



THE DOCTOR OF PHILOSOPHY (PHD) PROGRAM REGULATION

Baku-2025

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1. GENERAL PROVISIONS

- 1.1. All students enrolled in the PhD program must fully comply with the obligations outlined in this regulation. Only those who meet these requirements will be eligible to receive a PhD diploma from Khazar University.
- 1.2. Additionally, candidates who wish to obtain the official PhD diploma issued by the Republic of Azerbaijan must defend their dissertation in accordance with the "Regulations on the Establishment of Doctoral Programs and Admission to Doctoral Studies" approved by Decision No. 129 of the Cabinet of Ministers of the Republic of Azerbaijan dated July 1, 2010, as well as the *"Regulations on the Award of Academic Degrees"* and the *"Regulations on the Award of Academic Titles"* approved by Decree of the President of the Republic of Azerbaijan No. 728 dated June 11, 2019.
- 1.3. PhD program is conducted in both full-time (with leave from employment) and part-time (without leave from employment) formats.
- 1.4. The duration of full-time PhD study is 3 years, while part-time study extends to four years.
- 1.5. PhD students may benefit from various scholarship opportunities, including an annual tuition discount of up to 75%, the Nailakhanim Full Scholarship for female candidates, Heydar Aliyev International Education Grant Program, and other funding schemes.
- 1.6. Khazar University provides support to PhD students at all stages of their academic journey.

2. ADMISSION TO THE PhD PROGRAM

- 2.1. Citizens of the Republic of Azerbaijan and foreign nationals who have completed a master's degree (and defended a master's thesis) are eligible to apply for admission to the PhD program.
- 2.2. Admission of foreign applicants is conducted following the internal regulations of Khazar University. Interested candidates must complete the application form available on Khazar University's website and submit it along with the required supporting documents. Each applicant is interviewed by the admission committee, which makes the final decision. For more information, visit: <https://international.khazar.org/>
- 2.3. Applicants will also meet with their prospective doctoral advisor(s), who will submit a written statement to the Admissions Committee indicating whether they agree or decline to supervise the applicant. If supervision is declined, the university will propose an alternative advisor.
- 2.4. Applicants who have obtained their academic degrees abroad are required, upon admission, to submit notarized copies of their diplomas along with a certificate of recognition of the degree issued by the relevant authority in the Republic of Azerbaijan.

3. APPROVAL OF THE ACADEMIC SUPERVISOR AND DISSERTATION TOPIC

- 3.1. The dissertation topic and the appointment of the academic supervisor must be approved individually for each candidate by the University's Academic Council within four months of the official admission decision.
- 3.2. If the research is intended to cover two different fields of science or two disciplines, two academic supervisors holding doctoral degrees are appointed.

4. REQUIREMENTS FOR PhD STUDENTS

4.1. During their period of study, doctoral students must:

- Deepen their knowledge in their chosen field of study;
- Master the methodology of conducting scientific research;
- Fully implement their individual study plan as approved by Khazar University
- Successfully complete all courses required by Khazar University;
- Pass doctoral examinations in their field of specialization (and, where applicable, in a related field), as well as in a foreign language;
- Publish articles reflecting the results of their scientific research;
- Present and publish their research findings at conferences, symposia, and similar events;
- Write and defend their doctoral dissertation.

4.2. PhD students who have fulfilled the requirements outlined in Table 4.1 and have completed their scientific research are eligible to defend their dissertation for the PhD degree.

Table 4.1 Requirements.

| Requirements | Credit (ECTS) |
|--|--|
| Courses | 54 |
| Doctorate of Philosophy Examination (Specialty Subject) | 6 |
| Scientific Publications | 60 (Each journal article – 20 ECTS, each conference paper – 10 ECTS) |
| Dissertation Thesis | 60 |
| Total | 180 |

Table 4.2 Courses.

| № | Course Code | Name of the Course | Credit | Total Hours | Term |
|--------------|-------------|---|-----------|-------------|------|
| 1 | RSM 900 | Research Methods | 8 | 60 | I |
| 2 | MATH 910 | Statistics | 8 | 60 | I |
| 3 | | Foreign Language I | 8 | 60 | I |
| 4 | | Academic Writing | 6 | 45 | II |
| 5 | | Foreign Language II | 8 | 60 | II |
| 6 | | Data Science | 8 | 60 | II |
| 7 | | Elective Course (relevant to the chosen specialization) | 8 | 60 | II |
| Total | | | 54 | 405 | |

4.3. For Azerbaijani citizens, the foreign language is English, while for foreign citizens, it is Azerbaijani. The minimum passing score for each course is 75.

Table 4.3 Requirements for Scientific Publications.

| № | Scientific Publications | Number |
|---|--|--------|
| 1 | The required number of articles to be published in scientific journals indexed in Web of Science or Scopus based on the results of the dissertation thesis. | 2 |
| 2 | The required number of papers and abstracts to be published, based on the dissertation findings, in the proceedings of international conferences, congresses, symposia, and similar academic events. | 2 |

4.4. Scientific works reflecting the main results of the dissertation must be published or accepted for publication prior to the preliminary defense of the dissertation at Khazar University.

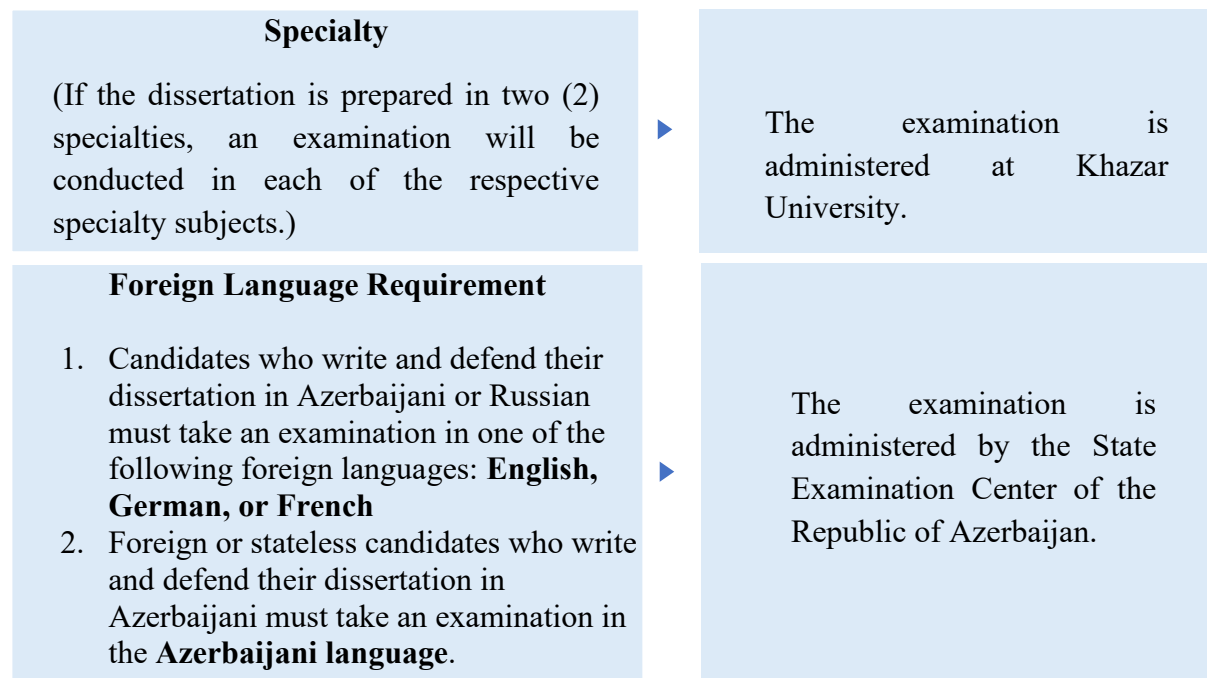
4.5. Doctor of Philosophy Examinations.

4.5.1. The completion of the Doctor of Philosophy examinations is a mandatory requirement for a candidate to be permitted to defend their dissertation thesis. These examinations constitute a key component of the PhD attestation process and must be completed prior to the preliminary defense of the dissertation.

4.5.2. Upon successful completion of the Doctor of Philosophy examinations, the candidate is provided with a certificate reflecting the results of the exams.

4.5.3. The examination results remain valid for a period of five years from the date of the exam to the date of the preliminary defense.

4.5.4. Doctor of Philosophy examinations are held in the following subjects:



5. ANNUAL ATTESTATION OF PHD STUDENTS

- 5.1. PhD students are required to complete an annual attestation at the end of each academic year, following the university's official procedure (Form 1a). During this process, students present a report on their scientific activities, which is reviewed alongside evaluations from their academic supervisor and the head of their department. The results of the attestation determine a student's eligibility to continue their studies in the subsequent academic year.
- 5.2. If a student does not pass the attestation, their scholarship status will be subject to review and a decision will be made accordingly. Students who do not meet attestation requirements are given a six-month extension, after which a second attestation is conducted at the end of the following semester.
- 5.3. A student who has failed two consecutive attestations will be dismissed from the program. However, they can apply for reinstatement to the same program within three years of withdrawal.

6. REQUIREMENTS FOR DISSERTATIONS SUBMITTED FOR THE AWARD OF THE DOCTOR OF PHILOSOPHY (PhD) DEGREE

- 6.1. To be awarded the PhD degree, candidates must submit a dissertation based on original research that addresses a significant problem within their field of study.
- 6.2. Candidates must properly cite all sources and acknowledge the original authors of the materials used.
- 6.3. If the dissertation incorporated ideas developed through collaborative or joint research, the candidate must clearly indicate this within the text.
- 6.4. Dissertations may be written and submitted in Azerbaijani, English or Russian.
- 6.5. The dissertation must be signed by the candidate, the academic supervisor and the scientific consultant (if applicable).

7. REGULATIONS ON THE PREPARATION OF THE DISSERTATION THESIS

7.1. General Provisions

- 7.1.1. The “Dissertation Preparation Guidelines” (hereinafter referred to as “the Guidelines”) were prepared in accordance with Clause 3.13 of the Statute on the “Procedures for the Awarding of Academic Degrees,” as approved by the Decree No. 728 of the President of the Republic of Azerbaijan, dated June 11, 2019.
- 7.1.2. The text of the dissertation should be formatted in A4 size, with the following page margins: 30 mm on the left, 10 mm on the right, and 20 mm at the top and bottom. The text must be written in the Azerbaijani language using the Latin alphabet, the Russian language using the Cyrillic alphabet, and the English language in the English (U.S.) alphabet, using the "Times New Roman" font size 14, with 1.6 line spacing and in black font color.
- 7.1.3. The titles of the structural sections of the dissertation must be written in uppercase letters and in bold black font.
- 7.1.4. Figures, tables, and graphs in the dissertation may be presented in color and in A3 format (297 mm x 420 mm). Each A3-sized page is considered as a single page.
- 7.1.5. The title page of the dissertation is not numbered, while the following page should begin with the number "2" (All subsequent pages, including the sections of the dissertation, references, appendices, and so on) and must be numbered consecutively in Arabic numerals.
- 7.1.6. Page numbers should be placed at the bottom right corner of each page, within the margin area.

- 7.1.7. If the dissertation consists of multiple volumes, each volume should have a separate title page, and the other pages should be numbered according to the requirements of paragraph 7.1.6.
- 7.1.8. A doctoral dissertation should contain between 200,000 and 240,000 characters (excluding spaces, figures, tables, graphs, appendices, and references). For dissertations in the humanities, the total volume may exceed this limit by up to 20%, while for dissertations in the natural and technical sciences, it may be reduced by up to 20%.
- 7.1.9. If the exact number of characters on a page cannot be determined using a computer, one page shall be assumed to contain 2,000 characters.
- 7.1.10. Citations in the dissertation must be italicized and enclosed in quotation marks.
- 7.1.11. The author must provide references to the sources and authors of the materials used in the dissertation. After each citation in the text, the reference number in square brackets should be provided, followed by the volume (for multi-volume works) and the relevant page(s). For example, [64, p. 162], [166, v.2, pp. 82-83], [64, p. 162; p. 23], etc.
- 7.1.12. It is recommended that the author reference any obtained results in relation to the works in which they were originally published.
- 7.1.13. The dissertation text must be printed on 80 gr/m² A4 white paper (210 mm x 297 mm), single-sided.
- 7.1.14. All information in the dissertation must be clearly visible.
- 7.1.15. The dissertation must be bound with a hardcover.

7.2. Structure of the Dissertation thesis

The dissertation must be structured according to the following sequence:

- Title Page;
- Table of Contents;
- Introduction;
- Main Body of the Dissertation (Chapters, Paragraph, Sections);
- Conclusion;
- References;
- Appendices;
- List of Abbreviations and Symbols.

7.2.1. The title page

The title page of the dissertation shall be drawn up in accordance with Appendices 1.3, 1.3.1, and 1.3.2 of the “Regulations on the Establishment and Functioning of Dissertation Committees.”

7.2.2. Table of Contents

7.2.2.1. The word “Table of Contents” should be displayed as a heading and should not be numbered.

7.2.2.2. The titles of the structural sections of the dissertation and their corresponding starting page numbers should be reflected in the Table of Contents.

7.2.2.3. In multi-volume dissertations, the Table of Contents should be provided in the first volume.

7.2.2.4. The titles of the structural sections in the Table of Contents must exactly match the corresponding titles used in the main text of the dissertation.

7.2.3. Introduction

7.2.3.1. The word “Introduction” should be displayed as a heading and should not be numbered.

7.2.3.2. The introduction must include the following subheadings each beginning a new paragraph and formatted in bold black font:

- Relevance and Extent of Research on the Topic;
- Object and subject of the research;
- Goals and objectives of the research;
- Research methods;
- The main provisions presented for the defense;
- Scientific novelty of the research;
- Theoretical and practical significance of the research;
- Approbation and practical implementations;
- The name of the institution where the dissertation research was conducted;
- The total volume of the dissertation indicated in number of characters, along with a breakdown of the character count for each structural section.

7.2.4. Main Body of the Dissertation (Chapters, Paragraph, Sections)

7.2.4.1. The main body of the dissertation is divided into chapters and paragraphs. Each paragraph can also be divided into sections.

7.2.4.2. Each chapter of the dissertation is numbered using Roman numerals, e.g., Chapter I, Chapter II, etc.

7.2.4.3. Chapters should begin on a new page.

7.2.4.4. Paragraphs within chapters are numbered consecutively using Arabic numerals. The paragraph number consists of the chapter number followed by paragraph number, separated by a dot. A dot is placed at the end of the number. For example, 2.6. — meaning the fifth paragraph of the second chapter.

7.2.4.5. If there are sections within a paragraph, they are numbered consecutively using Arabic numerals. The section number consists of the chapter, paragraph, and section numbers, separated by dots. A dot is placed at the end of the number. For example, 2.6.1. — meaning the first section of the sixth paragraph of the second chapter.

7.2.4.6. Chapter titles are separated from the text by three spaces, while paragraph titles are separated from the text by two spaces.

7.2.4.7. Chapter titles should be written symmetrically in uppercase letters, in bold black font, while paragraph titles should be written in lowercase letters (except for the first letter) in bold black.

7.2.4.8. In chapter titles, words must not be divided into syllables or carried over to the next line. Chapter and paragraph titles must not be underlined, and no period should be placed at the end.

7.2.4.9. If chapter and paragraph titles consist of two or more sentences, a period should be placed between them.

7.2.5. Conclusion

7.2.5.1. The word "Conclusion" should be displayed as a heading and should not be numbered.

7.2.5.2. The conclusion must provide an overview of the scientific innovations presented in the dissertation, substantiating their significance.

7.2.5.3. In dissertations with practical significance, information on the application of the scientific results should be provided in theoretical dissertations, recommendations for the potential use of the research findings should be included.

7.2.6. List of References

7.2.6.1. The title "List of References" must appear as a heading but should not be numbered.

7.2.6.2. The sources in the list of references must be arranged alphabetically by language, starting with sources in Azerbaijani, followed by Turkish, Russian, English, French, German, Arabic, etc., and numbered consecutively.

7.2.6.3. The list of references should primarily include literature published within the last 10 years.

7.2.6.4. Bibliographic entries must be arranged in alphabetical order based on the author's last name, first name, patronymic (if applicable), or the title of the publication if no author is indicated

7.2.6.5. The following symbols should be used in bibliographic entries:

- . period
- , comma
- hyphen

- dash
- : colon
- / slash
- // double slash
- () brackets
- [] square brackets

7.2.6.6. The bibliographic descriptions in the reference list shall be formatted in accordance with the examples provided in Annex 4.1 of this Guidelines.

7.2.7. Appendices

7.2.7.1. The heading “Appendices” shall be used without numbering.

7.2.7.2. The appendices shall be paginated consecutively as part of the main body of the dissertation.

7.2.7.3. Appendices may also be submitted as a separate volume. In this case, a title page must be included, and pages should be separately numbered.

7.2.7.4. Appendices must be formatted using Times New Roman, font size 12, with single line spacing 1.0.

7.2.7.5. All appendices must be referenced in the main text of the dissertation.

7.2.8. Figures

7.2.8.1. Figures may be included at the point of first reference in the main text, on the following page, or in the appendices.

7.2.8.2. Figures must be placed in a way that allows comfortable viewing without turning the dissertation or by rotating it clockwise.

7.2.8.3. Figures must be numbered consecutively.

7.2.8.4. If there is only one figure, it is not numbered. The word "Figure" and the title should be written.

7.2.8.5. The word "Figure," its number, and title should be written below the figure in bold lowercase letters (except for the first letter) without underlining. The numbering format is: chapter. paragraph. figure number (e.g., Figure 1.2.3 – the third figure of paragraph 2 of chapter 1).

7.2.8.6. The figures must be of high quality.

7.2.8.7. Computer-generated graphics and original photographs may be used.

7.2.8.8. Photographs smaller than A4 format should be affixed to standard white paper.

7.2.8.9. Images that exceed standard dimensions must be folded appropriately to fit within A4 format.

7.2.8.10. Every figure in the dissertation must be referenced in the text.

7.2.9. Tables

7.2.9.1. Tables may be included in the main text at the point of first reference, on the following page, or in the appendices.

7.2.9.2. Tables must be placed in a way that allows easy reading without rotating the dissertation or by rotating it clockwise.

7.2.9.3. Tables must be numbered consecutively.

7.2.9.4. If there is only one table, it is not numbered. The word "Table" and the title should be written.

7.2.9.5. The word "Table," its number, and title should be written above the table in the upper right corner in bold lowercase letters (except for the first letter), without underlining. The numbering format is: chapter. paragraph. table number (e.g., Table 1.2.3 – the third table of paragraph 2 of chapter 1).

7.2.9.6. If a table spans more than one page, the heading ("Table," its number, and title) should appear only once on the first part; subsequent parts should be labeled with "continued" or, for multiple tables, "Table X.X.X continued."

7.2.9.7. When large tables are divided and continued across multiple pages, row continuity must be maintained.

7.2.9.8. Every table in the dissertation must be referenced in the text.

7.2.10. Graphs

7.2.10.1. Graphs may appear at the point of first reference in the main text, on the following page, or in the appendices.

7.2.10.2. Graphs must be placed to allow viewing without rotating the dissertation or by rotating it clockwise.

7.2.10.3. Graphs must be numbered consecutively.

7.2.10.4. If there is only one graph, it is not numbered. The word "Graph" and the title should be written.

7.2.10.5. The word "Graph," its number, and title should be written below the graph in bold lowercase letters (except for the first letter), without underlining. The numbering format is: chapter, paragraph, graph number (e.g., graph 1.2.3 – the third graph of paragraph 2 of chapter 1).

7.2.10.6. Every graph in the dissertation must be referenced in the text.

7.2.11. Formulas (Equations)

7.2.11.1. If more than one formula (equation) is used, they must be numbered consecutively.

7.2.11.2. The formula numbering format is chapter, paragraph, formula number.

- 7.2.11.3. Formula numbers should be aligned to the right of the page, enclosed in parentheses, on the same line as the formula (e.g., (3.1.2) – the second formula in paragraph 1 of chapter 3).
- 7.2.11.4. The meaning of symbols and numeric coefficients in formulas must be explained below or immediately after the formula, following the sequence in which they appear. The explanation must begin with the word "where," and each symbol must be described on a new line.
- 7.2.11.5. Each formula must be separated from the surrounding text by spacing. One line spacing must be left above and below each formula; in necessary cases, two. If the formula does not fit on one line, it should continue the next line after one of the operators (=, +, -, ×, :) and this operator should be repeated at the beginning of the next line.

7.2.12. Abbreviations and Symbols

- 7.2.12.1. If uncommon abbreviations, symbols, specific terms, or new characters are used in the dissertation, a corresponding explanatory list must be provided.
- 7.2.12.2. The list should be presented in two columns: the left column alphabetically lists the abbreviations, symbols, specific terms, or characters; the right column provides their full forms and meanings.
- 7.2.12.3. If such abbreviations, symbols, specific terms, or characters are used fewer than three times in the dissertation, a separate list is not required. In such cases, their full explanation should be provided at the point of first mention in the text.

8. DISSERTATION DEFENSE PROCESS

8.1. Preliminary Discussion of the Dissertation

- 8.1.1. Upon completion of the dissertation and fulfillment of all academic requirements, the PhD student formally applies to the relevant academic department to initiate the preliminary discussion of the dissertation, based on a positive recommendation from the academic supervisor.
- 8.1.2. The dissertation undergoes a mandatory plagiarism check. If no plagiarism is detected, the preliminary discussion of the dissertation must take place within three months from the date of the PhD student's application to the department.
- 8.1.3. The academic department forwards the dissertation to two reviewers (specialists holding an academic degree in the relevant field) for evaluation.
- 8.1.4. The reviewers must submit their written feedback within two months. The evaluation should address the candidate's personal contribution to the scientific results presented, the accuracy

and originality of the research findings, their practical and methodological significance, the dissertation's compliance with the relevant specialty, and the extent to which the dissertation content is reflected in the candidate's publications.

- 8.1.5. The preliminary discussion is attended by the scientific supervisor, the appointed reviewers, and members of the academic department.
- 8.1.6. After the preliminary discussion, one of the following decisions shall be issued:
 - 8.1.6.1. The dissertation is approved for defense.
 - 8.1.6.2. The dissertation is conditionally approved for defense, subject to required revisions.
 - 8.1.6.3. The dissertation is not approved for defense.
- 8.1.7. If the decision outlined in item 8.1.6.2 is adopted, the doctoral student shall be granted a period of up to three months to revise the dissertation in accordance with the comments and suggestions provided during the preliminary discussion.
- 8.1.8. Upon completion of the revisions, the doctoral student must resubmit the dissertation to the academic department. The revised dissertation is then forwarded to the original reviewers to confirm whether the recommended changes have been adequately addressed. If confirmed, the dissertation is submitted for the final defense.
- 8.1.9. If the decision outlined in item 8.1.6.3 is adopted, the candidate revises the dissertation and may reapply the department for a new preliminary discussion within one year.

8.2. Dissertation Defense Process

- 8.2.1. Based on the outcome of the preliminary discussion and the protocol issued by the department, the candidate formally applies to the Rector of Khazar university to initiate the defense process.
- 8.2.2. Prior to the final defense, the dissertation is subject to a second plagiarism check. If no plagiarism is detected, the defense must be scheduled within four months of the candidate's official application.
- 8.2.3. A defense committee is established by the Rector's order. It is composed of five specialists in the relevant field and includes a chairperson, a secretary, and three members.
- 8.2.4. The required documents (as outlined in Appendix 1) must be submitted to the committee secretary. Additionally, one copy of the dissertation must be provided to the university Library Information Center for archiving in DSpace.
- 8.2.5. The defense committee appoints two official opponents with their prior written consent. The opponents must be recognized experts in the relevant scientific field and affiliated with institutions other than the candidate's own.

- 8.2.6. Depending on the language of the dissertation, one of the opponents may be a foreign expert.
- 8.2.7. Each official opponent shall review the dissertation and the candidate's related publications and submit a written review to the defense committee within two months. The review must address the relevance, originality, and theoretical and practical significance of the research findings.
- 8.2.8. Upon receipt of the opponents' written evaluations, the date and time of the defense are officially scheduled
- 8.2.9. An official announcement of the defense, including the date, access link, and the full text of the dissertation, is published on the university's official website one month in advance.
- 8.2.10. Individuals who are not members of the defense committee may attend the defense as observers either in person or online. However, only committee members hold the right to vote.
- 8.2.11. The entire defense proceedings are recorded and archived in electronic format for official record-keeping.
- 8.2.12. The defense must be conducted in a scholarly and principled manner, upholding the highest standards of academic integrity and ethical conduct. All scientific findings, as well as theoretical and practical contributions of the dissertation, must be thoroughly examined and discussed.
- 8.2.13. The presence of the official opponents at the defense is mandatory.
- 8.2.14. In exceptional cases, if one of the official opponents is unable to attend despite having submitted their written evaluation, the evaluation shall be read aloud during the defense session."
- 8.2.15. The defense process follows these steps:
- The chairperson opens the session by introducing the candidate and confirming that all academic and procedural requirements have been fulfilled.
 - The candidate delivers a dissertation presentation (maximum 30 minutes).
 - Committee members and other participants ask questions.
 - The opponents' reviews are read aloud.
 - The candidate responds to the questions and comments.
 - The committee members and other experts engage in a discussion of the dissertation.
 - The committee members conduct a secret ballot to determine the outcome.
 - The chairperson announces the results of the vote.
 - If at least 50% of the committee members present vote in favor, the candidate is awarded the PhD degree. Otherwise, the result is considered negative.

- In case of a negative result, the candidate may revise the dissertation based on the committee's feedback and reapply for defense within one year.

8.2.16. The committee secretary is responsible for preparing the defense protocol and the final decision, which is submitted to the university administration for approval by the Academic Council within one week.

8.2.17. Upon approval by the Academic Council, Khazar University issues the PhD diploma to the candidate within one week.

Appendix 1

List of Documents to be submitted to the defense committee by the PhD student

1. Application of the PhD student;
2. A copy of the candidate's identity card (for foreign nationals and stateless persons — a notarized copy of the passport);
3. A copy of the decision (order) confirming the candidate's admission to the PhD program;
4. An extract from the minutes of the Khazar University Scientific Council meeting regarding the approval or modification of the dissertation topic, academic supervisor or scientific advisor;
5. A copy of the document confirming the approval or modification of the dissertation topic by the relevant Council for Coordination of Scientific Research of the Republic of Azerbaijan;
6. Certificates confirming the results of the doctoral examinations (for the specialty exam, certificates must be submitted together with a copy of the examination protocol);
7. Academic transcript;
8. For PhD candidates in Pedagogy: a certificate from an educational institution verifying at least two years of teaching experience.
9. One printed copy of the dissertation (the title page must be signed by the candidate and the academic supervisor or scientific advisor) and its electronic version;
10. For candidates who have studied abroad: a copy of the document issued by the Ministry of Science and Education of the Republic of Azerbaijan, which recognizes foreign higher education qualifications.
11. A reference letter signed by the academic supervisor or scientific advisor and approved at their primary place of employment;
12. Reviews provided by experts for the preliminary discussion of the dissertation;
13. A verified list of the candidate's published scientific works related to the dissertation topic (Appendix 2);
14. If the candidate's individual contribution is not specified in co-authored works, a declaration signed by the candidate and the co-authors indicating the candidate's specific contribution;
15. Copies of the published scientific works related to the dissertation topic (including electronic versions).

Appendix 2

_____ published scientific works
(Applicant's academic degree, academic title, name, patronymic, surname)

LIST

| № | Full title of publication | Type of publication | Name of the journal or publication in which the work was published and country | Date of the scientific publication | Issue number of the journal | Scope of work (number of characters), pages | Co-authors | Names of the international indexing databases that include the scientific publication (with a link to the relevant online source) |
|----|---------------------------|---------------------|--|------------------------------------|-----------------------------|---|------------|---|
| 1. | | | | | | | | |

Author

(Sign)

(name, patronymic, surname)

(name of scientific institution and organization, name of higher education institution)

Academic secretary

(Sign)

(academic degree, academic title, name, patronymic, surname)

Note: 1. Each page of the list must be checked, signed, and dated by the secretary of the university's scientific council and certified with the official seal.

1. The "Type of Work" column should list items in chronological order, following this sequence: article, conference paper, thesis, monograph, book, patent, et

THE REPUBLIC OF AZERBAIJAN

On the rights of the manuscript

(title of the dissertation)

Speciality:

(code and name of the specialty)

Field of science:

(name of the field of science)

DISSERTATION

for a degree

Doctor of Philosophy (Doctor of Science)

Applicant:

(signature)

(academic degree, academic title, surname, name, patronymic)

Scientific adviser

(Scientific consultant):

(signature)

(academic degree, academic title, surname, name, patronymic)

(city)

(year)

Note:

1. The title page of the dissertation must be formatted using Times New Roman, font size 14.
2. The title of the dissertation, as well as the phrases "THE REPUBLIC OF AZERBAIJANIAN" and "DISSERTATION" are written in capital letters and bold type. The phrase "*On the rights of the manuscript*" must appear in lowercase letters and italics.
3. The specialty and field of science are indicated following the " Nomenclature for specialties on conferring scientific degrees on scientific and scientific-pedagogical workers in the Republic of Azerbaijan ";
4. Both specialties should be mentioned when the dissertation topic covers two specialties.
5. Last name, first name, patronymic of the applicant, supervisor or scientific consultant, city name, and year are written in lower case letters and bold type.
6. Lines (except for lines intended for the signature of the applicant, supervisor, or scientific consultant) and footnotes or any remarks must not be printed.

Appendix 4

| № | Type of Publication | Bibliographic Description | Examples |
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| 1. | Multi-volume publications | <p>Author (surname, initials). Title of the work: [number of volumes] / Author's initials, surname. – City: Publisher, – volume number. – Year of publication. – Page count.</p> <p>Title of the work / Editorial board, etc. – City: Publisher, – volume number. – Year of publication. – Page count.</p> | <p>Encyclopedia of social work: [in 4 vol.] / ed. L.E.Davis, T.Mizrahi. - Oxford: Oxdord Univ. Press, – vol. 4. – 2011. – 564 p.</p> |
| 2. | Publications with no stated author | <p>Title of the work / editor, compiler (initials, surname). – City: Publisher, – Year of publication. – Page count.</p> | <p>Information Systems and Technologies in Economics and Management: Textbook for Bachelor's Students / edited by prof. V.V. Trofimov. – 3rd ed.. – Moscow: Yurayt, – 2012. – 522 p.</p> |
| 3. | Publications with up to four authors | <p>Single-Author Publications:</p> <p>Author (surname, initials). Title of the work / Author (initials, surname). – City: Publisher, – Year of publication. – Page count.</p> <p>Publications with Two or Three Authors:</p> <p>First author (surname, initials) Title of the work / Authors (initials, surnames); – City (if there are two cities, both</p> | <p>Nagiev, T.M. Coherent Synchronized Oxidation Reactions by Hydrogen Peroxide. – Amsterdam: Elsevier, – 2007. – 340 p.</p> <p>Mirzadjanzade, A.Kh. Physics of Oil and Gas Reservoirs / A.Kh. Mirzadjanzade, I.M. Ametov, A.G. Kovalev. – Moscow; Izhevsk: Institute of Computer Research, – 2005. – 280 p.</p> |

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| | | should be listed): Publisher, – Year of publication. – Page count. | |
| 4. | Publications with four or more authors | <p>Publications with four or five authors:</p> <p>Title of the work/initials and surnames of three authors [et al.]. – City: Publisher, if no publisher [n.p.], – Year of publication. – Page count.</p> <p>Publications with more than five authors:</p> <p>Title of the work / First author's (initials, surname) [et al.]. – City: Publisher, – Year of publication. – Page count.</p> | <p>Central Botanical Garden Guidebook / O.V. Ibadli, U.M. Agamirov, N.B. Huseynova [et al.]. – Baku: [n.p.], – 2003. – 56 p.</p> <p>Principles and Design of Intelligent Systems / R.A. Aliyev [et al.]. – Baku: Nargiz, – 2005. – 368 p.</p> |
| 5. | Journal articles | <p>Journal articles (up to three authors):</p> <p>Author (surname, initials). Title of the article // – City: Title of the journal, – Year of publication. Volume number, issue number, – pp.</p> <p>Journal articles with more than three authors:</p> <p>First author's surname, initials. Title of the article / Initials and surnames of three authors [et al.] //Title of the</p> | <p>Huseynova, I.M. Photosynthetic characteristics and enzymatic antioxidant capacity of leaves from wheat cultivars exposed to drought // Biochimico et Biophysica Acta, – 2012. 1817 (8), – p. 1516-1523.</p> <p>Aliyev, J.A. High-dose-rate interstitial brachytherapy for accelerated partial breast irradiation – trial results of Azerbaijan National Center of Oncology / Jamil Aliyev, Isa Isayev, Kamal</p> |

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| | | journal. – City: – Year of publication. Volume number, issue number, – pp. | Akbarov [et al.] // Journal of Contemporary Brachytherapy, – 2017. Apr; 9. – p.106-111. |
| 6. | Conference materials | Author (surname, initials). Title of the presentation // Name of the conference. – City: Name of the publisher, – Date, – Year of publication, – pp. | 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). Title of the dissertation: / academic degree and field of study, diss. – City, year. – Page count. | Safarov, E.S. Investigation of the Caspian Sea level fluctuations using remote sensing methods: / PhD dissertation in geography. – Baku, 2018. – 151 p. |
| 8. | Dissertation abstract | Author (surname, initials). Title of the dissertation: dissertation abstract for the academic degree and field of study. – City, year. – Page count. | Safarov, E.S. Investigation of the Caspian Sea level fluctuations using remote sensing methods: dissertation abstract for the PhD degree in geography. – Baku, 2018. – 26 p. |
| 9. | Electronic resources | Author (surname, initials). Title of the work or document: [Electronic resource] / source. – City, year of publication. – Electronic medium (CD, DVD, audio cassette, audiobook, video film) or internet address. | Azerbaijani Ethnic Music: [Electronic resource] / comp. by T. Mammadov et al.; 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 |

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| 10. | Visual (illustrative) materials | Author (surname, initials) or Title of the work [type of material] / Author (initials, surname); source. – City: Publisher, – Year of publication. – Page count | Azerbaijan – The Motherland [Isomaterial] / Exhibition of works by Kamil Najafzadeh; Azerbaijan Artists' Union. – Baku: Azerbaijan, – 1992. – 15 p. |
| 11. | Cartographic publications: maps and atlases | Author (surname, initials), if available. Title of the work [type of publication] / scale / – City: Publisher, – Year of publication. – Page count or volume. | National Atlas of the Republic of Azerbaijan [Map] / – Baku: Baku Cartography Factory, – 2014. – 444 p. Physical Map of the World [Map] / 1:50,000,000 / – Baku: Baku Cartography Factory, – 2005. – 1 sheet |
| 12. | Musical notes | Author (surname, initials), if available. Title of the work [Notes]: / Clavier, score, etc. – City: Publisher, – Year of publication. – Page count. | Hajibeyli, U. Leyli and Majnun Opera [Notes]: / Clavier. – Baku: Ishig, – 1984. – 240 p. Karayev, K.A. Third Symphony for Chamber Orchestra [Notes]: – Moscow: Soviet Composer, – 1968. – 110 p. |
| 13. | Patents | Author (surname, initials), Title of the patent, type and number of the patent, country / Author (surname, initials) [et al.]: publisher, – year of publication, – number. | Safarov, A.R., Method for Producing 1,4- Butanediol, Invention i2017 0005, Republic of Azerbaijan / Aliyev A.M., Aliyev F.V., Matiev K.I. [et al.]. Kurochkin, A.S., Scheme for Super-Deep Cleaning of Energy Oils and Internal Surfaces of Oil-Filled Equipment, Utility Model Patent No. 94173, Russian Federation / Lyubimov A.F. – 2010. |
| 14. | Normative- legal documents | Official document title // information about adoption and amendments. – City: | Constitution of the Republic of Azerbaijan // Adopted on November 12, 1995 (with amendments and additions as |

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| | | Publisher, – Year of publication. – Page count. | of August 24, 2002). – Baku: Qanun, – 2002. – 48 p. International Convention for the Safeguarding of the Intangible Cultural Heritage // United Nations Educational, Scientific and Cultural Organization. – Paris: UNESCO, – 2011. – VII, – 103 p. |
| 15. | Newspaper articles | Author (surname, initials). Title of the article // Name of the newspaper. – Year, date. – Page. | Abdullayev, F. Twenty-four years have passed since the adoption of the Constitution of the Republic of Azerbaijan // Respublika. – 2019, November 9. – p. 2. |
| 16. | Archive materials | Title of the document // Name of the archive, archival fund number, inventory number, file number, number of pages. | Report by Minister of Foreign Affairs Məhəmməd Həsən Hacınski (Ganja: July 15, 1918) // State Archive of the Republic of Azerbaijan, Fund No. 1061, Inventory No. 1, File No. 95, Page – 1. |