

Regulations on the state attestation of students of the higher education establishments of the Republic of Azerbaijan at the bachelor's degree level

The order of the Ministry of Education of the Republic of Azerbaijan on approval of Regulations on the state attestation of students of the higher education establishments of the Republic of Azerbaijan at the bachelor's degree level

In order to regulate the state attestation of students of higher education establishments of the Republic of Azerbaijan at the bachelor's degree level, **it is hereby ordered as follows:**

1. Approve regulations on the state attestation of students of higher education establishment of the Republic of Azerbaijan at the bachelor's degree level.
2. Rectors of higher education establishments shall be governed by these Regulations.
3. Department for higher and secondary special education shall ensure the execution of the order.

**Minister of Education
Azerbaijan Republic
27 January 1997
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Regulations on state attestation of students of higher education establishments of the Republic of Azerbaijan at the bachelor's degree level

General rules

1. According to the Education Act of the Republic of Azerbaijan, students of universities completing their higher education programmes on different subjects (including foreign language) should be mandatory overtake a last attestation on these subjects and final state attestation (State attestation).
2. The state attestation of graduates is held at accredited institutions of higher education on directions and specialties specified in the state standards for higher special education, and completed by granting state diplomas on the education and level of specialty.
3. The State attestation is conducted by State Attestation Commission established at the higher education establishments on the relevant education programmes.
4. The main functions of the State Attestation Commissions are:
 - to evaluate the level of preparedness of graduates with the requirements of the education standards in a complex plane;
 - to take a decision on granting a relevant degree and higher education diploma for graduate based on the state attestation results;
 - prepare proposals for the improvement of specialist training based on results for the activity of Commission.
5. State Attestation Commissions in their activity are guided by the Education Act of the Republic of Azerbaijan, Regulations on higher education establishments, as well as other legislative acts and these Regulations.

Composition of State Attestation

6. State Attestation is held in the following forms:
 - final state examinations on certain subjects (main professional subjects, including foreign language, after completing the study of these subjects);
 - final inter-subjects state exams on directions (specialties);
 - dissertation defence.
- 6.1. Final State Exam in certain subjects specifies the level of learning of curriculum for these subjects and

materials defined by state educational standards by a student.

6.2. In the final inter-subjects state exams on direction (specialty), the demands for students of different subjects' contents and general requirements of the State education standards for the graduate of this direction (specialty) shall be taken into account.

6.3. A dissertation is specified by the relevant departments and implemented based on topics approved by the Scientific Council of the Faculty. The Students has a right to select a topic, as well as suggest topics, which advisability and importance are substantiated. A supervisor and in some cases consultants are appointed to each student in order to fulfil the dissertation.

The dissertations may be prepared by summarising course works and projects fulfilled by the graduate during the study.

7. State attestation is mandatory included final state exams on certain subjects (including professional subjects, as well as a foreign language, after completing the study of these subjects) and the defence of dissertation.

In some cases exceptions may be added to this item by a founder.

The Scientific Council of the higher education establishment (faculty) specifies the certain list of attestation's tests, procedures and date for preparing the dissertation, as well as the defence date, which is approved by the head of higher education establishment.

8. Programmes for final exams n certain subjects and inter-subjects final state exams on direction (specialty), as well as dissertation assessment criteria are discussed by the chairmen of the commission and approved by the Council of relevant faculty.

Structure of State Attestation Commission

9. State Attestation Commission consists of commissions for final exams on certain subjects, inter-subjects final state exams and defence of dissertations. In exceptional circumstances, there can be established a number of commission on each attestation.

10. The State Attestation Commission is chaired by the chairman. He organizes the work of attestation, holds under control the activity of the commissions. He also may be appointed as a chairman or member for one of the test commissions on specialty. As a rule, he should be a doctor of science or professor.

The chairmen of State Attestation Commissions and final state attestation commissions at the state higher education establishments are appointed by the Official body to which the university is subordinated based on the presentation of this university.

The chairmen of State Attestation Commissions and final state attestation commissions at the non - state higher education establishments are appointed by the Ministry of Education based on the presentation of these universities.

11. State Attestation Commission consists of scientific and pedagogical personnel of university, famous specialists invited from the relevant institutions and establishments, as well as leading teachers and scientific workers of other universities.

The composition of the Commission is approved by the Rector of university.

Rules for holding a state attestation

12. The Scientific Council specifies the forms and conditions for holding a state attestation. Students should be informed on rules no later than 4 months before the attestation.

Students shall be provided with the exam programme, necessary conditions to prepare to exams, as well as given recommendations.

13. Graduates completing a study course from one of the main professional curriculum, and successfully passing previous attestation tests on the direction (specialty) are eligible to take a final inter-subjects state exams and defend the dissertation.

14. The final exams and defence of dissertation are conducted at the open meeting of the Exam Commission if the absolute 2/3 of its members is present at the meeting.

Graduates received special achievements during their study, whose overall number of "good" assessment are no more than 25 per cent, as well as received "good" and "excellent" marks from all exams, and "excellent" from the final state attestation are awarded with the Honour Diploma.

Decisions of commissions of the State Attestation Commission and its structure are made by the simple majority of a vote of the commission at the closed meeting. If the number of votes cast is equal, the chair of the meeting shall have an additional casting vote.

16. Graduates successfully passed all tests of the State Attestation are granted a specialist degree and diploma on higher education. Students received unsatisfactory assessment at state exams on certain subjects may be permitted retake the exam in the period of time set by the university.

Students received "unsatisfactory" assessment from the final exams on direction (specialty) subjects or from the defence of the dissertation are granted an academic certificate and certificate for incomplete higher education. These graduates may be permitted to retake these exams (2 times) based on procedures specified by the university within 4 years.

The reception of "unsatisfactory" assessment from any final test is not depriving the student to take part in the other final tests.

17. Rector of the higher education establishment may extend (no more than one year) the training term for students missed the attestation tests for a good reason, until the next work circle of the State Attestation Commission. In these cases, the changes made in the structure of the attestation tests are not considered to these graduates.

18. An annual report on the activity of State Attestation Commission is given to the Scientific Council of the higher education establishment (faculty). The report shall be presented to the Official Body to which the university is subordinated within no later than three months.

The activity of the State Attestation Commission is defined for the one calendar year.
