INSTRUCTIONS FOR ACADEMIC STAFF FOR THE PREPARATION OF SYLLABUSES

INTRODUCTION

Syllabus - is a document that reflects the description of the subject prepared on the basis of the relevant program of study, its goals and objectives, brief content, duration and types of classes, assignments for independent student work, deadlines for their completion, recommended hours, information about the teacher, teacher's requirements, assessment criteria, assessment rules, and the list of literature.

Syllabuses are prepared by the teacher who teaches the subject, presented at the department meeting, documented in the protocol, and approved by the department head and dean. Before the commencement of teaching the subject, the syllabus prepared by the subject teacher is sent to students' email addresses for initial acquaintance and posted on the relevant e-portal. The content is thoroughly explained to the students in the first class.

It is recommended that the representative of the labor market provide their opinion on the syllabus to be discussed and confirmed at the department meeting, and that this opinion is reflected in the protocol.

REQUIREMENTS FOR A SYLLABUS

Ensuring coverage of all constituent parts and sub-parts, it is imperative to consider the following conditions:

- Use of title sheet (Appendix 1)
- Font: Arial, 12, black
- Line spacing: 1.15
- The syllabus must be signed by the teacher responsible for the subject, confirmed by the head of the relevant department and the dean on the basis of the protocol № of the meeting of the department, in connection with the approval of the program.
- The language of the syllabus is Azerbaijani, which, if necessary (e.g., if a foreign student is studying in a group), can be translated into the language of instruction.
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THE STRUCTURE OF THE SYLLABUS

The s yllabusat Azerbaijan Tourism and Management University consists of seven components:

I. General information
II. Purpose of the discipline
III. Brief description of the subject and Training result
IV. Course requirements
V. List of basic and additional literature
VI. Assessment policy
VII. Calendar-thematic plan

Technical instructions regarding the explanation of the components and their writing, as well as examples, are reflected below.

I. General information

Explanation: In this section, brief information about the subject, the faculty and department to which the subject is attached, the group where the subject is taught, the level of education, the academic year and semester, and the teacher of the subject.

Technical instructions:

The notes on the filling of this section are reflected in the table below.

Table 1: General information

Group: in this part, a brief description of the specialty is written *(e.g. TİTR2001)*	**Semester: ☐ autumn ☐ spring ☐ summer** the semester to which the subject belongs is marked with an "x" in the corresponding ☐ cell
Faculty: the full name of the faculty to which the subject belongs is indicated (e.g. Faculty of Tourism and Hospitality). According to spelling rules, only the first word in the name of the faculty is capitalized.	**Department:** the full name of the department to which the subject belongs is indicated. (e.g., Tourism business). According to spelling rules, only the first word in the name of the department is capitalized
Specialization: the name of the specialty is written in full in this section (e.g., organization of tourism work)	**Education level: ☐ bachelor's degree ☒ master's degree** the level of education to which the subject belongs is marked with an "x" in the corresponding ☐ cell above
Teaching language of the subject: the teaching language of the subject is marked with an "x" in the ☐ cell on the right	**☒ Azerbaijani ☐ English ☐ Russian**
Form of teaching: the form of teaching of the subject is marked with an "x" in the ☐ cell on the right	**☒ Vocational ☐ Secondary**
Number of credits per subject: the number of credits per subject is determined equal to the number indicated in the approved relevant educational program (e.g. 6).	**Number of hours per subject:** the number of credits per subject is equal to the number indicated in the Study plan (Form 1) of the relevant specialty (e.g., 75). Form 1 can be obtained from the appropriate department.
Prerequisite subject (if applicable): the list of prerequisite (if required) subjects related to the current subject is obtained from the relevant department and is recorded in this box. If there is no prerequisite requirement, it is necessary to write "none".	***Counseling hours:*** *The teacher teaching the subject conducts one academic hour of counseling every week.* *For example: Monday (10:00-10:45)*
Academic degree, surname, first name, patronymic of the subject teacher: PhD in P.S Karimli Saadat Ilgar	**E-mail address of the teacher:** a.sadigli@atmu.edu.az (Note: the corporate e-mail address provided by ATMU is indicated. Members of the

(Note: people who do not have a scientific degree, write only the surname, first name and patronymic in the indicated order.)	academic staff who do not have an e-mail address can contact Information Technologies atit@atmu.edu.az or 012-564-42-33 (ext. 133) they can apply for opening a corporate e-mail by contacting the department.)

II. Purpose of the Subject

Explanation: The purpose of the subject is the expression of the teacher's teaching intentions and indicates what the teacher plans to cover in the teaching process.

Technical Instructions: The purpose is written by the teacher to illustrate the general content and direction of the subject. The purpose of the subject should be specific, measurable, and achievable during the course of teaching the subject. When writing the purpose of the subject, the development of the relevant competency established in the educational program should be taken into account. In accordance with the current instructions, the purpose should be expressed in no more than 100 words.

III. Brief description of the subject and learning outcome

3.1. Brief Description of the Subject

Explanation: The brief description of the subject reflects the concise content of the taught subject, the scope of covered topics, assignments students must solve during its teaching, as well as provides a general idea about assessing the formation of knowledge and skills during the teaching of the subject.

Additionally, it highlights the importance of the subject learned in the relevant educational program, demonstrating the gift presented through the formation of state-standard professional competencies acquired by students as a result of its teaching. This section reflects the continuity and succession between the already taught subjects and the current subject, as well as the contribution of knowledge and skills acquired through teaching and learning to the assimilation of other subjects included in this educational program.

Technical Instructions: In accordance with the current instructions, this section should be expressed in no more than 150 words. When writing the description of the subject for which relevant information is noted in the educational program, it is essential to refer to that content.

3.2. The relationship between the learning outcomes of the subject and professional competencies

Explanation: It shows the connection of the subject learning outcome (SLO) with the professional competencies of the specialty. The training results of the subject are the competencies (knowledge and skills) gained by the student as a result of mastering a subject. The training results unambiguously answer two questions

- *What kind of knowledge will a student who successfully masters the subject achieve?*
- *What will the student be able to do as a result of successful education?*

It reflects the professional competencies in the relevant Education Program.

Technical Instructions: The learning outcomes are prepared in accordance with the Bloom's taxonomy, the National Qualifications Framework for lifelong learning in the Republic of Azerbaijan, and the standards and guidelines for quality assurance in the European higher education area. Each learning outcome begins with a statement describing the context after the action verb. Only one verb is used for each learning outcome, and the descriptions of the learning outcomes avoid vague and non-sequential expressions (such as "knowing," "understanding," "familiarizing," "receiving information," "comprehending") and utilize complex sentences (except in cases for clarity where multiple sentences are used). The number of identified learning outcomes per subject by the teacher should be between 5-9 and should be measurable through assessment methods.

The learning outcomes per subject are compiled by the subject teacher, following the Education Program for the specialization. A single learning outcome for a subject can contribute to the formation of multiple competencies, or multiple learning outcomes can serve the formation of a single competency."

Example of SLO:

A student who has successfully mastered the subject "International Law":

- SLO 1: Has an understanding of the content of fundamental principles of international law;
- SLO 2: Demonstrates mechanisms of mutual relations between institutions of international and national law;
- SLO 3: Outlines the key periods in the development history of international law;
- SLO 4: Compiles primary electronic and print sources related to the theory and practice of international law's current issues;
- SLO 5: Has an understanding of the major economic and political factors influencing the development of international legal institutions;
- SLO 6: Evaluates the credibility of arguments presented in discussions on international security issues;
- SLO 7: Provides a summary of available literature on various issues of international law during the writing of research works.

The relationship between SLOs and professional competencies by subject is reflected in Table 2. Competencies by subject are determined in the educational program and placed in the "Professional competencies by specialty" column. Correspondence with the number of the SLO determined by the teacher is indicated in the table with the sign "x".

Table 2: The matrix of the correlation of the training results of the subject with the professional competencies of the specialty

Professional competencies on specialization	**Subject Learning Outcome**						
	SLO 1	**SLO 2**	**SLO 3**	**SLO 4**	**SLO 5**	**SLO 6**	**SLO 7**

IV. Requirements of course

4.1. Academic honesty

Explanation: Academic honesty is the demonstration of a commitment to honest and ethical behavior in the academic environment by refraining from plagiarism and forgery, as well as other unethical behaviors.

Technical instructions: It is necessary to reflect the following information in the employee training program.

Adherence to the rules of academic honesty is one of the main duties of all members of the ATMU community (including students, academic staff, researchers, etc.). Students are advised to avoid the main types of plagiarism listed in the Student Handbook..

4.2. Ethical behavior guidelines

Technical instructions: The following information should be reflected in the staff training program.

The work with students at the University is carried out in accordance with the ethical and behavioral norms and principles, rights and duties, responsibility and the rules of involvement in the Code of Ethical Conduct of the students of Azerbaijan Tourism and Management University.

V. Main and additional literature list

Explanation: In this section, the teacher presents a list of literature that students can independently understand the topics of this subject. References include: books, magazines, electronic resources, including audio and video materials, and other resources. Political, ideological, religious and other prohibited sources of propaganda should not be mentioned, and only the names of works published after 2000 should be mentioned in the list.

Technical instructions: The list of references is approved by the decision of the Presidium of the Higher Attestation Commission under the President of the Republic of Azerbaijan on October 29, 2019, and added and changed by the decision of May 7, 2021. ” is described according to the appendix (Appendix 2 in this manual). The list is not numbered and is arranged in alphabetical order.

This component includes the following subsections:

5.1. Main literature

Explanation: The list of primary resources encompassing the determined training results by the teacher for the subject being taught.

Technical instructions: The resources mentioned in the bibliography should be available in the University library in printed or electronic form, otherwise the department to which the subject is assigned should be contacted about providing the ATMU Library-Information Center with those resources, and the availability of the resources should be ensured before the semester in which the subject is held.

5.2. Additional literature

Explanation: A list of auxiliary means thos support the achievement of the learning outcomes defined by the teacher in the taught subject.

Technical instructions: It is not a necessary requirement that the resources mentioned in the bibliography are available in the University library fund, but it is desirable that students be directed by the teacher regarding the acquisition of those sources. It is recommended to include a maximum of 15 sources in the supplementary literature.

VI. Assessment policy

Assessment of students' knowledge of subjects is carried out with a multi-point (100-point) system.

The following principles should be taken into account when choosing an assessment method:

- the use of various appropriate methods and tools in the assessment;
- being measurable the assessment criteria;
- the use of reliable methods and tools that enable ensuring transparency and fairness, objectivity;
- assessment justification;
- formation of students' self-assessment skills, creation of a desire to improve their training, and improvement of the quality of training.

6.1. Assessment devision

The final grade is the sum of the points given for the answers given in the seminars (20 points), the midterm assessment (30 points) and the assessment in the exam (50 points).

Assessment form	Explanation	Point
Seminar	Seminar points (on a scale of 0-10) are added, summed up, divided by the number of points, and then multiplied by two to obtain the final seminar grade..	**20**
Midterm	It is organized in the form of (written, oral-listening, test) in the 8th academic week.	**30**
Attendance	A student who misses 25% of the subject is not admitted to the final exam. A student is not given points for attendance.	**-**
Final exam	It is organized in the form of (written, oral-listening, test) at the end of the semester.	**50**

6.2. Arrangement of rules and assessment of written works and presentations

Explanation: If the assessment is organized in the form of a report or presentation, the requirements and criteria are explained in this section..

Technical instructions: In this section, the teacher notes the type of writing work by adding the following information.

- Type of written work (term paper, report, presentation, etc.)
- Title sheet (it is important to provide students with a sample title sheet)
- Font and size
- Line spacing
- Total work capacity (words or pages)
- Requirements for used resources
- Deadline of work

Depending on the type of writing, other requirements may be determined by the teacher.

If teacher assigns the student to prepare reports and presentations, records the appropriate criteria and grades (numerical or percentage) for each criterion in a table:

Criteria / Point				

It is necessary to take into account the relevant instructions of ATMU "Assessment in Education" department on the organization of evaluation.

VII. Calendar-thematic plan

Explanation: The list of teaching methods used for the taught topics, the bibliography provided, the date, the number of hours covered, the form of conducting the exercises, a table compiled to show the current methods of checking the mastery of the studied material.

Technical Instructions: The calendar-thematic plan is prepared based on the provided table. When preparing the working training program for the auxiliary section, it is essential to consider the lesson load in the calendar-thematic plan.

In the section 'Literature related to the topic,' the full title of the literature is replaced by the sequence number indicated in paragraph 5 of these instructions and noted on the page (encoded within square brackets). Example: [5.1., 3, pp.10-15]. Here, 5.1. refers to the main literature list, 3. indicates the sequence of literature within the main literature, and pp.10-15 denotes the pages where the literature related to the topic is used. In cases where there is no literature available in the teaching language related to the taught subjects, 'Teacher's lecture materials' may be noted in the 'Literature related to the topic' section.

Table 3: Calendar-thematic plan

№	Information about lesson	Seminar (S)/ Lecture (Lec)/ laboratory (Lab)	Date dd/mm/yyyy, amount of teaching hours
I.	***Topic title and short content:*** ***Literature on the subject:*** ***Teaching and learning methods used:***	**☐ S ☒ Lec ☐ Lab**	
II.	***Topic title and short content:*** ***Literature on the subject:*** ***Teaching and learning methods used:***	**☐ S ☐ Lec ☐ Lab**	
	Topic title and short content: ***Literature on the subject:*** ***Teaching and learning methods used:***	**☐ S ☐ Lec ☐ Lab**	
	Topic title and short content: ***Literature on the subject:*** ***Teaching and learning methods used:***	**☐ S ☐ Lec ☐ Lab**	

BIBLIOGRAPHICAL DESCRIPTION AND EXAMPLES OF REFERENCES

№	Type of publication	Form of bibliographic description	
1.	Multivolume publications	Author (surname, initials). Title of the work: [number of volumes] / Author's initials, surname. - city: publisher, - volume number. – publication year. – capacity. Title of the work / Ed. hey and b. – city: publisher, volume number. – publication year. – capacity.	National Encyclopedia of Azerbaijan / Ed. hey chairman I.H. Aliyev. - Baku: Azerbaijan National Encyclopedia Scientific Center, - c. 8: Enols – Fed. – 2018. – p.598.
2.	Publications without authorship	Name of the work / editor, compiler (initials, surname). – city: publishing house, - year of publication. – capacity.	Azerbaijani folklore: (selections for schoolchildren) / to be compiled. B. Abdullah - Baku: East-West, - 2005. - p.360 .s.
3.	Publications with up to four authors	Single-author publications Author (surname, initials) Name of the work / Author (initials, surname). – city: publisher, – year of publication. – capacity. Two- and three-author publications First author (surname, initials) Title of the work / Authors (initials, surnames); – city (if there are two cities, both should be mentioned): publishing house, - year of publication. – capacity.	Mehdiyev, R. The political heritage of our history in the light of the documents of the Khanate era / R. Mehdiyev. – Baku: East-West, - 2019. – p. 232 Pashayev, A.M. Physical basis of atmospheric processes. Textbook. / A.M.Pashayev, H.I.Guliyev, S.H.Safarov - Baku: Nafta-Press, – 2007. – p.416
4.	Publications with four or more authors	Publications with four and five authors Title of the work / initials, surnames of three authors [etc.]. – city: publisher, if there is no publisher [n.y.], – year of publication. – capacity.	Fundamentals of electronic devices: a textbook for students of technical specialties of higher schools / A.M. Pashayev, A.R. Hasanov, I.A. Isgandarov [etc.] - Baku: National Aviation Academy, - 2014.

		Publications with more than five authors Title of the work / First author (initials, surname) [etc.]. – city: publishing house, - year of publication. – capacity.	- p. 312
5.	Magazine articles	Author (surname, initials) Title of the work // – city: name of the magazine, – year of publication. volume number, journal number, etc. Journal articles with more than three authors Surname, initials of the first author. Title of work / Initials and surnames of three authors [etc.] // Name of the magazine, – city: – year of publication. volume number, magazine number, – p.	Habibbayli, I.A. Enlightenment and realism // - Baku: Azerbaijan National News of the Academy of Sciences, Humanitarian sciences series, – 2018. No. 1, – p. 3-10. Rustamov, G.A. Resistance torque in the vibratory cutting process study of change / G.A. Rustamov, I.A. Yolchuyev, A.T. Hazarkhanov [et al.] // Science of the National Aviation Academy Works, - Baku: - 2005. No. 1, - p. 80-86.
6.	Conference materials	Author (surname, initials) Name of the report // name of the conference, – city: name of the publisher, - date, - year of publication, - p.	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.	Dissertations	Author (surname, initials). The name of the dissertation: / scientific degree, diss., indicating the intended field of science/ - city, year. – capacity	Safarov, E.S. The study of level fluctuations of the Caspian Sea by remote sensing methods: / Ph.D. Diss. in Geography. / – Baku, 2018. – 151 p.
8.	Dissertation autoreferat	Author (surname, initials). Dissertation name: scientifiic degree, indicating the intended field of study, dissertation autoreferat./ - city, year – capacity	Safarov, E.S. The study of level fluctuations of the Caspian Sea by remote sensing methods: / Ph.D. Diss. in Geography. dissertation autoreferat. / – Baku, 2018. – p. 26

9.	Electronic resources	Author (surname, initials), name of work or document: [Electronic resource] / source. - city, year of publication. – electronic carrier (CD, DVD, audio-cassette, audio-book, video film) or internet address	Azerbaijani ethnic music: [Electronic resource] / tert. ed. T. Mammadov and others; Ministry of Culture and Tourism of the Republic of Azerbaijan. – Baku, 2006. – DVD+; 13 cm. Gleason, E. A. Viewpoint: Soft Metal Gains Hulk-Like Strength: [Electronic resource] / Physics 12, 125. – November 11, 2019. URL: https://physics.aps.org/articles/v12/125
10.	Descriptive materials	Author (surname, initials) or title of the work [type of work] / Author (initials, surname); source. – city: publishing house, - year of publication. – capacity.	Azerbaijan - Motherland [Isomaterial] / Exhibition of Kamil Najafzade's works; Azerbaijan Union of Artists. - Baku: Azerbaijan, - 1992. - p.15
11.	Cartographic publications: Maps Atlases	Author (surname, initials), if any, title of the work [type of publication] / scale / - city: publisher, - year of publication. – capacity.	National Atlas of the Republic of Azerbaijan [Map] / - Baku: Baku Cartography Factory, - 2014. - p.444
12.	Notes	Author (surname, initials), if any, title of work [Notes]: / Piano, score, etc. - city: publisher, - year of publication. – capacity.	Hajibeyli, U. Leyli and Majnun opera [Notes]: / Piano. - Baku: Light, - 1984. - p.240.
13.	Patents	Author (surname, initials), name, type and number of the patent, country / Author (surname, initials) [etc.]: publisher, – year of publication, – number	Safarov, A.R., 1,4 Obtaining method of Butanediol, Invention i2017 0005, the Republic of Azerbaijan / Aliyev A.M., Aliyev F.V., Matiyev K.I. [etc.].
14.	Normative-legal documents	Name of the official document // information about acceptance and changes. – city: publisher, – year of publication. – capacity.	Constitution of the Republic of Azerbaijan // adopted on November 12, 1995 (amendments and additions dated August 24, 2002). - Baku: Law, - 2002, - p.48
15.	Newspaper articles	Author (surname, initials). Title of the article // name of the publication. - publication year, date. - p.	Abdullayev, F. 24 years have passed since the adoption of the Constitution of the Republic of Azerbaijan // Respublika. – 2019, November 9. - p. 2

16.	Archival materials	Name of the document // name of the archive, numbers of the fund, list, work, number of sheets.	The report of the Minister of Foreign Affairs, Mohammad Hasan Hajinski (Ganja: July 15, 1918) // State Archive of the Republic of Azerbaijan, Fund No. 1061, list No. 1, case No. 95, sheet – 1.

APPENDIX 3. SELF-CHECK LIST

№	Criterion	It is suitable	It should be improved
1.	Technical instructions for writing the document have been taken into account		
2.	All components were taken into account when preparing the document		
3.	Learning outcomes are observable and measurable		
4.	It is possible to achieve the learning outcomes within the available time and resources		
5.	All learning outcomes correspond to the goals and content of the program (subject).		
6.	There is a relationship between learning outcomes, teaching, learning and assessment methods		
7.	All learning outcomes begin with an active verb		
8.	Learning outcomes cover different levels of difficulty based on Bloom's taxonomy		
9.	While preparing the study curriculum, the minimum requirements mentioned in the educational program to which the subject belongs were taken into account		
10.	The rules for writing essays cover all types of essays required for teaching the subject and are clearly explained		
11.	The rules of academic integrity reflect the text in this manual		
12.	The The rules of ethical conduct reflects the text of this manual		
13.	The list of references is based on "Bibliographic description and examples of used literature".		
14.	The sources mentioned in the literature list do not have a political, ideological, religious or other propaganda nature		
15.	Materials listed in the bibliography include sources published/prepared after 2000.		

16.	The sources listed in the main bibliography are available in printed or electronic form in the Library-information center		

I. General Information

Group:	**Semester: ☐ autumn ☐ Spring ☒ Summer**
Faculty:	**Department:**
Specialization:	**Education level: ☐undergraduate ☒ master's degree**
The language of instruction of the subject	**☐ Azerbaijan ☐ English ☐ Russian**
Teaching form	**☐ full time ☐ Correspondence**
Number of credits per subject:	**Number of hours per subject:**
Subject of prerequisite (if any):	**Consultation hours:**
Scientific degree, surname, first name, patronymic of the subject teacher:	**E-mail address of the teacher:**

II. *Purpose of the subject (maximum 100 words)*

III. Brief description of the subject and learning outcomes

3.1. *Brief description of the subject (maximum 150 words)*

3.2. The relationship between the learning outcomes of the subject and professional competencies

: A student who has successfully mastered this subject:

- LOS 1: ...
- LOS 2: ...
- LOS 3: ...

Professional competencies for speciality	**Learning outcomes of the subject**						
	LOS 1	**LOS 2**	**LOS 3**	**LOS 4**	**LOS 5**	**LOS 6**	**LOS 7..**

IV. Course requirements

4.1. Academic integrity

. Compliance with the rules of academic integrity is one of the main duties of all members of the ATMU community.(including students, academic staff, researchers, etc.) Students are advised to avoid the main types of plagiarism listed in the Student Handbook.

4.2. Rules of ethical conduct

The work with students at the University is carried out in accordance with the ethical and behavioral norms and principles, rights and duties, responsibility and the rules of involvement in the Code of Ethical Conduct of the students of Azerbaijan Tourism and Management University.

V. Main and additional literature list

5.1. Main literature

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5.2. Additional literature

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VI. Assessment policy

Assessment of students' knowledge of subjects is carried out with a multi-point (100-point) system.

6.1. Assessment breakdown

The final grade is the sum of the points given for the answers given in the seminars (20 points), the midterm assessment (30 points) and the assessment in the exam (50 points).

Evaluation form	Explanation	Point
Seminar	Seminar points (from 0 to 10 points) are collected, divided by the number of points and multiplied by two to obtain the final seminar point.	**20**
Midterm assessment	In the 8th academic week (written, oral-listening, test) form.	**30**
Attendance	A student who misses 25% of the subject is not admitted to the final exam. A student is not given points for attendance.	**-**
Final exam	At the end of the semester (written, oral-listening, test) form.	**50**

6.2. Rules and assessment of written works and presentations (if the assessment is organized in the form of a report or presentation, the requirements and criteria are disclosed in this part. You can refer to the relevant guide for an example)

Rules for compilation of writing papers and presentations

Criteria/ Points	1-2	3-4	5-6	7-8	9-10

VII. Calendar-thematic plan

№	Information about the lesson	Seminar (S)/ lecture (L)/ laboratory(L)	History gg/aa/iiii, amount of teaching hours

V.	***Subject title and brief content:*** ..... ***Literature on the subject:*** ..... ***Teaching and learning methods used:***	**☒ S ☐ L ☐ L**	
VI.	***Subject title and brief content:*** ..... ***Literature on the subject:*** ..... ***Teaching and learning methods used:***	**☐ S ☐ L ☐ L**	
VII.	***Subject title and brief content:*** ..... ***Literature on the subject:*** ..... ***Teaching and learning methods used:***	**☐ S ☐ L ☐ L**	

Teacher: *[Here the teacher's academic degree and scientific name, first letters of the patronymic and last name are indicated]*

_____ (signature)

Head of the department: *[The scientific degree and scientific name of the head of the department, the first letters of the patronymic and the last name are indicated here]*

_____ (signature)

The syllabus was approved at the department meeting on ____ _____ 20__ by the protocol №__