APPENDIX to the decision
of the Cabinet of Ministers dated March 2, 2015 No. 36

**About the master's degree**

statute

**I. General rules**

1. This Regulation was developed in order to further improve and increase the effectiveness of master's activities, to strengthen the quality of personnel training and their competitiveness, and defines the main rules and procedures for master's training in higher education institutions, as well as the criteria and requirements for the content and quality of master's dissertations according to generally accepted international standards.

Application of this Regulation:

Academy of Public Administration under the President of the Republic of Uzbekistan, Academy of the General Prosecutor's Office of the Republic of Uzbekistan, Academy of the Ministry of Internal Affairs of the Republic of Uzbekistan, Academy of Banking and Finance of the Republic of Uzbekistan and Higher School of Business and Entrepreneurship under the Ministry of Economic Development and Poverty Alleviation of the Republic of Uzbekistan.

It does not apply to international and foreign higher education institutions operating in the territory of the Republic of Uzbekistan, taking into account the characteristics of their activities and training masters.

The procedure for admission and training to the magistracy of the Tashkent State Law University is determined by the Tashkent State Law University in agreement with the Ministry of Justice of the Republic of Uzbekistan.

2. A master's degree is a higher education that lasts at least two years on the basis of a bachelor's degree in a specific specialty.

Completion of the master's program is the final state certification awarding the "master's" degree.

The organization of master's training in higher education institutions of the Republic of Uzbekistan is carried out according to the scheme in accordance with Appendix 1 to this Regulation.

3. Master's training in relevant specialties is carried out in state-accredited higher education institutions in accordance with the admission quotas based on the state grant and payment-contract, determined by the decision of the President of the Republic of Uzbekistan.

4. Coordination of master's training in higher education institutions is carried out by master's departments, which, together with departments and deanships, carry out the following:

to support the organization and implementation of the educational process for the preparation of masters, to control the quality of education and training provided to them;

that educational research and scientific research works are carried out;

to coordinate and control the activities of all departments of higher education institutions on the preparation of masters;

provides regular monitoring of the education of masters and their future employment, analysis of issues of master's training and regular preparation of reports on them.

5. The second and subsequent higher education in Master's specialties is carried out on the basis of a fee-contract.

**II. Requirements for master's training**

6. The requirements for master's training in a specific specialty are determined by the qualification requirements for master's specialties approved by the competent state body for higher education management.

7. Master:

to independently conduct scientific-research, scientific-pedagogical and professional activities in the chosen specialty;

to use modern information and communication technologies in professional activity;

to continue post-secondary education at the Institute of Senior Researcher-Researchers in accordance with master's training;

are prepared to receive additional professional education in the system of personnel retraining and improvement of their qualifications.

8. The following types of professional activity of the master in accordance with his specialty, scientific and scientific-pedagogical training:

scientific and pedagogical;

scientific and creative;

research and experience;

design and construction;

project-technological;

other types of activities according to the bachelor's degree.

**III. Rights and obligations of master's students**

9. Masters students:

to acquire knowledge in accordance with modern trends in the development of education, science, culture, technology, economy, social and other fields;

direct participation in considering and solving important issues related to the activities of the higher education institution;

of the information resource centers of the higher education institution, including educational-methodical and scientific literature, as well as other types of services in accordance with the procedure established by the charter of the higher education institution ;

participation in research, conferences and symposiums;

submission of their research works for publication in scientific publications;

in accordance with the recommendation of the Scientific Council of the higher educational institution, to receive a referral to the leading foreign and republican educational (scientific) institutions, for internships, or to complete the pilot-test parts of the master's thesis, if there are relevant agreements with these institutions;

in case of dissatisfaction with the decisions of the management of the higher education institution, appeal to the relevant authorities in accordance with the established procedure;

students have the right to receive a scholarship in the order and amount specified by the law, a State scholarship, and scholarships assigned by legal entities and individuals for study.

the charter of a higher education institution.

10. Obligations of Master's students:

acquisition and assimilation of the knowledge provided for in the curricula and programs of the master's degree;

completion of all types of assignments provided for in the curriculum, as well as preparation of a master's thesis;

compliance with the requirements of the charter of the higher education institution and the rules of the internal procedure.

may be assigned other obligations in accordance with the low .

**IV. Organization of the educational process at the master's degree**

11. The educational process at the master's degree is organized in accordance with specific master's specialty curricula and programs approved by the competent state body for higher education management.

12. Taking into account the characteristics of the educational process and the training period (3 years), in agreement with the ministries, state committees and agencies that have higher education institutions under their jurisdiction, the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan will make appropriate changes and additions to the curricula and programs of some master's specialties possible

13. The following requirements are set for the organization of the educational process at the master's degree:

that the higher education institution is provided with scientific and pedagogical personnel for master's degrees, including professors and associate professors corresponding to the specialization and direction of personnel training;

the availability of the necessary educational-methodical and material-technical base for conducting theoretical and laboratory training, conducting scientific-research works, including their preparation in accordance with the requirements for master's theses;

the existence of contracts and agreements concluded between these organizations and higher education institutions (faculties, departments) for internships, internships and experimental parts of master's theses in organizations in accordance with curricula and programs;

the involvement of leading scientists of scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, network research and project institutions, as well as foreign scientists, highly qualified and experienced specialists in the process of training master's students.

14. The master's student's educational-methodological, scientific-research, pedagogical work, practice, internship, and master's thesis preparation are carried out according to the calendar work plan of the master's student in accordance with Appendix 2 to this Regulation.

15. The content of the master's student's calendar work plan is developed together with the academic supervisor and approved by the vice-rector (deputy director) of the higher education institution. The master's student reports on the implementation of his calendar work plan every month at the department meeting.

At the end of each academic semester, at the meeting of the teaching-methodical council of the relevant faculty (in the master's department), the head of the department reports on the implementation of the calendar work plan of the master's student.

**V. General qualification requirements for teachers involved in pedagogical activities at the Master's level**

16. Within the framework of the educational process, a teacher involved in pedagogical activities at the master's degree:

attends all types of training at a high level;

plans, organizes and supervises educational, scientific and educational-methodical work;

supervises scientific research and the process of preparation of master's theses of master's students;

organizes and participates in scientific, scientific-research seminars on the specialty of the department;

conducts student scientific seminars;

supervises the qualitative conduct of all types of educational activities by the pedagogues of the department;

develops model and working curricula and programs for the relevant specialty of the master's degree;

participates in meetings and conferences, including international conferences, organized within the department's scientific research directions;

organizes and plans independent work of graduate students;

participates in the development and publication of textbooks and teaching-methodical manuals for graduate students;

supervises the implementation of the graduate student's calendar work plan.

17. The following qualification requirements are imposed on teachers involved in pedagogical activities at the master's degree:

to have a high level of knowledge of science and the ability to see its theoretical foundations and ways to achieve important achievements;

be able to develop scientific problems , conduct research and have published scientific works based on their results;

to have the ability to determine the directions of pedagogical activity, taking into account the individual characteristics, personal qualities and goals of dissertations of master's students;

to be ready to use innovative pedagogical technologies that give the opportunity to master's students to acquire knowledge and skills;

learning to formulate pedagogical tasks based on the analysis of pedagogical situations and find acceptable solutions for solving them ;

to gain practical experience in the development of innovative courses aimed at developing the professional skills of graduate students;

continuous learning to improve one's knowledge by systematizing and searching for information, acquiring skills in using information-communication and multimedia technologies in electronic data processing.

18. People who have a scientific title (academic degree) and at least 3 years of continuous scientific-pedagogical (scientific) work experience, as well as a doctor of philosophy (Ph.D.) or other equivalent academic degrees from foreign countries are involved in pedagogical activity at the master's degree.

**VI. Choosing a topic and appointing a scientific supervisor**

19. The master's thesis is the result of scientific and research work carried out on the basis of the theoretical and practical knowledge acquired by the master's student in the process of studying and mastering educational programs.

professors and teachers of the departments of higher education institutions , scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, network research and design institutions.

The topics of master's theses are usually devoted to actual research issues or solving specific practical tasks.

21. Scientific supervision of the master's thesis is carried out by professors, doctors of science, associate professors, candidates of science working in higher education institutions, scientists of scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, highly qualified and experienced specialists of organizations, as well as foreign specialists who have master's degrees, scientific degrees or scientific titles in the prescribed manner. is done.

In the event that a scientific supervisor is appointed from among the non-working employees of the higher education institution where the master's student studies, in addition to the student, a scientific advisor is appointed from among the professors of the relevant department.

In accordance with the established requirements, within the framework of the completion of the master's thesis, the same responsibility as the scientific supervisor is assigned to the scientific advisor.

22. The work of the scientific supervisor and scientific advisor from the staff of the higher education institution where the master's student is studying with the students on the preparation of the master's thesis is included in the curriculum determined by the personal work plan of the academic year in their higher education institution.

The remuneration for the work of the scientific supervisor who is not working at the higher education institution where the master's student is studying is paid in accordance with the conditions of hourly payment for work in the amount of not more than 50 hours per one master's student per academic year, within the funds provided for these purposes in the cost estimate of the relevant higher education institution. .

23. A professor or a doctor of science can supervise up to five master's theses, as well as an associate professor, a candidate of science and a specialist.

24. Subjects of master's theses of master's students presented by the departments and discussed in the teaching-methodical council of the higher education institution or the faculty and their scientific supervisors (scientific advisors) based on the presentation of the vice-rector (deputy director) for scientific affairs in the first two months of the first academic year of master's students approved by the order of the rector (director) of the relevant higher education institution.

25. Responsibilities of the scientific supervisor include:

Drawing up a consultation table in order to systematically help with issues that may arise within the scope of the research topic;

Participate in the selection of research methods and assist the master's student in their application in research work;

Control the completion of work according to the fixed calendar work plan of the master's student and the timely preparation of the master's thesis;

summing up the master's thesis before the initial defense.

**VII. The structure of the master's thesis and the requirements for its content**

26. Master's thesis should consist of the following components:

title page;

a brief annotation of the master's thesis in two languages (the language of instruction and English);

content;

access;

the main part;

summary;

list of references;

applications (if available).

27. The introduction should briefly include:

justification of the subject of the master's thesis and its relevance;

object and subject of research;

research objectives and tasks;

scientific innovation;

main issues and hypotheses of the research;

literature review (analysis) on the research topic;

description of the methodology used in the research;

practical significance of research results;

description of work structure.

28. The main part of the master's thesis consists of at least three chapters, and the chapters should be proportionate in terms of volume and include the following:

critical analysis of the results of theoretical, practical and empirical studies presented in other sources related to the research topic;

description of the research methodology and the practical part of the work;

statement of the main results of the research, indicating the personal contribution of the master's student in solving the researched issue.

29. In the concluding part of the master's thesis, the scientific and practical significance of the results noted in all chapters, as well as conclusions on solving the problem of scientific research, are highlighted. The summary should not exceed 4 pages.

30. Materials containing additional information directly necessary to explain its content may be attached to the master's thesis. The volume of the appendix should not exceed one third of the total volume of the master's thesis.

31. A master's degree student working on a master's thesis must comply with the rules of professional ethics (not to allow plagiarism, falsification of information, as well as false quotations).

32. The text of the dissertation is written on a standard sheet, in which the following rules must be observed:

row spacing — 1.5 cm;

top and bottom margin 2 cm, line header: 3 cm from the left side, 2 cm from the right side;

spacing between paragraphs - 5 or 6 characters.

It is recommended to write the text of the master's thesis in Microsoft Word text editor in Times New Roman font.

is recommended that the size of the master's thesis be 70-80 pages, excluding the title page, table of contents, list of references and appendices.

34. The master's thesis is prepared in the language studied by the master's student (in a foreign language according to the recommendation of the department or master's department). Annotation written in the official language is attached to the master's thesis prepared in a foreign language. Preliminary and formal defenses of such master's theses are conducted with translation.

35. Taking into account the specialty of the master's degree, the content and size of the components of the master's thesis can be changed and increased by the decision of the Faculty's Educational Methodological Council.

**VIII. Procedure for preliminary and formal defense**

36. The preliminary defense of the master's thesis is organized in the committee formed by the department with the participation of the scientific supervisor (scientific advisor).

Experts from other departments and other organizations can be invited to the preliminary defense.

With the appointment of a scientific advisor, it is also required to obtain a conclusion for the master's thesis from him before the preliminary defense.

37. Prior to the initial defense, the master's student must have internal and external reviews and supervisor reviews, as well as at least 2 scientific articles or theses on the topic of the dissertation.

The results of the preliminary defense are formalized by the minutes of the meeting of departments.

38. Internal and external reviewers are recommended by the appropriate department of the higher education institution, and their list is approved by the vice-rector (deputy director) for scientific affairs.

39. Duties of the reviewer include:

presenting a conclusion on the relevance, scientific novelty and completion of the master's thesis;

submit a review at least 3 days before the initial defense;

In case of violations of the rules of professional ethics (plagiarism, falsification of information, false quotation, etc.), show them in the review.

40. In cases where the master's thesis does not meet the specified requirements, in the event that the master's student has violated the rules of professional ethics (plagiarism, falsification of information, false quotation, etc.), as well as when there is no possibility to correct these situations in a short period of time, the reviewer's master's thesis will be put on defense concludes that it is not suitable for the purpose.

41. The day of the official defense of the master's thesis is determined based on the schedule approved by the order of the rector (director) of the higher education institution.

42. The official defense of the Master's thesis is conducted by the State Final Attestation Commission (hereinafter referred to as the Commission) of the higher education institution.

43. The official defense of the master's thesis of the master's student should be explained with presentation materials and should not exceed 20 minutes.

Following criteria:

Master's thesis can demonstrate the relevance of the research topic and its relevance to practice;

independent approach of a master's student to research and problem solving;

of used scientific literature, scientific publications, normative- legal documents, statistical data, as well as literature in foreign languages;

validity of research methods used in practice;

practical importance of the recommendations developed based on the obtained results;

the master's student's ability to see the prospects for the development of research and results obtained within the framework of the master's thesis;

ability to observe the logical connection between the theoretical and practical parts of the master's thesis.

45. If an "unsatisfactory" grade is given or the master's thesis is not officially defended, the master's student has the right to re-defend it within the next 3 years.

46. The results of the official defense of master's theses are discussed in the Scientific Council of the higher education institution.

47. Defended master's theses are kept at the higher education institution for 3 years.

**IX. Monitoring of Master's students' activities**

48. In order to continuously monitor the activities of the master's student and to improve the quality of the organization of the educational process at the master's level, by the order of the rector (director) of the higher education institution, it consists of leading teachers, scientists of the scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, and involving experts from organizations and personnel consumers. A working group will be formed.

49. Monitoring of master's student activities is carried out based on the following indicators:

a) in the first course:

the calendar work plan of the master's student is completed on time within the specified periods;

having published one scientific article or one thesis at a national or international scientific conference;

participation in scientific seminars;

mastery of academic subjects in the specialty.

b) in the second course:

the calendar work plan of the master's student is completed on time within the specified periods;

having published two scientific articles or two theses at a national or international scientific conference;

that the master's thesis has passed the preliminary defense, if it is planned during the monitoring period;

participation in scientific seminars;

level of mastery of all academic subjects in the specialty.

50. Taking into account the characteristics of the educational process and the duration of study (3 years), the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan may make appropriate changes and additions to the monitoring indicators of some master's specialties in agreement with the ministries, state committees and agencies that have higher education institutions under their jurisdiction.

51. In the process of monitoring, interviews are held with graduate students, relevant suggestions and recommendations are given.

52. At the end of the academic year, the Working Group will present a report on the results of monitoring to the Scientific Council of the higher education institution.

**X. Final Rule**

APPENDIX 1 to the Master 's Regulations

**Organization of master's training in higher educational institutions of the Republic of Uzbekistan**

SCHEME

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Statute
on the Master's Degree

APPENDIX 2

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| --- | --- | --- | --- | --- |
|  |  |  |  | Sample |
| MINISTRY OF HIGHER AND SECONDARY SPECIAL EDUCATION OF THE REPUBLIC OF UZBEKISTAN |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (name of higher education institution) |
| "I CONFIRM" "\_\_\_\_\_" master's department head 20 years. "\_\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Master's student F.I.O.) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for 20\_\_\_– 20\_\_\_ academic years  |
|  |  |  |  |  |
| MASTER'S STUDENT'S CALENDAR WORK PLAN |
|  |  |  |  |  |
| This calendar work plan of the master's student was discussed at the meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department on 20\_\_\_\_ in "\_\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_.  |
|  |  |  |  |  |  |  |  |  |  |
| Head of department: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | (F.I.O.) | (signature) |
|  |  |  |  |  |  |  |  |  |  |
| I met the plan: |  |  |  |  |  |  |  |
| Master's student |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | (F.I.O.) | (signature) |
| Scientific supervisor: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | (F.I.O.) | (signature) |
|  |  |  |  |  |  |  |  |  |  |
| **Calendar work plan of a master's student on educational methodology, scientific research, pedagogical practice 1. Educational methodological work**  |
| **T/ r** | **Event name** | **Due date** | **Results: performance marks** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **2. Scientific research works** |
| **T/ r** | **Event name** | **Due date** | **Results: performance marks** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **3. Scientific pedagogical works** |
| **T/ r**  | **Event name** | **Due date** | **Results: performance marks** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **4. Pedagogical practice** |
| **T/ r**  | **Event name** | **Due date** | **Results: performance marks** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **II. Calendar plan for preparation of master's thesis** |
| **T/ r**  | **Content of work steps and main activities** | **Due date** | **Results: performance marks** |
| **1. Preparation for conducting research** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **2. Planning scientific research work** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **3. Carrying out research: collecting and analyzing materials (or conducting experimental tests)** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **4. Formalization of the results of scientific research** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
| **5. Submission of master's thesis for defense** |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |