



WORKER TRAINING PROGRAM (SYLLABUS)
CONCERNING THE PREPARATION
INSTRUCTION

QKU/KTM/T(ITP)-01

Baku-2024

I confirm:
Western Caspian University
executive vice-rector

_____ **R. Bagirov**

1. GENERAL PROVISIONS

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

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

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

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

2. DESIGN AND CONTENT OF SILLABUS

The following information should be reflected in the syllabus:

General information

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

General information about the subject

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

Teacher information

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

Description of the subject

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

Purpose of the discipline

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

Training results of the discipline

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

Academic honesty

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

Ethical behavior

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

Required textbooks and teaching спид:

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

Evaluation:

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

Final assessment = current assessment + intermediate assessment

Current assessment-0-50 points. Including:

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

- attendance (0 - 10 points)

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

Workshop and colloquium

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

Freelance jobs:

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

Required writing rules for внештатный work

Font and size: Arial 12 pt

Inter-line interval: 1.5

Total volume of work: minimum of 3 pages

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

Sustainability:

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

Exam:

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

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

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

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

Calendar thematic plan

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

3. SYLLABUS PREPARATION AND PROCESS APPLICATION

For each semester, on the basis of the unified form adopted by the University (Annex 1), the teaching staff prepares syllabus in accordance with the subjects taught. The prepared syllabus is presented at a meeting of the department, put into a protocol, approved by the head of the Department. Syllabus is prepared in the language in which the subject is taught students must familiarize themselves with syllabus on the first day of the lesson, and at the beginning of each semester, syllabus is added to the electronic attendance Journal.

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



"Approved by:

Head of the Department of Philosophy,

f.ü.f.d, dos. B.Alizade _____

Protocol No. 6,

dated 16.09.2024

Syllabus

General Information	Department	Philosophy
	Faculty	Political and Social Sciences
	Specialty, Code	State municipality
	Group №-si	531 DB ing
	Level of education	<input type="checkbox"/> Bachelor's degree
	Form of education	Full-time
	/ Academic year / Semester	2024, Autumn
	Academic Year	2024-2025
	Teaching Semester	<input type="checkbox"/> Autumn
Course Information	Course Name, Code	Municipal law
	Number of Credits	4
	Teaching Load (Hours)	45
	Teaching Methods	<input type="checkbox"/> Lecture <input type="checkbox"/> Seminar
	Language of Instruction	<input type="checkbox"/> English
	Type of the Course	<input type="checkbox"/> Compulsory <input type="checkbox"/> Elective
	Prerequisite course/code	Constitutional law, electoral law, municipal legislation
Information about the teacher	Academic degree, academic title, honorary title, surname, first name, patronymic of the teacher	Teacher Eynulla Baxşəliyev
	Teacher's email address	eynulla.baxsheliyev@wcu.edu.az
	Teacher's contact number	077-310-00-05
	Office hours	IV day 13:00

Course Description	The course reflects the concept, structure, development stages of municipal law, the concept and content of human and civil rights and freedoms, as well as the concept of law, the stages of the formation of the legal system in Azerbaijan.
Purpose of the discipline	The provision of systematic knowledge to the future qualified professional, the formation of the correct scientific and methodological and normative view of municipal legal relations. Formation of ideas based on the necessary information about the foundations of municipal right and law, as well as the formation of relevant knowledge, skills and habits that they will apply in the future.
Training results of the discipline	<ol style="list-style-type: none"> 1.Explains the subject of municipal law, its goals and objectives, research methods, relationship with other sciences. 2. Interprets and explains the main provisions of municipal law, selects the types of contracts for their specific provisions. 3 He makes logical judgments, draws conclusions and justifies them.
Requirements for the subject	<ul style="list-style-type: none"> - Formation of ideas about the foundations of municipal law; - Formation of ideas about the foundations, content and features of municipal law; - Formation of the ability to distinguish the foundations of municipal law from similar forms of law
Academic Integrity	<p>Violations of Academic Integrity</p> <ol style="list-style-type: none"> 1. Plagiarism 2. Cheating 3. Submitting all or part of a previously completed work, homework, or project in another course without proper citation 4. Citing non-existent sources or creating a fake database 5. Preparing class materials or assignments on behalf of other students 6. Displaying behaviors to gain unfair advantage (e.g., submitting a medical certificate without actual illness, making false excuses for deadline extensions or other purposes) 7. Taking an exam on behalf of someone else or allowing someone else to take an exam on your behalf.
Ethical Behavior	The teacher adheres to the following rules of ethical behavior:

	<ul style="list-style-type: none"> - Everyone must obey the law; - The teacher's own behavior should be an example for students; - Each person must respect the other person; - students should be able to fully master the curriculum, etc. 	
List of Main Literature	H.S.Gurbanov, Y.N.Balakishiyeva,	
Əlavə ədəbiyyat siyahısı	S.Q.Hajiyeva municipal law of Azerbaijan	
Internet Resources	https://justice.gov.az/categories/1891 https://justice.gov.az/categories/1621 https://ercenter.eu/files/neshrler/munic_concept.pdf	
Assessment: 100-point system	<p>The final grade is the sum of the points given for the current assessment (lecture, seminar, and laboratory work) (0 - 30 points), freelance work (0 - 10 points), attendance (0 - 10 points), and the midterm assessment (semester final exams) (0 - 50 points). If practical and hands-on lessons are provided for the same subject, 0 - 10 points are allocated for the assessment of these lessons.</p> <p>Final Grade = Current Assessment + Midterm Assessment</p>	
Seminar and Colloquium	Colloquiums are held three times each semester according to the academic calendar. Each colloquium is graded from 0 to 10 points. Attending the colloquium is mandatory. A student who does not attend the colloquium will receive 0 points.	0-30
Free cases	<p>Writing Guidelines for Freelance Work</p> <ul style="list-style-type: none"> • Font and size: Arial 12 pt • Line spacing: 1.5 • Total volume of the work: minimum 3 pages • Final submission deadline: 2 weeks before the end of the semester 	0-10
	<p>Topics for Freelance Work:</p> <ol style="list-style-type: none"> 1.The concept, predated and method of municipal law 2.The system of municipal law . 3.Municipal legal norms and municipal legal relations 4.Municipality i. The concept and signs of local self-government. 	

	<p>5.The concept of municipal government .</p> <p>6.Basic theories in the field of local self-government.</p> <p>7.From the history of local self-government in Azerbaijan .</p> <p>8.Modern municipal systems .</p> <p>9.Duties and powers of municipal authorities</p> <p>10. Relations between municipalities and state bodies</p> <p>11. The electoral system of municipalities and the legal status of elected bodies</p> <p>12. Municipal services and their importance to local communities</p> <p>13. Management of state property by municipalities</p> <p>14. Social and economic functions of municipalities in the development of local communities</p> <p>15. Legal framework for public participation in municipal affairs</p> <p>16. Legal responsibility of municipalities and dispute resolution</p> <p>17. The relationship of municipal law with international law</p> <p>18. Difficulties encountered in the implementation of local legislation</p> <p>19. Offenses and penalties in the application of local laws</p> <p>20. Legal analysis of local democracy and municipal elections</p>	
Attendance	For every 10% of the hours missed in the subject during the semester, 1 point is deducted. A student who misses more than 25% of the classes for the subject will not be allowed to take the exam	0-10
Exam		0-50

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

Distribution of points:

Points	Grading Scale with	Indicator.
---------------	---------------------------	-------------------

	Letters:	
100 – 91	A	"Excellent"
90 – 81	B	"Very good"
80 – 71	C	"Good"
70 – 61	D	"Satisfactory"
60 – 51	E	"Adequate"
51 "Below the grade/score"	F	"Unsatisfactory"

Calendar thematic plan

N	Date	Topics of the subject	Lecture	Seminar	Textbook / Tasks
1		Municipal law - as an area of law	2		
2		Historical-theoretical foundations of local self-government	2	2	
3		Legal basis of local self-government	2		
4		Territorial basis of local self-government	2	2	
5		Participation in the implementation of Local Self-Government of the population"	2		
6		Municipal authorities	2	2	
7		Economic and financial basis of local self-government	2		
8		Responsibility of municipal authorities and officials	2	2	
9		Guarantees of local self-government	2		
10		Powers of local self-government	2	2	
11		The concept of law	2		
12		Legal system	2	2	
13		Legal norms	2		
14		Legal relations	2	2	

15		Sources of law	2	1	
		Total: 45	30	15	

Teacher:

Eynulla Bakhshaliyev