

MINISTRY OF SCIENCE OF THE REPUBLIC OF AZERBAIJAN

**Approved by Order No. 1463
dated 31 August 2012 of
the Ministry of Education of
the Republic of Azerbaijan.**

STATE STANDARD OF HIGHER EDUCATION LEVEL

**EDUCATIONAL PROGRAM BY SPECIALTY OF THE
MASTER'S DEGREE**

Code and Title of the Specialty (Program): 060805 – Social Work

BAKU – 2012

1. General Concepts

- 1.1.** The Educational Program for the Master’s Degree in Social Work (Code 060805) at the master’s level has been developed in accordance with the Law of the Republic of Azerbaijan “On Education”, the relevant decisions of the Cabinet of Ministers of the Republic of Azerbaijan, the approved “State Standard and Program of Higher Education”, the “Regulations on the Content, Organization, and Awarding of Master’s Degrees”, the “Classification of Specialties (Specializations) at the Master’s Level of Higher Education”, and other legislative acts.
- 1.2.** Regardless of their subordination, form of ownership, or organizational-legal status, higher education institutions operating in the Republic of Azerbaijan implement the Master’s training in the specialty 060805 – Social Work according to this Educational Program.
- 1.3.** Symbols used in the structure:
GC – General Cultural Competencies
PC – Professional Competencies

2. 060805 – Characteristics of the Social Work Specialty

- 2.1.** Normative period for completion of the educational program and the academic qualification awarded to graduates:

Code and name of the specialty	Academic-specialty degree	Period of full-time study	Number of credits
060805 – Social work Specializations: - Technology of Social Work-Social Protection of the Population- Improvement of Working and Living Conditions of the Population- Social Work in Various Spheres of Life Activity	Master	2 years	120

3. Professional Profile and Competencies of the Graduate

3.1. Professional Profile of the Master's Graduate

A Master's graduate should have a general understanding and extensive knowledge of theoretical principles and research methods, be prepared to conduct scientific research requiring professional training and to engage in pedagogical activities, and be able to solve unexpected and complex problems within the scope of professional activity.

3.2. Graduate Competency Requirements upon Program Completion

3.2.1. The graduate should acquire the following general cultural competencies (GC):

- ability to engage in cultural communication and activate intellectual and personal qualities (GC-1);
- ability to apply legal and ethical standards in the development and implementation of socially significant projects, as well as in the evaluation and planning of one's professional activity (GC-2);
- ability to use Azerbaijani and foreign languages fluently as a means of professional communication, and to translate and edit texts related to one's profession (GC-3);
- the ability to cooperate, resolve conflicts, and adapt socially (GC-4);
- ability to lead a team and work independently within a collective (GC-5);
- understanding of the fundamentals of philosophy and social-humanitarian sciences, along with high cognitive abilities, in the context of professional activity (GC-6);
- ability to acquire new knowledge using modern educational and information technologies (GC-7);
- ability to conduct research work in accordance with the profile of professional activity and apply new research methods (GC-8);
- ability to reason on social, scientific, and ethical issues, utilize modern information technologies, collect materials, and analyze them (GC-9).

3.2.2. The graduate should acquire the following professional competencies (PC)

in the field of scientific research:

- ability to independently use the methods and methodology of social sciences, modern sociological theories, and conduct fundamental and applied research related to public opinion and social communities (PC-1);
- ability to independently define the objectives and tasks of applied and fundamental research in the field of social work (PC-2);

- ability to apply new methodological approaches, research methods, and the fundamentals of new theories in accordance with the objectives and tasks of research (PC-3)
- ability to prepare and present research results, scientific-technical documentation, and reports, taking into account the potential of the audience (PC-4).

in the field of applied-professional activity:

- to apply theories and methods of the humanities and social sciences when conducting analytical, consulting, and expert work (PC-5);
- to investigate current social work issues in accordance with the interests and needs of social groups, using sociological research methods (PC-6);
- to develop and justify proposals and recommendations for solving social problems (PC-7).

in the field of organizational and administrative activity:

- to conduct analytical activities, expert evaluations, and the preparation and implementation of the teaching process, scientific, and applied research (PC-8);
- to analyze complex social information using modern methods (PC-9);
- to study and apply advanced practices (PC-10);
- to solve unexpected and complex problems within the scope of professional activity (PC-11);
- to propose and plan relevant activities and methods, and to analyze their short- and long-term outcomes (PC-12);
- to creatively identify and formulate problems related to professional or educational activities, and to solve them within specific timeframes and under conditions of limited information (PC-13);
- to select and apply appropriate technologies and methods in solving professional and educational problems, as well as to identify and/or evaluate potential outcomes (PC-14);
- to critically assess one's personal behavior in the process of solving professional and educational problems (PC-15);
- to present and justify professional or educational problems orally and in writing in Azerbaijani and a foreign language, and to participate in relevant discussions with specialists and non-specialists (PC-16);
- to act independently in complex and unexpected situations requiring innovative approaches (PC-17);
- to assume responsibility for the strategic activities of an organization or group (PC-18);

- to act ethically in complex situations, understand the ethical aspects, possibilities, limitations, and social role of personal behavior, and make justified evaluations regarding professional and educational issues (PC-19);
- To assess personal and others' needs for continuous learning and professional development, and to use effective methods necessary for independent education (PC-20).

in the field of pedagogical activity:

- to teach courses related to the Social Work specialty at the undergraduate (bachelor's) level of higher education (PC-21);
- to be informed about current issues of the specialty through the use of electronic libraries (PC-22);
- to transfer one's knowledge to others through teaching, training, or other instructional methods (PC-23).

4. Minimum requirements for professional competence level and educational content

4.1. Characteristics of Professional Activity.

4.1.1. 060101 - Main areas of professional activity of Master's graduates in the specialty of Azerbaijani Language and Literature Teaching:

- scientific research;
- pedagogical activity;
- applied-professional activity;
- organizational and administrative activity, etc.

4.1.2. Requirements for the preparation level

in the field of scientific research:

- to apply advanced ideas and technologies in the study of real processes and objects of social reality, as well as in solving scientific, organizational, and applied problems;
- to study and critically analyze theory and practice in social work;
- to master research methods and theoretical–methodological approaches, as well as to collect materials and analyze relevant information;
- to independently investigate current problems in professional activity, identify key positions, and conduct comparative analysis;
- to prepare and conduct seminars and conferences, and to edit academic publications.

in the pedagogical field:

- to prepare and deliver classes in higher education institutions on various issues of social work.

in the industrial and applied field:

- to establish the regulatory, methodological, and informational framework of research in order to ensure the successful implementation of social development programs of enterprises, organizations, and other entities;
- to conduct sociological expertise of social programs, projects, activities, normative legal acts, and methodological materials;
- to study current social problems in enterprises and organizations, examine their manifestations within specific work groups, and develop measures aimed at assisting in their resolution;
- to participate in staffing processes of enterprises and organizations, forecast personnel needs, and assist in employees' career guidance, professional adaptation, and assessment of professional competence.

in the organizational and administrative field

- to analyze the formation of information sources that ensure monitoring of the social sphere and, on this basis, enhance the effectiveness of social work;
- to develop programs that ensure the continuity, efficiency, and outcome evaluation of the activities of institutions related to social work;
- to establish cooperation with scientific research institutions and information-analytical service sectors, and to carry out scientific consultations and information exchange.

4.2. Minimum requirements for the content of education

- Subject areas by specialization, course credits, the expected learning outcomes (in terms of knowledge, skills, and abilities), and the codes of the competencies to be acquired.

Code of the subject area	Subject areas and their learning outcomes (in terms of knowledge, skills, and abilities)	Number of credits by subject area	Course code and title	Number of credits for the course	Codes of the competencies to be acquired
Education section					

MHC – B00	Humanities Courses Section As a result of studying the subjects included in this section, the master’s student should know: -the specific features of neutral sound information and rhythm in a foreign language;the main characteristics of pronunciation style typical for the field of social work; a lexical minimum of approximately 4,000 general and terminological educational lexical units; the main features of scientific style; the culture and traditions of the countries of the target language; the rules of speech etiquette. -the higher education system in Azerbaijan; the rights and responsibilities of students and teachers in higher education institutions; the teaching–learning process and the content of education in higher education institutions; didactics and its contemporary problems; lectures and modern requirements for them; issues of education and self-education; leadership and management; the methodology of scientific research work (for teachers and students).	14	MHC – B01 <i>Foreign Language</i> MHC – B02 <i>Higher Education Pedagogy</i> MHC – B03 <i>Psychology</i> MHC – B04 <i>Elective Course*</i>	6 4 2 2	GC-1 GC-2 GC-3 GC-4 GC-5 GC-6 GC-7 GC-8 GC-9 GC-10
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	<p>-the object, subject, and methods of psychology; the main directions of psychology; the structure of the psyche; the relationship between consciousness and the unconscious; student psychology; the stages of development in the emergence of economic knowledge, its historical and genetic foundations, and scientific–methodological principles; the content and mechanisms of operation of economic categories and laws; models and main directions of socio-economic development in the modern period; the subject of philosophy, its worldview role and place; an understanding of the increasing importance of philosophy within the system of knowledge in contemporary conditions; the relationships between philosophy and other natural and social sciences; the growing significance of philosophy in the context of globalization, particularly within the strengthening trend toward the humanization of cognition.</p> <p>Should be able to:</p> <ul style="list-style-type: none"> -read texts related to the specialty of social work; -translate texts related to the specialty taken from the internet; -write annotations, abstracts, theses, CVs, etc.; - prepare lecture texts; -deliver lectures; -plan and conduct seminar classes; -carry out scientific research in the field of social work and propose relevant hypotheses; -conduct experiments and apply the results; - approach each student individually from a psychological perspective, involve students in experiments, etc.; -establish interconnections between the principles and ideas of classical and neoclassical economic schools and movements. 				
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	<ul style="list-style-type: none"> - understand the effective use of the mechanisms of operation of economic laws in the modern period, their requirements and principles, economic management mechanisms, and socio-economic development strategies, as well as the specific aspects and characteristics of each of them; -comprehend the unity and distinctive features of material and spiritual forms of existence; -identify the universal interconnections of existence, as well as their classifications and types; - understand the essence of the concept of development and its main models; -understand the universal laws and forms of development; -reveal the forms of cognition of the world and their specific features. <p>Should acquire:</p> <ul style="list-style-type: none"> - skills in reading and writing in a foreign language; - the ability to carry out teaching and research activities in higher education institutions; - pedagogical and psychological approaches to working with students; - knowledge of the subject matter, object of research, methods, functions, and laws of development of economic theory, as well as trends in the formation and development of an independent national economy; - an understanding that a scientific and philosophical worldview is essential for the normal functioning of society and human life; - the ability to adequately interpret the general theoretical foundations and specific components of the system of world–human relations; - correct knowledge of the essence of the theory of cognition, its types, subject, and object. 				
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MSC – B00	<p>Specialty (Specialization) Courses</p> <p>Section – Should Know:</p> <p>As a result of studying the courses included in this section, the master’s student should know:</p> <ul style="list-style-type: none"> -the current state of the science of social work and the prospects of its developmental trends; -the history and evolution of the field of social work, the formation of social work theory, and the distinguishing features of various methodological approaches. 	76	<p>MSC – B01 <i>Introduction to Social Work</i></p> <p>MSC – B02 <i>Theory and Practice of Social Work</i></p> <p>MSC – B03 <i>Human Behavior in the Social Environment</i></p>	<p>4</p> <p>2</p> <p>4</p>	<p>PC– 1</p> <p>PC – 2</p> <p>PC – 3</p> <p>PC – 4</p> <p>PC – 5</p> <p>PC – 6</p> <p>PC– 7</p> <p>PC – 8</p> <p>PC – 9</p> <p>PC – 10</p>
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	<p>-the regulation and optimal management of social processes in the conditions of the information society; - correctly conceptualize social processes, evaluate their indicators, and provide forecasts for their management; -study the dynamics of development of a specific object and identify its main problems in accordance with social demands; -apply knowledge, skills, and competencies in the field of professional and specialized activity based on research methods and theory of social work. -independently determine the goals and objectives of scientific research in various fields of social work, and conduct research based on both international and local experience using information technologies, modern equipment, and tools; -know the rules for preparing research results, scientific reports, and scientific–technical documentation, taking into account the potential capabilities of the audience; -use the methods and methodology of the social sciences to conduct fundamental and applied research related to the study of public opinion and social groups, as well as modern sociological theories and their application possibilities; -independently determine the goals and objectives of specific research in different fields of social work; -develop new methodological approaches, research methods, and the foundations of new theories in accordance with the goals and objectives of the research; -prepare and present the research results, scientific–technical documentation, and reports, taking into account the potential of the audience.</p> <p>Should be able to:</p> <ul style="list-style-type: none"> - use the theories and methods of social and humanitarian sciences; - participate in the preparation of proposals and recommendations for solving social problems, taking into account the interests of social groups and communities; 		<p>MSC –B04 <i>Specialization Courses*</i> MSC – B05 <i>Elective Course*</i></p>	<p>42</p> <p>24</p>	<p>PC – 11 PC– 12 PC – 13 PC – 14 PC– 15 PC – 16 PC – 17 PC – 18 PC – 19 PC – 20 PC – 21 PC – 22 PC– 23</p>
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	<p>- study current social issues in institutions and organizations.</p>				
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	<ul style="list-style-type: none"> - independently plan and organize events; -prepare scientific research projects in accordance with normative documents and conduct analytical evaluations; -process and analyze data for the preparation of analytical decisions, expert assessments, and recommendations; -organize marketing services and plan and implement projects in the field of public opinion research; - independently work with methodologies and normative documents;- conduct and implement research related to the optimization and evaluation of social indicators for various processes and relations; -process, implement, and disseminate the results of projects related to public opinion research; -prepare recommendations for marketing services and inform different audiences about marketing-related matters, ensuring scientific and methodological support; -apply the theories and methods of humanitarian and social sciences during analytical, consulting, and expert work; -use sociological research methods when studying current social problems in accordance with the interests and needs of social groups; - apply sociological knowledge when preparing proposals and recommendations for solving social problems. <p>Should acquire:</p> <ul style="list-style-type: none"> -participate in staffing enterprises and organizations, forecast personnel needs, assist employees with career guidance and professional adaptation, and evaluate professional competencies; 				
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	<ul style="list-style-type: none">-create the normative, methodological, and informational foundation for research to successfully implement social development programs of enterprises, organizations, and other associations; -ensure the alignment of the interests and needs of social groups and optimize resources in terms of the socio-economic development of social associations (labor collectives, territorial associations); -conduct and implement sociological expertise of social programs, projects, events, normative legal acts, and methodological materials;-engage in analytical activities, prepare, and carry out scientific and applied research in the educational process;- analyze complex social information using modern methods.				
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MSRW B00	Scientific Research Work By conducting a master's scientific research work, the student should know and be able to: - plan scientific research work; -choose a research topic; -compile a list of references; -carry out scientific research; -analyze the results of the research and compare them with the results of other authors; -determine the practical significance of the obtained results and their potential applications; -identify opportunities for further continuation of the research; -defend the completed research work; - prepare the results of the research for publication; -participate in scientific research and scientific-pedagogical activities, summarize their results, and use them in the master's dissertation, etc.		Scientific Research Practice	6	PC – 1 PC– 2 PC – 3 PC – 4
			Scientific–Pedagogical Practice	6	
			Preparation and Defense of the Master's Dissertation	18	
	Total number of credits	120		120	

*In all sections, elective courses are determined by higher education institutions in accordance with the relevant competencies.

**Competencies and the corresponding courses for specializations are determined by higher education institutions.

4.3 Duration of the Master's Program in the Specialty:

Total number of weeks – 94, including:

- theoretical training – 45 weeks
- practical training (scientific research and scientific-pedagogical) – 8 weeks
- examination sessions – 15 weeks
- preparation and defense of the master's dissertation – 12 weeks

- holidays – 14 weeks

5. Material–Technical, Educational Base, and Personnel Potential

- 5.1** According to the curriculum of the higher education institution for the specialty 060805 – Social Work, the teaching of courses, the conduct of practical training, and the execution of scientific research work should be supported by a material–technical base, including ICT-equipped classrooms and laboratories, computer labs, workshops, etc. Students must have access to the institution’s local network, the Internet, databases, electronic libraries, and search systems.
- 5.2.** The teaching of courses is, as a rule, carried out by the faculty of the higher education institution who hold an academic degree or title. Individuals working in other institutions and organizations who meet these qualifications may also be involved in this activity.
- 5.3.** Supervision of master’s dissertations is, as a rule, carried out by faculty members of the higher education institution who hold an academic degree or title, or by individuals working in other institutions and organizations who meet these qualifications.

6. Forms and Methods of the Educational Process

- 6.1.** Theoretical training and pedagogical preparation of the master’s student are carried out in the forms of lectures, exercises, seminars, consultations, independent work, pedagogical practice, etc.
- 6.2.** In the teaching process of master’s training, methods such as oral explanation, interviews, interactive learning, independent work, discussions, round tables, illustrations, research activities, laboratory and practical work, and others may be used.
- 6.3.** In the master’s training of specialty 060805 – Social Work, scientific research and scientific–pedagogical practices are provided (the purpose and tasks of the practices are determined depending on the specialty). Depending on the type of practice, they may be conducted in relevant organizations or in the departments and laboratories of higher education institutions.

7. Requirements and Evaluation for the Final State Attestation

- 7.1.** The final state attestation consists of the defense of the master’s dissertation. The requirements for the content, volume, and structure of the dissertation, as well as the procedure for its defense, are determined by the Ministry of Education of the Republic of Azerbaijan.

7.2. The assessment of students' knowledge is carried out based on the rules approved by the Cabinet of Ministers of the Republic of Azerbaijan.

7.3. As a result of the Final State Attestation, graduates are awarded the master's degree in higher education and a state-issued diploma.

Agreed by:

Director of the Institute of Educational Problems of the Republic of Azerbaijan

_____ A. Mehrabov
“ ____ ” _____ 2012

Chairperson of the Working Group for the Development of State Educational Standards for the Health, Welfare, and Services Specialties Group

_____ N. Gasimov
“ ____ ” _____ 2012

Head of the Department of Higher and Secondary Specialized Education of the Ministry of Education of the Republic of Azerbaijan

_____ I. Mustafayev
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Chairperson of the "Social–Political Sciences" Section of the Scientific and Methodological Council of the Ministry of Education of the Republic of Azerbaijan

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