

**REPUBLIC OF AZERBAIJAN  
WESTERN CASPIAN UNIVERSITY**

**GUIDELINES  
FOR WRITING AND EVALUATING  
MASTER'S DISSERTATIONS**

**BAKU – 2022**

# WESTERN CASPIAN UNIVERSITY

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## 1. General Provisions

**These Guidelines** have been prepared in accordance with the Law of the Republic of Azerbaijan "On Education", the "Rules for the Content, Organization of Master's Education and the Awarding of Master's Degrees" approved by Decision No. 88 of the Cabinet of Ministers of the Republic of Azerbaijan dated May 12, 2010, the "Regulations on the Preparation, Submission, and Defense of Master's Dissertations" approved by the order of the Ministry of Education of the Republic of Azerbaijan dated April 20, 1998, the Regulations of the Master's Department of Western Caspian University (hereinafter – WCU), the decisions adopted by the management and Academic Council of WCU, as well as the requirements of other relevant normative legal acts.

These Guidelines define the procedures for the selection of the master's dissertation topic and scientific supervisor by students in the master's degree programs, the preparation and submission of the dissertation for defense, as well as the submission and evaluation of reports related to the dissertation preparation process.

The purpose of these Guidelines is to clarify the procedures for preparing master's dissertations, to improve their quality, and to establish mechanisms to ensure objectivity in the evaluation processes.

### **Key terms used in these Guidelines:**

**Master's student** – an individual enrolled in the master's level of higher education.

**Master's dissertation (hereinafter – dissertation)** – a research work written by a student under the guidance of a scientific supervisor to obtain a master's degree, demonstrating the student's readiness for highly qualified professional and research activity.

The **purpose of writing the dissertation** is to develop the student's ability to conduct independent research, enhance scientific potential, use modern research methods, and apply synthesis and generalization skills.

**Scientific supervisor** – a person who provides the student with necessary recommendations regarding the selection of the dissertation topic, research object and subject, research methods, data sources, and

literature; participates in preparing the dissertation plan and research process; and gives an expert opinion on the compliance of the content with the established requirements.

It is considered appropriate for the research topic to align with the scientific-pedagogical field of the supervisor.

Scientific supervision of master's students may be carried out not only by academic staff of WCU with scientific degrees but also by other individuals possessing scientific degrees and relevant practical experience.

**Information provision** – dissemination of information to master's students and their supervisors concerning matters arising during the dissertation preparation and evaluation process (such as selection of the topic and supervisor, evaluation of reports, monitoring, etc.). This is done through modern communication tools (email, SMS, social networks, phone, etc.) and by means of officially approved documents posted on the bulletin boards of WCU and the Departments.

## **2. Selection of the Dissertation Topic and Scientific Supervisor**

2.1. Dissertation topics must meet the following requirements:

2.1.1. They must be relevant from both theoretical and practical perspectives;

2.1.2. They must address contemporary theoretical-methodological and practical issues related to the master's student's field of specialization.

2.2. The master's student may choose a dissertation topic and scientific supervisor from the *List of Dissertation Topics and Scientific Supervisors* (hereinafter – the List) proposed by the relevant Department (hereinafter – the Department).

The List is compiled in the format provided in Appendix 1 to these Guidelines, based on the proposals of the relevant departments of Western Caspian University (WCU), and is presented to master's students no later than October 1 of the first academic year.

2.3. The master's student may also propose a topic that is not included in the List.

2.4. The procedure for selecting the dissertation topic and scientific supervisor is as follows:

2.4.1. If the master's student selects a topic from the List, the person or one of the persons indicated as a potential scientific supervisor for that topic shall be appointed by the Department as the student's supervisor, with the student's consent.

2.4.2. If the master's student proposes a topic that is not included in the List, the Department will evaluate its compliance with the requirements specified in section 2.1 of these Guidelines and make a corresponding decision. If the proposed topic does not meet the requirements, the Department shall assist the student in selecting a new topic. Selection of the same topic by two or more students is not allowed.

2.4.3. If the student proposes a scientific supervisor not listed in the List, the Department shall evaluate whether the proposed supervisor meets the requirements specified in section 1.4.3 of these Guidelines and make a relevant decision. For this purpose, an officially certified copy of the supervisor's academic title and degree, the contact information and institutional affiliation, as well as the

phone number and email address of the proposed supervisor, must be submitted to the Department by the student or the proposed supervisor no later than October 20 of the first academic year. If the submitted information is delayed or incomplete, the proposed individual cannot be accepted as a scientific supervisor, and the Department will assist the student in selecting another supervisor.

2.5. The student must conduct a literature review (covering relevant modern scientific books, monographs, articles, conference materials, internet resources, research by international organizations, statistical databases, etc.) on the topics of interest. After receiving appropriate recommendations from the proposed supervisor, the student must complete and submit the *Dissertation Proposal Form* (Appendix 2) to the Department no later than November 1.

2.6. The final list of dissertation topics and supervisors is discussed in the WCU Academic Council, based on the Department's submission, by the end of November of the first academic year, and submitted to WCU's management for approval in the format provided in Appendix 3 of these Guidelines no later than December 10.

2.7. The final list of dissertation topics and supervisors is approved by the relevant order of WCU.

2.8. In exceptional cases (e.g., death of the supervisor, departure abroad for a long period, prolonged illness, etc.), the student's supervisor and dissertation topic may be changed in accordance with established procedures.

### **3. Duties of the Master's Dissertation Supervisor**

3.1. Assist the master's student in selecting a research topic and explain all the advantages and disadvantages of the chosen topic;

3.2. Help in drafting the dissertation plan;

3.3. Provide recommendations on the structure and content of the work, and on understanding methodological guidelines;

3.4. Advise on sources of information related to the chosen topic, how to analyze and present them;

3.5. Monitor the progress of the thesis and ensure its compliance with the requirements established by Western Caspian University

(WCU);

3.6. Provide suggestions for studying and improving the material;

3.7. Conduct consultations at times approved by the department and faculty;

3.8. Prepare students for the defense of the dissertation: assess their public speaking skills, help them with reporting, presenting, and provide advice for improvement;

3.9. Inform the head of the department and the dean's office about the student's progress and achievements in the dissertation writing process.

#### **4. Accountability and Evaluation Procedures During the Writing of the Master's Dissertation**

4.1. The master's student submits four reports (I, II, III, and IV) on the progress of the dissertation to the academic supervisor, twice each semester during the second year of the master's program.

4.2. Each report must be evaluated by the academic supervisor based on the relevant criteria outlined in Appendices 4, 5, 6, and 7 of these Regulations. The final score for each report is calculated as the sum of points given for each criterion, on a 10-point scale.

4.2.1. The combined scores of Reports I and II are considered indicators of the "Research, Communication and Innovation" component, while Reports III and IV reflect the final indicators of the "Research Implementation" component.

4.2.2. Reports must be submitted in sequence; if a previous report is not submitted, the supervisor and department will not accept or evaluate subsequent reports.

4.2.3. A master's student who fails to submit a report on time or receives less than 17 points for any report, or scores less than 51 points in any subject mentioned in Clause 3.2.1, will be considered to have an academic debt in that subject.

4.3. Main requirements for the reports:

4.3.1. Reports must be typed in 14-point Times New Roman font, 1.5 line spacing, with margins of 3 cm (left), 2 cm (top and

bottom), and 1.5 cm (right), on A4 paper. Page numbers are placed at the bottom right corner. The volume should be 5–7 pages.

4.3.2. *Report I* should include:

- Initial plan of the dissertation;
- Preliminary list of literature to be used;
- Information on research methods to be applied.

The student must submit Report I to the academic supervisor by October 15. The supervisor must evaluate it using the criteria in Appendix 4, sign the report, and submit it to the Department by October 25.

4.3.3. *Report II* should include:

- Relevance of the topic;
- Problem statement and current state of research;
- Research objectives and tasks;
- Theoretical and methodological foundations;
- Justification for selected research methods;
- Expected scientific and practical results;
- List of literature used.

Report II and the relevant dissertation section must be submitted by December 15. The supervisor evaluates it per Appendix 5, signs, and submits it to the Department by December 25.

4.3.4. *Report III* should include:

- Data sources for applying selected methods;
- Analysis conducted using the methods;
- Limitations of the study;
- Analysis results;
- List of literature used.

Report III and the relevant section of the dissertation must be submitted by February 15. The supervisor evaluates it using Appendix 6, signs, and submits it to the Department by February 25.

4.3.5. *Report IV* should include:

- Justified arguments and opinions from the research;
- Proposals and recommendations related to solving the stated problem;
- Scientific and practical significance of the findings;
- Potential application areas of the results;

- List of literature used.

Report IV and the corresponding dissertation section must be submitted by April 10. The supervisor evaluates it using Appendix 7, signs, and submits it to the Department by April 20.

4.4. The student must submit each report and its corresponding dissertation section in writing, signed, and demonstrate adequate knowledge and preparation.

4.5. The supervisor must evaluate the reports and inform the student of the results, ensuring:

- Alignment between the report and the dissertation section;
- Compliance with format and content requirements;
- Adequate preparation and understanding by the student.

4.6. If non-compliance is identified in any of the above, the supervisor must notify the student formally, as per Clause 1.4.5. The student then has 3–5 days to make corrections and resubmit. If corrections are not made or are unsatisfactory, or Clause 3.5.3 is not met, the report is scored “0”.

4.7. The Department may monitor submitted reports to improve dissertation quality and ensure objective evaluation.

4.7.1. Based on the Department's proposal and the Scientific Council's decision, Monitoring Commissions are established under the leadership of program coordinators.

4.7.2. Reports are reviewed by the Commissions, which identify high-risk reports and compile a list of students for monitoring.

4.7.3. A student may be monitored for one or more reports.

4.7.4. Monitoring is conducted in the form of interviews.

4.7.5. The student has the right to be informed of the time and location of each monitoring session.

4.7.6. Monitoring is conducted within 15 working days after the supervisor submits the report to the Department (October 25 for Report I, December 25 for Report II, February 25 for Report III, April 20 for Report IV). The monitoring schedule is announced within 3 working days after the submission deadline.

4.7.7. Student responsibilities during monitoring:

- Contact the Department to learn the monitoring time and location;

- Submit the report and related dissertation section in print;
- Demonstrate understanding and preparation.

4.7.8. If discrepancies are found between the supervisor's evaluation and the content, the Monitoring Commission reevaluates the report and prepares an official act. The Commission's score is final. Supervisors are encouraged to participate.

4.7.9. If the student misses monitoring due to valid reasons, a new session is scheduled within 7 working days.

4.7.10. If the student misses both initial and rescheduled monitoring without a valid excuse, the supervisor's score is annulled, and the student gains academic debt in the subject.

4.8. Dissertation submission to the Department:

4.8.1. Students with no academic debt in subjects listed in Clause 3.2.1 must submit the final printed version and abstract of the dissertation to the supervisor by April 20.

4.8.2. The supervisor must review and evaluate the dissertation using Appendix 16, indicate whether the dissertation is recommended for defense, and submit the evaluation to the Department by April 30 (one copy to the student).

4.8.3. By April 30, the student must submit the signed, bound hard copy and a digital version (CD) of the dissertation, along with the signed evaluation form, to the Department.

4.8.4. If necessary, the Department may extend the acceptance period for up to 10 working days beyond April 30, according to a schedule.

4.8.5. Dissertations submitted after these deadlines are subject to plagiarism check and defense rescheduling according to relevant regulations for the next semester.

## **5. Preparation of the Master's Dissertation**

5.1.1. The dissertation text is written on A4 paper format with margins of 30 mm on the left, 10 mm on the right, and 20 mm on the top and bottom. The text is written in Azerbaijani language using Latin alphabet, in Russian using Cyrillic alphabet, and in English (US) using the English alphabet. The font is "Times New Roman," size 14, with

1.5 line spacing, in black color.

5.1.2. Titles of the structural sections of the dissertation are written in uppercase letters and bold black font.

5.1.3. Figures, tables, and graphs may be presented in color and printed on A3 format (297 mm x 420 mm). Each A3 page counts as one page.

5.1.4. The title page of the dissertation is not numbered. The following page starts with the page number “2,” and all other pages (including structural sections, bibliography, appendices) are numbered sequentially using Arabic numerals.

5.1.5. The page number is placed at the bottom right corner within the margin space.

5.1.6. The dissertation is prepared on A4 paper and should be between 110,000 and 130,000 characters (excluding figures, tables, graphs, appendices, and bibliography). For dissertations in humanities, the volume may be up to 20% greater, and for exact and natural sciences, up to 20% less.

5.1.7. If the exact character count per page cannot be determined by computer, one page is considered equal to 2,000 characters.

5.1.8. The candidate must obligatorily reference the sources and authors of the materials used in the dissertation. In-text references include the number of the source in the bibliography, volume (for multi-volume works), and relevant page(s) in square brackets. For example, [54, p.162], [155, vol.2, pp.82-83], [54, p.162; p.23], etc.

5.1.9. It is recommended that each result obtained by the candidate be referenced with the source where it was published.

5.1.10. Sentences, tables, figures, diagrams, formulas, and other expressions taken from literature and included verbatim in the dissertation are considered direct quotations. Direct quotations shorter than 40 words are enclosed in quotation marks (“ ”). Quotations longer than 40 words are typed in 12-point italic font in a separate paragraph, with left and right margins reduced by 1 cm relative to the main text. If parts of the quoted text are omitted, three dots (...) are inserted at the omission point.

5.1.11. Summarizing or paraphrasing information from sources with the candidate’s own wording without disrupting the text’s

integrity is considered indirect referencing. Indirect references do not use quotation marks or indented paragraphs.

5.1.12. The candidate must be able to discuss referenced authors' opinions in a critical and coherent manner. Readers should be able to follow the beginning and end of all references in the dissertation.

5.1.13. All information in the dissertation text must be clearly visible.

5.1.14. The dissertation must be printed and submitted in a hardcover binding.

## **5.2. Structure of the Dissertation**

When preparing the dissertation, the following sequence must be observed in its structure:

- Title page; (Appendix 8)
- Table of Contents;
- Introduction;
- Main content of the dissertation (chapters, paragraphs, sections);
- Conclusion;
- List of References;
- Appendices;
- List of Abbreviations and Symbols (if present in the dissertation).

### **5.3. Title Page**

The title page is prepared according to Appendix 8 of the guideline.

#### 5.4. Table of Contents

The word "Table of Contents" is shown as a heading and is not numbered.

5.2.4. The table of contents should include the names of the structural sections of the dissertation and the page numbers where they begin.

5.2.3. For multi-volume dissertations, the table of contents is given in the first volume.

5.2.4. The names of the structural sections in the table of contents must be exactly the same as in the main text.

## **5.5. Introductio**

5.5.1. The word “Introduction” is shown as a heading and is not numbered.

5.5.2. The following subheadings in the introduction must be written in bold and start with a new paragraph:

- Relevance and degree of research development;
- Purpose and objectives of the research;
- Research methods;
- Scientific novelty of the research;
- Theoretical and practical significance;
- Approval and application;
- Name of the organization where the dissertation work was carried out;
- Volume of each structural section of the dissertation separately, indicating the total volume.

5.6. Main Content of the Dissertation (Chapters, Paragraphs, Sections)

5.6.1. The main content of the dissertation is divided into chapters and paragraphs. Paragraphs can be further divided into sections.

5.6.2. Each chapter is numbered with Roman numerals. For example, Chapter I; Chapter II, etc.

5.6.3. Each chapter should begin on a new page.

5.6.4. Paragraphs within chapters are numbered consecutively using Arabic numerals. The paragraph number consists of the chapter and paragraph numbers separated by a dot. A period is placed at the end of the number. For example, 2.5 means the fifth paragraph of the second chapter.

5.6.5. Sections within paragraphs are numbered consecutively using Arabic numerals. The section number consists of the chapter, paragraph, and section numbers separated by dots, ending with a period. For example, 2.5.1 means the first section of the fifth paragraph of the second chapter.

5.6.6. Chapter titles are separated from the text by three line spaces; paragraph titles are separated by two line spaces.

5.6.7. Chapter titles should be centered, in uppercase letters, bold black color; paragraph titles should be written from a new line in sentence case (except for the first letter), bold black color.

5.6.8. Chapter and paragraph titles should not be hyphenated or broken between lines. Titles are not underlined and do not end with a period.

5.6.9. If chapter or paragraph titles consist of two or more sentences, they should be separated by a period.

### **5.7. Conclusion**

5.7.1. The word “Conclusion” is shown as a heading and is not numbered.

5.7.2. The conclusion should present the main scientific novelties and substantiate their significance.

5.7.3. For dissertations with practical significance, information about the practical application of the scientific results obtained by the candidate should be provided; for those with theoretical significance, recommendations on the use of scientific results should be included.

### **5.8. List of References**

5.8.1. The words “List of References” are shown as a heading and are not numbered.

5.8.2. References should be listed first in Azerbaijani, followed by Turkish, Russian, English, French, German, Arabic, etc., each language section arranged in alphabetical order and numbered sequentially.

5.8.3. The list should mainly include literature published in the last 10 years.

5.8.4. Bibliographic entries are arranged alphabetically by the author's surname, first name, patronymic, or the publication title.

5.8.5. The following symbols are used in bibliographic descriptions: . (period), , (comma), - (hyphen), – (dash), : (colon), / (slash), // (double slash), ( ) (parentheses), [ ] (square

brackets).

5.8.6. Bibliographic descriptions must comply with the examples given in Appendix 13 of this guideline.

## **5.9. Appendices**

5.9.1. The word “Appendices” is shown as a heading and is not numbered.

5.9.2. Appendices should be paginated as a continuation of the main work.

5.9.3. Appendices may be provided as a separate volume, which should have a title page and separate pagination.

5.9.4. Appendices are written in Times New Roman, 12 pt font, with 1.0 line spacing.

5.9.5. All appendices must be referenced in the dissertation text.

## **5.10. Figures**

5.10.1. Figures can be placed where first cited in the text, on the following page, or in appendices.

5.10.2. Figures should be positioned so they can be viewed comfortably without rotating the dissertation or by rotating it clockwise.

5.10.3. Figures are numbered consecutively throughout the dissertation.

5.10.4. If there is only one figure, it is not numbered; only the word “Figure” and its title are written.

5.10.5. The word “Figure,” its number, and title are placed below the figure. They are written in sentence case (except the first letter), bold black color, without underlining. Figure numbers consist of chapter, paragraph, and figure numbers separated by dots. For example, Figure 1.2.3 means the third figure of the second paragraph of the first chapter.

5.10.6. Figures must be of high quality.

5.10.7. Computer graphics and original photographs may be used.

5.10.8. Photos smaller than A4 size must be mounted on standard white paper.

5.10.9. Non-standard sized figures must fit into A4 format

after folding.

5.10.10. Each figure in the text must be referenced.

### **5.11. Tables**

5.11.1. Tables can be placed where first cited, on the following page, or in appendices.

5.11.2. Tables should be positioned so they can be read comfortably without rotating the dissertation or by rotating it clockwise.

5.11.3. Tables are numbered consecutively throughout the dissertation.

5.11.4. If there is only one table, it is not numbered; only the word “Table” and its title are written.

5.11.5. The word “Table,” its number, and title are placed at the top right corner of the table. They are written in sentence case (except the first letter), bold black color, without underlining. Table numbers consist of chapter, paragraph, and table numbers separated by dots. For example, Table 1.2.3 means the third table of the second paragraph of the first chapter.

5.11.6. If a table spans two or more pages, the word “Table,” its number, and title are indicated only once at the top right of the first page; subsequent pages are marked with “continued.” If there are multiple tables, “Table” and its number precede “continued.” For example, continuation of Table 1.2.3.

5.11.7. Table text is written in 12 pt font with single line spacing.

5.11.8. Large tables split across pages must maintain row integrity.

5.11.9. Each table in the text must be referenced. The source of data is indicated below the table. If data are the author’s own calculations, the source is noted as “author’s calculations.”

### **5.12. Graphs**

5.12.1. Graphs can be placed where first cited, on the following page, or in appendices.

5.12.2. Graphs should be positioned for easy viewing without rotating the dissertation or by rotating it clockwise.

5.12.3. Graphs are numbered consecutively throughout the dissertation.

5.12.4. If there is only one graph, it is not numbered; only the word “Graph” and its title are written.

5.12.5. The word “Graph,” its number, and title are placed below the graph. They are written in sentence case (except the first letter), bold black color, without underlining. Graph numbers consist of chapter, paragraph, and graph numbers separated by dots. For example, Graph 1.2.3 means the third graph of the second paragraph of the first chapter.

5.12.6. Each graph in the text must be referenced.

### **5.13. Formulas (Equations)**

5.13.1. When there are multiple formulas (equations) in the dissertation, they are numbered consecutively.

5.13.2. The numbering consists of chapter, paragraph, and formula numbers separated by dots.

5.13.3. The formula number is placed at the right margin at the same level as the formula inside parentheses. For example, (3.1.2) means the second formula of the first paragraph of the third chapter.

5.13.4. Explanations of symbols and numerical coefficients used in formulas are given either directly below the formula or immediately after it in the text. The first line of the explanation starts with the word “here.” Each symbol and coefficient explanation starts on a new line.

5.13.5. Formulas are separated from the text by spacing: one line space above and below, or two if necessary. If a formula does not fit in one line, it continues on the next line after an equality (=), addition (+), subtraction (-), multiplication ( $\times$ ), or division ( $:$ ) sign. In such cases, the sign is repeated at the start of the new line.

### **5.14. Abbreviations and Symbols**

5.14.1. When rarely used abbreviations, symbols, specific terms, new symbols, etc., are used in the dissertation, a list of explanations should be provided.

5.14.2. The list is written in columns: abbreviations, symbols, terms, and symbols in alphabetical order on the left; their exact meanings and explanations on the right.

5.14.3. If special abbreviations, symbols, terms, or symbols appear fewer than three times, no list is compiled; their meanings are given in the text at the first occurrence.

## **6. Preparation and Evaluation of the Master's Thesis for Defense**

6.1. The master's student must prepare and sign an abstract that reflects the main content of the thesis. The abstract must be written in the language of the thesis, formatted on A4 paper using Times New Roman font size 12, with 1.5 line spacing, and must not exceed 3 pages.

6.2. The initial defense of the thesis is conducted by a preliminary defense group formed within the Department according to a schedule prepared by the Department. The Department informs students of the preliminary defense schedule. The purpose of the preliminary defense is to verify that the thesis content and format, as well as accompanying documents, meet the established requirements, and to support the student's preparedness for the final defense.

The student must submit the following documents to the Department at least 3 days before the preliminary defense date:

Application (Appendix 14)

Thesis evaluation form completed by the scientific supervisor

One copy of the master's thesis (retained in the Department after defense)

Abstract – printed in as many copies as there are members of the Specialized Council; one copy is retained by the Department after the defense

Copy of the student's individual work plan (Appendix 9)

Copies of scientific articles published based on the thesis (articles must be published in journals listed on the official website of the Higher Attestation Commission (AAK) for the field of economics or in international scientific journals. If articles or theses are published in proceedings of international or local scientific conferences, an original participation certificate approved by the organizers must also be attached)

Theses recommended for defense by the Department are submitted to the Master's Office along with a department meeting excerpt and other relevant documents.

If the Master's Office deems the thesis unready for defense, the matter is reviewed with the participation of the department head, program coordinator, and the scientific supervisor, and a decision is made in accordance with the applicable normative acts.

6.3. Theses approved for defense must be submitted by the Department to the official reviewer no later than 15 days before the defense.

The official reviewer may be a faculty member of Western Caspian University with an academic degree or title or an external expert with a scientific degree employed in another higher education or scientific institution, government agency, or relevant organization. The reviewer's academic, teaching, or professional background must be relevant to the student's field of specialization.

6.4. Within 10 days of receiving the thesis, the official reviewer evaluates it based on the criteria specified in the "By the official reviewer of the master's thesis", and submits one copy of the completed evaluation form to the student and one to the Department.

6.5. The student must submit the reviewer's signed evaluation form, prepared in accordance with Annex 17, to the Department no later than 3 days before the defense.

6.6. The Department's responsible staff checks and accepts the documents listed in section 6.2 and submits them to the appropriate secretary of the Specialized Council for defense organization.

6.7. If the student fails to submit the required documents due to valid reasons, the defense may be rescheduled in accordance with the relevant normative legal acts.

6.8. A defense schedule is approved by the Master's Office and includes dates and locations for the thesis defenses. Council members and students are informed accordingly.

6.9. The meeting of the Specialized Council is considered valid if at least two-thirds of its approved members are present.

6.10. The open defense of the master's thesis must be conducted in the form of a scientific discussion, upholding high academic standards, objectivity, and scientific ethics. All findings, scientific and practical suggestions presented in the thesis must be thoroughly analyzed and substantiated.

Each defense must be allocated a minimum of 45 minutes, of which 15–20 minutes should be allotted for the student's presentation.

6.11. The defense is evaluated based on the criteria listed in the "Evaluation Form of the Specialized Council" (Annex 18). Each

criterion is scored on a 10-point scale. Each Council member's final score is the sum of the scores for all criteria.

The student's final score for the defense is calculated by dividing the total of all individual scores by the number of Council members participating in the evaluation.

If the final score is 51 points or higher, the Council awards the student a master's degree.

6.12. If the final score is below 51 points, the student may re-define the thesis at least one month after the date of the negative decision, after correcting the identified deficiencies. If a second negative decision is issued, the student may submit a new thesis on a different topic (up to two times only) for defense during the thesis defense period designated for the following academic year's graduates.

6.13. This section applies to theses that have passed the evaluation and plagiarism check requirements.

6.14. Plagiarism screening is conducted in accordance with Western Caspian University's plagiarism regulations.

**Appendix 1**

**List of Master's Thesis Topics and Scientific Supervisors**  
**Academic Year 20\_\_/20\_\_**

s/s	Special ization	Recommend ed topics	Recommended academic supervisors (SAA, academic degree and academic title)	Place of work and duties of the scientific supervisor	Contact information for the academic supervisor (phone, email, etc.)
1					
2					
....					
....					

**Master's Department**  
**Date: \_\_\_\_ 20...**  
**DISSERTATION PROPOSAL FORM**

<b>Master's student</b>	<b>SAA</b>	
	<b>Specialization/Specialization</b>	
	<b>Studentticket number</b>	
	<b>Contact (phone, email address, etc.)</b>	
<b>Scientific leader</b>	<b>SAA</b>	
	<b>academic degree and academic title</b>	
	<b>workplace</b>	
	<b>contact (phone, email address, etc.)</b>	
<b>Scientific advisor (appointment ) (to be filled in if applicable)</b>	<b>SAA</b>	
	<b>academic degree and scientific name</b>	
	<b>workplace</b>	
	<b>contact (phone, email address, etc.)</b>	
<b>Title of dissertation topic</b>		

**Master's student**  
(signature, date)

**Scientific leader**  
(signature, date)

**Scientific advisor** (signature, date)

**Program Manager's SAA** (signature)  
**Head of the Department, SA** (signature)

## Continuation of Appendix 2

### Content of the Dissertation Proposal Form

1. **RELEVANCE OF THE TOPIC** – This section reflects the conditions that necessitate conducting research on the topic, highlighting its theoretical-methodological significance (which theories or methods will be improved?) and practical importance (which practical issues will it help solve?). (Minimum 200 words)
2. **INFORMATION ABOUT RESEARCHES CONDUCTED ON THE TOPIC** – This section provides a brief overview of studies conducted on the topic and their results. (Minimum 200 words)
3. **PURPOSE OF THE DISSERTATION** – This section outlines the main objective (model framework) of the dissertation work.
4. **METHODS TO BE APPLIED IN THE DISSERTATION** – This section describes the research methods to be used, tools needed for data collection (surveys, databases, internet resources, etc.), and software applications (SPSS, Eviews, etc.) that will be utilized.
5. **PRELIMINARY LIST OF LITERATURE TO BE USED** – (scientific books, monographs and articles, reports from international organizations and government agencies, etc.)
6. **PRELIMINARY PLAN OF THE DISSERTATION** – This section presents the preliminary structure of the dissertation.

**I approve.**

" " " 20 Year

**List of master's thesis topics and supervisors**

<b>Specialization: Group</b>			
<b>s/s</b>	<b>Master's degree</b>	<b>Topic name</b>	<b>Scientific supervisor (academic degree, academic title, SAA)</b>
<b>1</b>			
<b>2</b>			
<b>....</b>			
<b>....</b>			

Ministry of Science and Education of the Republic of Azerbaijan  
**WESTERN CASPIAN UNIVERSITY**

*In manuscript law*

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**MASTER'S DISSERTATION**

**Code and name of the specialty:**\_\_\_\_\_

**Specialization:**\_\_\_\_\_

**Group:** \_\_\_\_\_

**Master's student**

**(SAA)**

**Scientific advisor:**

**(academic degree and academic title, SAA)**

**(signature)**

**Head of the Master's Department:**

**(academic degree, academic title, SAA)**

**(signature)**

**Head of Department:**

**(academic degree and academic title, SAA)**

**(signature)**

**Baku-**

### **Scientific Oath**

I, (full name of the master's student), solemnly swear that I have written the master's dissertation on the topic “ ” in full compliance with the norms of scientific ethics and citation rules, and have reflected all sources used in the list of references.

**MASTER'S DISSERTATION TOPIC**

**Abstract**

**Relevance of the research:**

**Purpose of the research:**

**Research methods used:**

**Information base of the research:**

**Limitations of the research:**

**Scientific novelty and practical results of the research:**

**Fields of application of the results:**

**Keywords: (should consist of 3-5 words)**

**TABLE OF CONTENTS example**

<b>INTRODUCTION.....</b>	<b>4</b>
.....	
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**İstifadə olunmuş ədəbiyyat siyahısı (nümunə)**

<b>№</b>	<b>Nəşrin növü</b>	<b>Bibliografik təsvirin forması</b>	<b>Nümunələr</b>
1.	Çoxcildli nəşrlər	Müəllif (soyadı, inisialları). Əsərin adı: [cildlərin sayı] / Müəllifin inisialları, soyadı. – şəhər: nəşriyyat, – cildin nömrəsi. – nəşr ili. – həcmi.  Əsərin adı / Red. hey. və b. – şəhər: nəşriyyat, – cildin nömrəsi. – nəşr ili. – həcmi.	Əliyev, H.Ə. Müstəqilliyimiz əbədidir: [46 cilddə] / H.Əliyev. – Bakı: Azərənəşr, – 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.
2.	Müəllifi göstərilməyən nəşrlər	Əsərin adı / redaktor, tərtib edəni (inisiallar, soyadı). – şəhər: nəşriyyat, – nəşr ili. – həcmi.	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.

3.	Müəllifi dörd nəfərədək olan nəşrlər	<p><b>Bir müəllifli nəşrlər</b> Müəllif (soyadı, inisialları) Əsərin adı / Müəllif (inisiallar, soyadı). – şəhər: nəşriyyat, – nəşr ili. – həcmi.</p> <p><b>İki və üç müəllifli nəşrlər</b> Birinci müəllif (soyadı, inisialları) Əsərin adı / Müəlliflər (inisialları, soyadları); – şəhər (iki şəhər olduqda hər ikisi qeyd olunmalıdır): nəşriyyat, – nəşr ili. – həcmi.</p>	<p>İmanquliyeva, A. Məqalələr və tərcümələr / A.İmanquliyeva, tərt. ed., V.Cəfər. – Bakı: Bakı Çap Evi, – 2010. – 488 s.</p> <p>Nagiev, T.M. Coherent Synchronized Oxidation reactions by Hydrogen Peroxide. – Amsterdam: Elsevier, – 2007. – 340 p.</p>
4.	Müəllifi dörd və daha çox olan nəşrlər	<p><b>Dörd və beş müəllifli nəşrlər</b> Əsərin adı / üç müəllifin inisialları, soyadları [və b.]. – şəhər: nəşriyyat, nəşriyyat yoxdursa [n.y.], – nəşr ili. – həcmi.</p> <p><b>Beşdən çox müəllifli nəşrlər</b> Əsərin adı / Birinci müəllifin (inisialları, soyadı) [və b.]. – şəhər: nəşriyyat, – nəşr ili. – həcmi.</p>	<p>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.</p> <p>İntellektual sistemlərin qurulma prinsipləri və layihələndirilməsi / R.Ə.Əliyev [və b.]. – Bakı: Nərgiz, – 2005. – 368 s.</p>
5.	Jurnal məqalələri	<p>Müəllif (soyadı, inisialları) Əsərin adı // – şəhər: jurnalın adı, – nəşr ili. Cildin nömrəsi, jurnalın nömrəsi, – s.</p> <p><b>Müəllifi üçdən çox olan jurnal məqalələri</b> Birinci müəllifin soyadı, inisialları. Əsərin adı / Üç müəllifin inisialları</p>	<p>Huseynova, I.M. Photosynthetic characteristics and enzymatic antioxidant capacity of leaves from wheat cultivars exposed to drought // Biochimico et Biophysica Acta, – 2012, 1817 (8), – p. 1516-1523.</p> <p>Юсифзаде, Х.Б. Азербайджан – пионер отечественной морской геофизики / Х.Б.Юсифзаде, Ф.Г.Рагимханов, Д.Х.Бабаев</p>

		və soyadları [və b.] // Jurnalın adı, – şəhər: – nəşr ili. Cildin nömrəsi, jurnalın nömrəsi, – s.	[и др.] // Азербайджанское Нефтяное Хозяйство, – Баку: – 1982. №2, – с. 45.
6.	Konfrans materialları	Müəllif (soyadı, inisialları) Məruzənin adı // konfransın adı, – şəhər: nəşriyyatın adı, – tarixi, – nəşr ili, – s.	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.
7.	Dissertasiyalar	Müəllif (soyadı, inisialları). Dissertasiyanın adı: / iddia olunan elmi dərəcə, elm sahəsi, dis./ – şəhər, il. – həcmi	Səfərov, E.S. Xəzər dənizinin səviyyə tərəddüdlərinin məsafədən zondlama üsulları ilə tədqiqi: / coğrafiya üzrə fəlsəfə doktoru dissertasiyası) / – Bakı, 2018. – 151 s.
8.	Dissertasiyanın avtoreferatı	Müəllif (soyadı, inisialları). Dissertasiyanın adı: / iddia olunan elmi dərəcə, elm sahəsi, dis.avtoreferatı./ - şəhər, il. – həcmi	Səfərov, E.S. Xəzər dənizinin səviyyə tərəddüdlərinin məsafədən zondlama üsulları ilə tədqiqi: / coğrafiya üzrə fəlsəfə doktoru dissertasiyanın avtoreferatı) / – Bakı, 2018. – 26 s.
9.	Elektron resurslar	Müəllif (soyadı, inisialları), əsərin və ya sənədin adı: [Elektron resurs] / mənbə. – şəhər, nəşr ili. – elektron	Меликов, А. Легенда о любви [Звукозапись] / – Баку, 1994. – CD-ROM.

		daşıyıcı (CD, DVD, audio-kasset, audio-kitab, videofilm) və ya internet ünvanı	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>
10.	Təsviri materiallar	Müəllif (soyadı, inisialları) və ya əsərin adı [əsərin növü] / Müəllif (inisialları, soyadı); mənbə. – şəhər: nəşriyyat, – nəşr ili. – həcmi.	Azərbaycan - Ana Vətən [İzomaterial] / Kamil Nəcəfzadənin əsərlərinin sərgisi; Azərbaycan Rəssamlar İttifaqı. – Bakı: Azərbaycan, – 1992. – 15 s.
11.	Kartoqrafik nəşrlər: Xəritələr Atlaslar	Müəllif (soyadı, inisialları) əgər varsa, əsərin adı [nəşrin növü] /miqyas / – şəhər: nəşriyyat, – nəşr ili. – həcmi.	Azərbaycan Respublikasının Milli Atlası [Xəritə] / – Bakı: Bakı Kartoqrafiya fabriki, – 2014. – 444 s.
12.	Notlar	Müəllif (soyadı, inisialları) əgər varsa, əsərin adı [Notlar]: / Klavir, partitura və s. – şəhər: nəşriyyat, – nəşr ili. – həcmi.	Караев, К.А. Третья симфония для камерного оркестра [Ноты]: – Москва: Советский композитор, – 1968. – 110 с.
13.	Patentlər	Müəllif (soyadı, inisialları), Patentin adı, növü və nömrəsi, ölkə / Müəllif (soyadı, inisialları) [və b.]: nəşriyyat, – nəşr ili, – nömrəsi	Səfərov, A.R., 1,4 – Butandiolun alınma üsulu, İxtira i2017 0005, Azərbaycan Respublikası / Əliyev A.M., Əliyev F.V., Mətiyev K.İ. [və b.]. Курочкин, А.С., Схема сверхглубокой очистки энергетических масел и внутренних поверхностей маслонеполненного оборудования, Патент на полезную модель № 94173, Российская Федерация / Любимов А.Ф. – 2010.
14.	Normativ-hüquqi sənədlər	Rəsmi sənədin adı // qəbul edilməsi və dəyişikliklər haqqında məlumat.	Azərbaycan Respublikasının Konstitusiyası // 12 noyabr 1995-ci ildə qəbul edilmişdir (24 avqust

		– şəhər: nəşriyyat, – nəşr ili. – həcmi.	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.
15.	Qəzet məqalələri	Müəllif (soyadı, inisialları). Məqalənin adı // nəşrin adı. – nəşr ili, tarixi. – s.	Abdullayev, F. Azərbaycanı Respublikası Konstitusiyasının qəbul edilməsindən 24 il keçir // Respublika. – 2019, 9 noyabr. – s. 2.
16.	Arxiv materialları	Sənədin adı // arxivin adı, fondun, siyahının, işin nömrələri, vərəqlərin sayı.	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.

WESTERN CASPIAN UNIVERSITY  
MASTER'S AND DOCTORAL DEPARTMENT

"I confirm"

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

“ \_\_\_\_\_ ” \_\_\_\_\_ 2023

INDIVIDUAL WORK PLAN OF A  
MASTER'S STUDENT

1. Master's student

\_\_\_\_\_ Master's student's last name, first name, patronymic

2. Contact (phone, email)

3. Place of work: \_\_\_\_\_

4. Position: \_\_\_\_\_

5. Faculty \_\_\_\_\_

6. Department \_\_\_\_\_

7. Scientific leader \_\_\_\_\_ - \_\_\_\_\_  
last name, first name, patronymic, academic degree

8. Period of study at the Master's degree \_\_\_\_\_

9. Specialization \_\_\_\_\_  
password, name

10. Specialization \_\_\_\_\_

11. Master's thesis topic \_\_\_\_\_

12. Approved by the Faculty Scientific Council \_\_\_\_\_  
Protocol No.

13. Master's student Thesis submission deadline \_\_\_\_\_

14. Exams deadline: \_\_\_\_\_

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

## 11.Master's individual study plan

RowNo	Name of subjects and experiments	Number of	Number of audit hours	Attestation form	Planned duration of certification	Manager's notes on current certification by stages (price, date)
1				exam		
2				exam		
3				exam		
4				exam		
5				exam		
6				exam		
7				exam		
8				exam		
9				exam		
10				exam		
11				exam		
12				exam		
13				exam		
14				exam		
15				exam		
16				exam		
17				exam		

## 12. Scientific research work

First academic year			
Semester	Work to be done according to the plan	Work completion period	Manager's notes
I			

Master's degree	The scientific supervisor's greetings
-----------------	---------------------------------------

<u>Certification results</u>	
Attestation was carried out: “ ____ ” _____ 20____	
	protocol no.
Members of the attestation commission 1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

Semester	Work to be done according to the plan	Work completion period	Manager's notes

<b>II</b>			
	Master's degree	The scientific supervisor's greetings	
<u>Certification results</u>			
Attestation was carried out: “ ____ ” _____ 20 ____			
_____			
protocol no.			
Members of the attestation commission 1.			
_____			
2.			
3.			
4.			
5.			

Second academic year			
Semester	Work to be done according to the plan	Work completion period	Manager's notes
<b>III</b>			

Master's name, surname, signature	Name, surname, signature of the scientific supervisor
-----------------------------------	---

<u>Certification results</u>	
Attestation was carried out: “ ___ ” _____ 20__	
_____ protocol no.	
Members of the attestation commission 1.	
_____	
2.	
3.	
4.	
5.	

Semester	Work to be done according to the plan	Work completion period	Manager's notes
IV			

Master's name, surname, signature	Name, surname, signature of the scientific supervisor
-----------------------------------	---

Certification results

Attestation was carried out “ \_\_\_\_\_ ” \_\_\_\_\_ 20

\_\_\_\_\_

protocol no.

Members of the attestation commission

1

2

3

4

5

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Attestation was carried out: “ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_

protocol no.

Members of the attestation commission 1.

\_\_\_\_\_

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

### 4th semester

No.	Work to be done according to the plan	Work completion period	Manager's notes
1	Scientific and pedagogical experience	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
		<hr/> Master's name, surname, patronymic, signature	<hr/> Head's signature, last name, patronymic, academic degree, academic title
	Research experience	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
		<hr/> Master's name, surname, patronymic, signature	<hr/> Head's signature, last name, patronymic, academic degree, academic title
	Completion, initial discussion, and defense of theoretical and experimental research on the topic of the dissertation.	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
		<hr/> Master's name, surname, patronymic, signature	<hr/> Signature of the supervisor, last name, patronymic, academic degree, academic title signature
<u>Results of the attestation</u>			

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Attestation was carried out: “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_

protocol no.

**Members of the attestation commission**

- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_
  - 5. \_\_\_\_\_
- \_\_\_\_\_

## Appendix 10

Head of the Master's Department,  
(academic degree and academic title, surname, first name and  
patronymic)  
Master's student studying in the specialty of WCU  
by (surname, first name and patronymic)

### Application

I request that you attach the documents necessary for the defense of master's theses to the application and instruct me to allow the defense of my master's thesis on the topic of " " to the Specialized Council.

#### Adding:

- |  |   |         |
|--|---|---------|
| 1. Scientific advisor's opinion                                      | - | 1copy   |
| 2. Department's opinion  |   |         |
| 3. Outside opinion   |   | 1copy   |
| 4. Abstract  |   | __page  |
| 5. Copy of individual work plan                                      |   | __page  |
| 6. Dissertation (bound)  |   | __page  |
| 7. List of published articles  |   | __page  |
| 8. Copies of published articles                                      |   | __page  |
| 9. Plagiarism report   |   | __ page |
| 10. For writing a dissertation<br>technical parameters approval form |   | page    |

*Signature: Date*

**INDIVIDUAL WORK PLAN FOR MASTER'S  
DISSERTATION**

**"Master's Department"**

**Master's degree**

**Code and name of the specialty.**

**Specialization:**

**Group:**

**Language of education:**

**Scientific advisor: \_**

(academic title and degree, surname, first name and patronymic)

**Scientific advisor**(when appointed

(academic title and degree, surname, first name and patronymic)

**Topic of the dissertation: \_**

**Selecting literature for research and searching the database–  
first year of education**

**Handing over the dissertation work to the scientific supervisor -  
second year of study**

s/s	Name of the works	Deadline for implementation
1.	Dissertation plan, research methods and primary literature list – Report I	October 15
2.	Theoretical and methodological part of the dissertation – II report	December 15
3.	Research and analysis part – report III	February 15
4.	Preparation of synthesis and proposals - IV report	April 10
5.	Submission of the dissertation to the department	April 30

**Scientific**

**leader** \_\_\_\_\_ sig

nature

**Scientific**

**advisor** \_\_\_\_\_ si

gnature

**I accepted the task.** \_\_\_\_\_  
 (master's student's signature)

Note 1. The individual work plan for the dissertation is drawn up in 2 copies. One copy is kept by the graduate student, and the second is kept by the department.

## WESTERN CASPIAN UNIVERSITY MASTER'S AND DOCTORAL DEPARTMENT

### Evaluation sheet for the third report on the master's thesis

**Master's student**

\_\_\_\_\_

(name, patronymic, surname)

**Subject:**

\_\_\_\_\_

\_\_\_\_\_

**Specialization:**

\_\_\_\_\_

**Group:**

\_\_\_\_\_

**Contact (phone, e-mail, etc.):**

\_\_\_\_\_

**Evaluation**

Evaluation criteria	Evaluation			
	high	good	average	weak
<i>Compliance of the dissertation plan with the topic</i>				
<i>Compliance of the plan with dissertation requirements</i>				
<i>Sufficiency of literature</i>				
<i>The novelty of literature</i>				
<i>Level of development of the theoretical and methodological foundations of the research</i>				

**FINAL OPINION:**

*Scientific  
advisor:*

(academic degree, academic title,  
first name, patronymic, last name)

**Head of  
Department:**

signature

(academic degree, academic title,  
first name, patronymic, last name)

**Date:**

A 3-5 page report on the dissertation work plan, literature list, and research methods must be attached and approved by the scientific supervisor.

## Appendix 13

### Master's thesis evaluation form by an official reviewer

Master's student: \_\_\_\_\_

(SAA)

Specialization: \_\_\_\_\_

Subject: \_\_\_\_\_

s/ s	Evaluation criteria	Evaluation			
		high	go od	av er ag e	w ea k
1.	Compliance of the dissertation text with the spelling and grammatical rules of the language in which it is written				
2.	Justification of the relevance of the topic and the level of problem formulation, the relevance of the goals and objectives of the dissertation to the topic				
3.	The level and adequacy of the study of the theoretical and methodological basis of the study				
4.	The level of justification and adequacy of the choice of research method				
5.	The comprehensiveness of the information base of the selected research methods, their novelty, and the level of application of these methods in practice				
6.	Level of generalizability of research				

	results				
7.	The level of relevance and justification of the proposals and considerations put forward to the research conducted				
8.	Relevance and sufficiency of the sources used for the research				
9.	Scientific and practical significance of the results for the field to which the topic belongs				
10	The ability to present the results obtained by the master's student				

***Official reviewer***

\_\_\_\_\_ (scientific name, emi degree and SAA)

\_\_\_\_\_ ***signature and date***

Note: The official reviewer may also submit comments and suggestions regarding the dissertation in a free form, in addition to the evaluation form.

## Appendix 14

o the Head of the Master's and Doctoral Department,  
(scientific degree and academic title, surname, name, and  
patronymic)  
From the master's student of Western Caspian University  
(surname, name, and patronymic),  
studying in the relevant field of specialization

### Application

I kindly request your instruction for my master's thesis titled “\_\_\_\_\_” to be submitted for defense before the Specialized Council. I am attaching the documents required for admission of the thesis to the defense.

#### Attachments:

1. Supervisor's opinion – 1 copy
2. Official reviewer's opinion – 1 copy
3. Abstract – \_\_ pages
4. Copy of the individual work plan – \_\_ pages
5. Thesis (bound copy) – \_\_ pages
6. Copies of published articles – \_\_ pages
7. List of published articles
8. Department's opinion – \_\_ pages

**Signature:**

**Date:**

## Appendix 15

### FORM OF CONFIRMATION OF TECHNICAL PARAMETERS FOR WRITING A DISSERTATION

Title of the dissertation:	
Author's last name, first name, patronymic:	
Scientific leader	
Technical parameters of the dissertation work: Page size: A4 (210 x 297 mm)	
Page size: A4 (210 x 297 mm) Left: 3 mm Right: 1 or 1.5mm Top: 2 mm Bottom: 2 mm	
Font: Main text: Times New Roman Font size: 14 pt _____ Line spacing: 1.5 Text layout: _____ Header design: _____	
Title page	
The structure of the dissertation: title, abstract (in Azerbaijani and English), table of contents, introduction, chapters, conclusion, list of references.	
Chart compilation: Serial number of the graphs: Format: 12 font Times New Roman	

Source:	
Compilation of tables: Table number: Format: 12 font Times New Roman Source:	
Arrangement of Images: Serial number of the pictures: Format: 12 font Times New Roman Source:	
<i>Compilation of the list of references:</i> Number of references: Must be 30+ <i>Compliance with the rules for compiling a bibliography:</i> 1) Alphabetical list of references 2) writing according to standards References in the text (M:[12,p.5])	
Scope of the dissertation: The total volume of the dissertation, including the list of used literature, is 70-75 pages.	
<b>FINAL OPINION:</b>	
<b>Released for defense-</b>	<input type="checkbox"/>
<b>Allowed to defend, but must make specified corrections before defense</b>	<input type="checkbox"/>
<b>Defense allowed after correction</b>	<input type="checkbox"/>

This form indicates that the technical parameters for writing the dissertation are determined and must be met by the author.