



"I confirm"

Head of the Department: _____

Protocol No.

Date:

Syllabus

General Information	Department	Marketing and Management
	Faculty	Business and Local Governance
	Major code	
	Group Number	
	Degree level	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master
	Study format	Full - Time
	Academic year/Semester	
	Year of study	
	Academic semester	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Course Information	Course name, code	Standardization and certification
	Credit count	3
	Study load (hours)	30
	Teaching methods	<input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Laboratory
	Language of instruction	<input type="checkbox"/> Azerbaijani <input type="checkbox"/> English <input type="checkbox"/> Russian
	Course type	<input type="checkbox"/> Mandatory <input type="checkbox"/> Elective
	Prerequisite course/code	
Instructor Information	Instructor's academic degree, academic title, honorary title, last name, first name, patronymic	
	Instructor's email address	
	Instructor's contact number	
	Office hours	
Course Description	This course covers the fundamental concepts of standardization and certification. It includes the study of normative documents, principles, objectives, and tasks of standardization, as well as standards and their quality	

	<p>principles. The course also explains the concept and objectives of certification, its key terms, requirements, accreditation processes, and certification systems, with a focus on Azerbaijan and international practices. By completing this course, students will understand the role of standards and certification in ensuring product quality, safety, and environmental compliance.</p>
Course Objectives	<p>One of the main objectives of this course is to explain to students the concept of standardization and its activities, the normative documents in standardization, the purpose of standardization, its main principles, tasks, ecological standards, their quality principles, and information about the State Standards of the Republic of Azerbaijan.</p> <p>Another key objective of the course is to explain to students the concept of certification, the objects of ecological certification, the purpose of certification, its issues, key terms, requirements, its accreditation, and information about the certification system in Azerbaijan.</p>
Learning Outcomes	<p>By mastering this course, students will gain knowledge about the concept of standardization and its meaning, standards, quality principles and applications of standardization, as well as the concept, purpose, and issues of certification, and the standardization and certification systems in Azerbaijan and foreign countries.</p>
Course Requirements	<p>During seminar sessions, students must be able to express and explain their thoughts logically and coherently, as well as support them with arguments. To achieve this, the student should:</p> <ol style="list-style-type: none"> 1. Carefully familiarize themselves with the discussion questions presented for each seminar topic. 2. Thoroughly study the relevant lecture materials. 3. Read and study the recommended literature on the topic. 4. Prepare brief presentations for each discussion question raised during the seminar. 5. Develop practical skills by completing the given assignments and exercises related to the topic. 6. Complete and submit the assigned individual work on time and at the required quality level.
Academic Integrity	<p>Academic integrity involves ensuring the originality of one's work and properly acknowledging the ideas or findings of others by citing sources. Violations of Academic Integrity include:</p> <ol style="list-style-type: none"> 1. Plagiarism, 2. Cheating, 3. Submitting the same or part of a previously completed assignment or project in another course without proper citation, 4. Citing non-existent sources or fabricating a database, 5. Completing coursework or assignments on behalf of other students, 6. Engaging in dishonest behavior to gain unfair advantage (e.g., presenting a false medical report without being genuinely ill, providing false excuses to extend deadlines or gain benefits), 7. Taking an exam on behalf of another student or having someone else take an exam for oneself.

Ethical Conduct		
Primary Reading List	<p>1. Qafarov A.M. Metrologiya, standartlaşdırma, sertifikatlaşdırma.-Bakı: Çarşıoğlu, 2008. -528 s.</p> <p>2. Ələkbərov E.B. Metrologiya, standartlaşdırma, sertifikatlaşdırma: Dərs vəsaiti.-Bakı: İSBN mərkəzi; 2015. 440 s.</p> <p>3. Белов С.В. и др. Охрана окружающей среды. Учебник для техн. спец. вузов. - М.: Высш. шк., 1991, 319с</p> <p>4. Məmmədov N.R. Sertifikatlaşdırmanın əsasları. Dərs vəsaiti. Bakı: Elm, 2001, 312s.</p> <p>5. Nuriyev C.H., Əsgərov A.T., Əhmədov Z.B. Ekoloji hüquq. Dərslik. Bakı: Qanun, 2003, 256s.</p> <p>6. Həsənlı R.K. Ekoloji standartlaşdırma və sertifikatlaşdırma. Müəhazirə konspekti. Elektron versiya. Bakı, AzTU, 2012, 127 s.</p> <p>7. Белов С.В. и др. Охрана окружающей среды. Учебник для техн. спец. вузов. - М.: Высш. шк., 1991, 319с</p>	
Supplementary Reading List	1. Standartlaşdırma haqqında Azərbaycan Respublikasının Qanunu.- Bakı: Biznesmenin bülleteni, 1996, №48(108), 13 s	
Online Resources		
Grading: 100-Point System	The final grade is the sum of the scores given for continuous assessment—seminars and colloquia (0–30 points), independent work (0–10 points), attendance (0–10 points)—and the midterm assessment, which includes the end-of-semester exams (0–50 points). If practical and lab sessions are included for the same course, an additional 0–10 points are allocated for their evaluation.	
Seminars and Colloquiums	Colloquiums are held three times per semester in accordance with the academic calendar. Each colloquium is graded on a 0–10 point scale. Participation in colloquiums is mandatory. A student who does not attend a colloquium receives 0 points for that session.	0-30
Individual works	<p>Font and Size: Arial, 12 pt</p> <p>Line Spacing: 1.5</p> <p>Minimum Length: 3 pages</p> <p>Submission Deadline: No later than 2 weeks before the end of the semester</p> <p>Topics for Individual works:</p> <ol style="list-style-type: none"> 1. Concept of Standardization 2. Standardization on an International Scale 3. Brief History of the Development of Standardization 4. Brief History of the Development of Standardization in Azerbaijan 5. Main Methods of Standardization 6. Standardization Bodies and Organizations, Their Main Functions 7. Categories of Standards 8. Types of Standards 9. Main Requirements in the Preparation of Standards 10. Application of Standards 	0-10
Attendance	For each 10% of missed class hours during the semester, 1 point will be deducted from the student's total score.	0-10

	A student who misses more than 25% of the total course hours will not be allowed to take the final exam.	
Examination		0-50

Assessment of student knowledge based on the total accumulated semester points is conducted as follows:

Grading Scale:

Points	Letter-Grade Assessment	Performance Level
100 – 91	A	“excellent”
90 – 81	B	“very good”
80 – 71	C	“good”
70 – 61	D	“sufficient”
60 – 51	E	“satisfactory”
Less than 51 points	F	“unsatisfactory”

Course's thematic plan					
N	Date	Subject Topics	Lecture	Seminar	Textbook/Assignments
1		Concept of Standardization, Key Terms, and a Brief History	2	2	1. Qafarov A.M. Metrologiya, standartlaşdırma, sertifikatlaşdırma. -Bakı: Çarşıoğlu, 2008. -528 s. 2. Ələkbərov E.B. Metrologiya, standartlaşdırma, sertifikatlaşdırma: Dərs vəsaiti. -Bakı: İSBN mərkəzi; 2015. 440 s.
2		Main Methods, Essence, Purpose, and Tasks of Standardization	2	2	Məmmədov N.R. Sertifikatlaşdırmanın əsasları. Dərs vəsaiti. Bakı: Elm, 2001, 312s
3		Organizations and Service Institutions for Standardization. Categories and Types of Standards	2	2	1. Standartlaşdırma haqqında Azərbaycan Respublikasının Qanunu. - Bakı: Biznesmenin bülleteni, 1996, №48(108), 13 s
4		Complex and Advanced (Proactive) Standardization. Economic Efficiency of Standards	2	2	Qafarov A.M. Metrologiya, standartlaşdırma,

					sertifikatlaşdırma.-Bakı: Çəşioğlu, 2008. -528 s.
5		International Organization for Standardization (ISO) and the International Electrotechnical Commission in Standardization	2	2	Məmmədov N.R. Sertifikatlaşdırmanın əsasları. Dərs vəsaiti. Bakı: Elm, 2001, 312s.
6		Concept of Certification, Basic Terms Used in This Field, History, and Areas of Application	2	2	Məmmədov N.R. Sertifikatlaşdırmanın əsasları. Dərs vəsaiti. Bakı: Elm, 2001, 312s.
7		Procedures for Product Certification. Organizational Structure and Working Principles of Accreditation	2	2	Ələkbərov E.B.Metrologiya, standartlaşdırma, sertifikatlaşdırma: Dərs vəsaiti.-Bakı:İSN mərkəzi; 2015. 440 s.
8		Organization of Activities of Certification Bodies and Testing Laboratories	1	1	Məmmədov N.R. Sertifikatlaşdırmanın əsasları. Dərs vəsaiti. Bakı: Elm, 2001, 312s.
		Total: 30	15	15	

Lecturer: