

**Approved by the order of the Rector based
on the Protocol No. 4 dated December 29,
2023, of the Scientific Council of Western
Caspian University**

RULES ON THE ORGANIZATION OF SCIENTIFIC-RESEARCH PRACTICE

1. General Provisions

- 1.1. The purpose of these rules is to define the goals and objectives, organization procedures of the "Scientific-Research Practice" for the master's level of higher education, as well as the rules for assessing the knowledge and skills of master's students during this practice.
- 1.2. The practice is carried out according to the approved academic calendar.

II. Goals and Objectives of Scientific-Research Practice

- 2.1. Scientific-research practice (hereinafter referred to as SRP) is aimed at ensuring the connection between the theoretical-methodological knowledge obtained by master's students during their studies and the skills to apply this knowledge in practice.
- 2.2. The main goal of SRP is to develop master's students' skills in using tools and methods of conducting scientific research in real studies, as well as to cultivate professional habits in this field.
- 2.3. SRP is conducted in the direction of collecting, analyzing, and summarizing data to form the theoretical and informational basis of research, preparing original scientific proposals for the master's thesis, developing the ability to conduct independent research, and participating together with experienced researchers in the research process.
- 2.4. The tasks of SRP include:
 - Developing the knowledge, skills, and habits acquired during the educational process;
 - Increasing the ability to apply modern methods and scientific approaches suitable for conducting research in the specialty;
 - Developing master's students' ability to conduct independent research;
 - Mastering the skills to present research results in the form of articles, reports, and other formats.
- 2.5. As a result of SRP, the master's student should know:
 - Methods of forming the theoretical and informational base on the topic;
 - Methods of conducting scientific research;
 - Methods of academic explanation of ideas, scientific reasoning, and argumentation when writing articles.

The student should be able to:

- Use methods for organizing the research process;
- Justify the relevance of the research topic and define the goals and objectives of the research;
- Apply data processing methods and interpret the results.

Through SRP, the master's student should acquire the following competencies:

- Formation of a data base corresponding to the goals and objectives of the research;
- Ability to apply data collection methods for research;
- Processing of collected data;
- Use of quantitative and qualitative methods;
- Writing a report on the conducted research.

III. Organization of Scientific-Research Practice

- 3.1. A supervisor is appointed for the master's student from among the academic staff for SRP. Members of the academic staff working in other structural units of WCU may also be involved

in supervising SRP.

The duties of the practice supervisor related to SRP include:

- Advising the master's student on determining the individual task to be performed during SRP;
- Assigning tasks for collecting materials for the master's thesis;
- Providing advice on special literature and research methods related to the topic;
- Providing methodological recommendations to the student for completing the individual task;
- Evaluating the results of the student's SRP.

The duties of the master's student during the practice include:

- Timely and quality execution of the individual task in SRP;
- Compiling and studying the list of literature on the selected topic;
- Performing necessary work to form the information base of the research;
- Selecting methods for data collection and processing;
- Preparing the report on SRP.

. IV. Methodical Recommendations on the Fulfillment of Tasks Assigned to Master's Students during Scientific-Research Practice

4.1. The task for SRP is determined individually for each master's student and is recorded in the student's practice diary.

4.2. The master's individual work plan and information about the execution of tasks according to this plan are recorded in the diary. The practice supervisor makes periodic notes in the diary regarding the fulfillment of individual tasks by the master's student during the practice period. After the practice is completed, the supervisor records and signs the completion date in the diary. The practice diary must be filled out clearly and neatly, following the relevant rules.

V. Writing Guidelines:

5.1. The practice report is submitted in Microsoft Word format.

5.2. The pedagogical practice report by the master's student should be 8–15 pages long.

5.3. The text of the report is formatted on A4 paper (margins: right 1 cm, left 3 cm, top 2 cm, bottom 2 cm), using Times New Roman font size 14, with 1.5 line spacing. At the end, the master's student must defend the report.

5.4. The structure of the report should include the following main sections:

1. Title page (Appendix 1)
2. Introduction
3. This should include:
 - The purpose, objectives, place and time of the practice, and the topic of the lecture.
 - A list of tasks completed.
3. Main part
4. Conclusion
5. This section includes:
 6. 4.1. Description of acquired skills and habits.
 7. 4.2. Individual results and conclusions on the work performed.
8. Suggestions
9. List of references
10. Appendices

VI. Evaluation of Knowledge and Skills Acquired during Scientific-Research Practice

6.1. After completing the practice, master's students who have timely completed all the tasks specified in the individual assignment submit their practice diary and the article prepared

during the practice to the practice supervisor by the date indicated in the individual assignment.

- 6.2. Based on the results of the article submitted by the master's student for SRP, the practice supervisor evaluates the student's knowledge and skills according to the criteria defined in Appendix 1 of these Rules, using the corresponding evaluation form.

The evaluation scores for each criterion are as follows:

№	Evaluation Criteria	Score
1.	Participation in trainings organized within SRP	15 points
2.	Relevance of the conducted research to the dissertation topic	20 points
3.	Academic writing ability	20 points
4.	Ability to use quantitative and qualitative methods	15 points
5.	Ability to assimilate new knowledge	15 points
6.	Master's student's ability to collect data independently	15 points
	Total:	100 points I

5.1. Master's students who participate in less than 25% of the total hours of the scientific-research practice and receive a failing grade will have an academic debt.

5.2. The final results of the evaluation are determined according to the following scale:91-100 Score — Grade

91–100 points — Excellent

81–90 points — Very Good

71–80 points — Good

61–70 points — Satisfactory

51–60 points — Acceptable

Less than 51 points — Unsatisfactory

Evaluation of Scientific-Research Practice

WCU Master's student of group _____ , majoring in “ _____ ”
_____ (Full Name) _____

Evaluation of Scientific-Research Practice activity on the dissertation topic

“ _____ ”

EVALUATION

1. Attendance – ___ points
2. Relevance of the conducted research to the dissertation topic – ___ points
3. Academic writing ability – ___ points
4. Ability to use quantitative and qualitative methods – ___ points
5. Ability to assimilate new knowledge – ___ points
6. Master's student's ability to collect data independently – ___ points

FINAL SCORE ___ points

Practice Supervisor _____ (academic degree, academic title, full name)

Date: __ _____ 20 __.

Western Caspian University

Organization of Scientific-Pedagogical Practice at the Master's Level of Higher Education

The final results of the evaluation are determined according to the following scale:

- 91–100 points — Excellent
- 81–90 points — Very Good
- 71–80 points — Good
- 61–70 points — Satisfactory
- 51–60 points — Acceptable
- Less than 51 points — Unsatisfactory

Student's full name (First name, Last name, Patronymic)	
Group №	
Teacher's full name (First name, Last name, Patronymic)	
Title of the taught subject	

Evaluation of the practice is carried out according to the following criteria using a 100-point system:

No.	Evaluation Criteria	Score	Evaluator	Evaluation	Signature
1.	Attendance	30	Practice Supervisor		
2.	Preparation and Presentation of Lecture Text	30	Scientific Supervisor		
3.	Ability to Use Interactive Teaching Methods	20	Practice Supervisor		
4.	Participation in Conferences and Seminars	20	Practice Supervisor		
	Total:	100			

WESTERN CASPIAN UNIVERSITY

Faculty: _____

Department: _____

SCIENTIFIC PRACTICE REPORT

From «» _____ 20__ to «» _____ 20__

Student's full name (First name, Last name, Patronymic): _____

Name and code of the specialty:

Group: No. _____

Title of the dissertation work: _____

University Practice Supervisor
(Academic degree, position)

Organization Practice Supervisor
(Academic degree, position)

Baku – 20__