2);
- communicate with specialists and scientific representatives of other fields (CC-3);
- to use Azerbaijani and foreign languages freely as a means of business, professionalism, and communication (CC-4);
- to make organizational and managerial decisions, determine their results, and bear responsibility for them (CC-5);
- to use modern software and information resources to solve problems in the field of management (CC-6);
- to work in a team (CC-7);
- to communicate with specialists in other fields (CC-8);
- to be active in social mobility (CC-9);
- to have legal knowledge and ethical norms (CC-10).

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

In the field of scientific research:

- possess analytical work methods related to the business aspects of commercial and non-commercial organizations (PC-1);
- develop working plans and programs for conducting scientific research, prepare tasks for research groups and individual executors (PC-2);
- develop and implement a mechanism for conducting research in the field of business management, require the resolution of their results, and prepare information for the preparation of summary annual reports (PC-3);
- collect, process and systematize information on the research topic, determine the research method and means of solving problems (PC-4);
- the ability to develop and implement theoretical and economic models of researched processes and objects in the field of business management (PC-5);
- develop theoretical and new econometric models of researched processes and objects in professional business activities (PC-6);
- identify and conduct research on current scientific problems in business processes (PC-7);
- identify and conduct research on the directions of effective use of innovation (PC-8);
- identify and conduct research on losses caused by risks in the activities of economic entities in order to develop a risk management system (PC9);
- study the problems of the solvency of partner organizations (PKC-10);

Pedagogical activity:

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

On project-economic activities:

- independently prepare tasks for the implementation of prepared projects, economic aspects of projects, relevant normative and methodological documents or lead their preparation **(PC-15)**;
- prepare specific requirements for the implementation of prepared projects and programs **(PC-16)**;
- determine the economic efficiency of prepared projects **(PC-17)**;
- develop business plans of organizations, as well as commercial organizations, as well as budget accounts **(PC-18)**;

In organizational administrative activities:

- lead the development of short- and long-term development strategies for organizations, including commercial organizations **(PC-19)**;
- manage the supply services and departments of organizations of various organizational and legal forms **(PC-10)**;
- organize the implementation of the prepared and approved budget **(PC-20)**;
- comply with the legislation on entrepreneurial activity, do not put up with violations of the legislation and take appropriate administrative measures **(PC-21)**;
- solve unexpected and complex issues within the framework of professional activities **(PC-22)**;
- propose and plan appropriate activities and methods, analyze their short- and long-term results **(PC-23)**;
- be able to creatively identify and pose problems related to the field of activity or education, and solve them within a specific time frame and in conditions of limited information **(PC-24)**;
- be able to select and use appropriate technologies and methods when solving problems related to the field of activity and education, as well as to identify and/or evaluate potential outcomes **(PC-25)**;
- critically evaluate personal behavior when solving problems related to the field of activity and education **(PC-26)**;

- present and justify problems related to the field of activity and education in Azerbaijani and a foreign language orally and in writing, as well as participate in relevant discussions with specialists and non-specialists **(PC-27)**;
- act independently in complex and unpredictable situations requiring an innovative approach **(PC-28)**;
- take responsibility for the strategic activities of organizations or groups **(PC-29)**;
- be able to behave in accordance with ethical rules in complex situations, understand the ethical aspects, opportunities, limitations and social role of personal behavior, make a reasoned assessment of issues related to the field of activity and education **(PC-30)**;
- be able to assess personal and other people's needs for continuous learning and professional development, as well as use effective methods necessary for independent learning **(PC-31)**.

4. Minimum requirements for the level of preparation and content of education for professional activity

4.1. Characteristics of professional activity.

4.1.1. Main directions of professional activity of masters in the specialty 060409 - Business Management:

- scientific research;
- pedagogical;
- project-economic;
- analytical;
- organizational-administrative, etc.

4.1.2. Requirements for the level of preparation:

Scientific- research activity:

- identification and study of current problems in the business management system;
- preparation of a plan and program for conducting research in the field of production and services;
- preparation of relevant tasks for scientific departments and individual performers;
- development of tools and methods for conducting research in the sphere of commodity exchange, analysis of the obtained results;
- generalization of 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 scientific research topics;

- identification and study 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 organization and management in educational institutions;
- preparation of educational programs and educational and methodological materials;

On analytical activity:

- identification and assessment of development directions of the main elements of market infrastructure;
- analysis of economic indicators characterizing the activities of commercial and non-commercial organizations;
- search, analysis and assessment of economic information for the purpose of drawing up annual reports and substantiating the adopted management decisions;
- analysis of methods and tools of state regulation of the economy and assessment of conceptual approaches;
- assessment of the efficient use of all types of resources.

On organizational and administrative activities:

- management of production, financial service and human resources departments of organizations of various organizational and legal forms;
- organization of the work of scientific and research groups;
- development of proposals for increasing the efficiency of resource use based on the results of activities;
- quantitative and qualitative assessment of the results of scientific research;
- management of the development of short and long-term financial policy and strategy of the organization's development;
- organization and provision of work on the implementation of the prepared and researched budget;
- management of the movement of cash flows, the formation and use of necessary economic resources.

4.2. Minimum requirements for the content of education

Subject sections for the specialty, credits for subjects, the results of their mastery (in terms of knowledge, skills and habits) and codes of competencies intended to be acquired.

Department code	Subject sections, results of their mastery (in terms of knowledge, skills, habits) Subject section code	Number of credits by subject	Number of credits by subject	Number of credits by subject	Codes of competencies to be acquired
Education Part					
MIF – B00	<p>Specialization (specialization) subjects section</p> <p>As a result of studying the subjects included in this section, the master must know:</p> <ul style="list-style-type: none"> - the stages of the decision-making process in the enterprise and economy; - the ability to choose the most optimal among the options; - the application of various methodologies in the economic decision-making process; - the mechanism of economic decision-making; - the methodology of decision-making; - problems in modern business and ways to solve them; - the establishment and development of modern business relations; - business theory, market infrastructure, the main results of new research in the fields of institutional economics and business; - the characteristics of business entities and independent market infrastructures, their spheres of activity, economic agents, modern products and services; - the selection of the organizational structure of the business, methods of business restructuring and improvement of business processes, strategies and models of their management; - modern methods of analysis of the implementation of business projects, the process of transition of the enterprise to a new level of development in the post-crisis period; - modern software products necessary for solving economic problems; - marketing strategies that are appropriate to the market infrastructure; <p>should be able to:</p> <ul style="list-style-type: none"> - explain the economic essence of risk and uncertainty, the content of game theory, determine alternative strategies; 	60	<p>MIF – B01 Modern Problems of Business Management</p> <p>MIF – B02 Research Methods</p> <p>MIF – B03 Subjects determined by Higher School*</p>	<p>6</p> <p>6</p> <p>48</p>	<p>PC – 1</p> <p>PC – 2</p> <p>PC – 3</p> <p>PC – 4</p> <p>PC – 5</p> <p>PC – 6</p> <p>PC – 7</p> <p>PC – 11</p> <p>PC – 12</p> <p>PC – 17</p> <p>PC – 18</p> <p>PC – 19</p> <p>PC – 20</p> <p>PC – 21</p> <p>PC – 22</p> <p>PC – 23</p> <p>PC – 24</p> <p>PC – 25</p> <p>PC – 26</p> <p>PC – 27</p> <p>PC – 28</p> <p>PC – 29</p> <p>PC – 30</p> <p>PC – 31</p>

	<ul style="list-style-type: none"> - apply and evaluate a purposeful systematic approach to establishing relations with various economic entities; - choose a management style and justify decisions taking into account the provision and evaluation of business activity; - analyze the main indicators of the financial activity of the enterprise, manage income, profit and cash flows; - use modern software and information support to solve business management issues; - evaluate and manage modern processes in the sphere of production, distribution and exchange; - formulate accurate development forecasts of management processes at the micro level. <p>should acquire:</p> <ul style="list-style-type: none"> - practical activity skills in the professional sphere; - methods and methodology of conducting scientific research in the professional sphere; - skills in conducting independent research and scientific work; - improve resource management processes in business by studying modern tools; - effectively manage human resources; - analyze and make the most optimal choice when making investment decisions; - use the most modern technologies and methods in production; - apply statistical, expert and combination methods to manage risks in business activities. 				
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Research and Practice Section

MET – B00	<p>Scientific research work After mastering the courses of research, communication and innovation, conducting research work and performing scientific research work, the master</p> <p>should know and be able to:</p> <ul style="list-style-type: none"> - determine the topic of the dissertation work; - prepare a plan for the dissertation work; - draw up a timeline for the preparation of the dissertation work; - present a scientifically justified critical approach to the dissertation topic; - determine the means of obtaining information related to the research problem posed in the dissertation work; 	60	<p><i>Research, communication and innovation</i></p> <p><i>Conducting research</i></p> <p><i>Research experience</i></p> <p><i>Scientific and pedagogical</i></p>	<p>6</p> <p>6</p> <p>6</p>	<p>PC-8 PC-9 PC-10 PC-15 PC-16 PC-17 PC-18</p>
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<ul style="list-style-type: none"> - determine the literature related to the dissertation topic; - determine the means of obtaining information related to the research object of the dissertation work; - know the rules of academic ethics related to research and studies; - know the rules of writing a dissertation work; - obtain and analyze data using a data collection tool; - scientific analysis of the results obtained after the analyzes applied in the dissertation work; - determine the possibilities of applying the obtained results; - defend the completed dissertation work; - prepare the results of the dissertation work for publication; - choosing a topic for a research project; - knowing the process of conducting research; - reviewing previous research and research work on a topic identified during the research process; - knowing the selection of ideal data collection methods for collecting data from more reliable sources; - knowing the sources of obtaining the necessary basic and auxiliary information and the methods of using them; - using foreign literature in the research process; - knowing the necessary modern software and the rules for using them; - knowing the important rules of academic ethics in references when writing a scientific article; - reporting the research process, research analyses and results; - transforming the conducted research into a scientific article; - preparing articles for scientific journals or reports for scientific conferences; - presenting reports; - knowing the principles and content of higher education; - knowing the methods of organizing and managing the educational process; - knowing student psychology and student behavior; - knowing student assessment methods and applying these methods; 		<p><i>experience</i></p> <p><i>Preparation and defense of a master's thesis</i></p>	<p>6</p> <p>36</p>	
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	<ul style="list-style-type: none"> - preparing teaching materials used in the educational process; - at the same time, be able to select and use the literature to be used correctly; - know the process and methods of preparing materials (questions, cases, etc.) used during student assessment in exams; - know the rules of behavior in the auditorium during the teaching process; - know the rules of using modern software tools during the teaching process; - use the results obtained as a result of participation in scientific research and scientific-pedagogical experiences in the dissertation work. 				
	Total amount of credits	120		120	

** Competencies and corresponding subjects for the specialty and related specializations are determined by higher education institutions.*

- 4.3.** Duration of the master's degree program in the specialty: total number of weeks - 94 including:
- theoretical training - 30 weeks
 - Research, communication and innovation, conducting research work - 8 weeks
 - internships (scientific research and scientific and pedagogical) - 8 weeks
 - exam sessions - 10 weeks
 - preparation and defense of the master's thesis - 24 weeks
 - vacations - 14 weeks

5. Material and technical, educational base and personnel potential

- 5.1.** The higher education institution must have a material and technical base, including appropriate ICT-equipped classrooms and laboratories, computer classes, workshops, etc., for conducting classes on the subjects provided for in the curriculum prepared in accordance with the educational program of the specialty **060409 - Business Management**, provided with appropriate ICT-equipped classrooms and laboratories, computer classes, workshops, etc. Students must be provided with access to the local network of the higher education institution, the Internet, databases, electronic libraries, and search systems.
- 5.2.** Teaching of subjects is, as a rule, carried out by the teaching staff of higher education institutions with a scientific degree or scientific title. Persons working in other enterprises and organizations with a minimum master's degree in the relevant specialty and work experience in that field may also be involved in this activity.
- 5.3.** Scientific supervision of master's theses is, as a rule, carried out by the teaching staff of that educational institution or persons working in other

enterprises and organizations with a minimum master's degree in the relevant specialty and work experience in that field.

6. Forms and methods of the educational process

- 6.1.** Theoretical training and pedagogical training of the master's student are carried out in the forms of lectures-seminars, consultations, independent work, pedagogical practice, etc.
- 6.2.** Oral explanations, interviews, interactive training, independent work, discussions, round tables, illustrations, research and other methods are used in the educational process for master's training.
- 6.3.** Master's training in the specialty **060409 - Business Management** includes scientific research and scientific pedagogical practices (the goals and objectives of the practices are determined depending on the specialty). Depending on the type of practices, they can be conducted in relevant organizations or in departments and laboratories of higher education institutions.

7. Requirements and assessment for the final state attestation

- 7.1.** The final state attestation consists of the defense of the master's dissertation. 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.** The assessment of the knowledge of students is carried out on the basis of 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 diploma.