

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF  
TAJKISTAN  
TAJK NATIONAL UNIVERSITY**

«Agreed»  
Rector of the Tajik National University  
\_\_\_\_\_ Khushvakhtzoda K.H.  
« \_\_\_\_\_ » \_\_\_\_\_ year 2022.

«Approved»  
Ministry of Education and Science of the  
Republic of Tajikistan  
\_\_\_\_\_ Saidzoda R.H.  
« \_\_\_\_\_ » \_\_\_\_\_ year 2022.

**EDUCATIONAL PROGRAM  
IN THE DIRECTION (SPECIALTY)**

Specialty group: 25 01- Economist  
Specialty: 1-25 01 04 00 - "Finance and credit  
Qualification: Economist  
Academic degree: Bachelor's Degree  
Duration of study: 4 years

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TAJKISTAN  
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«Approved by»  
To the Board of Scholars TNU  
solution № 01 from «30» august year 2022.  
Chairman of the Council \_\_\_\_\_  
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«Diagnosed at»  
Director of the Republican Training and  
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Republic of Tajikistan  
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« \_\_\_\_\_ » \_\_\_\_\_ year 2022.

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## **ABBREVIATION**

**MS and ERT** – Ministry of Science and Education of the Republic of Tajikistan  
**SSHPRT** – State Standard of Higher Professional Education in the Republic of Tajikistan  
**HVEE** – Higher Vocational Education Establishment  
**EP** – Educational program  
**SEP** – Standard Education Plan  
**TP** – Training Plan  
**EMC** – Educational and Methodical Council  
**EPS** – Educational Programme of Science  
**TWP** – Thematic Work Programme (syllabus)  
**FS** – Fundamental subjects  
**CS** – Compulsory subjects  
**EC** – Elective courses  
**GPS** - General professional subjects  
**SS** – Specialized subjects  
**TS** – Teaching staff  
**RP** – Research projects  
**IWS** – Independent work of students  
**IWGT** – Independent work under the guidance of a teacher  
**CC** – Current Control  
**FC** – Final control  
**GPA** (Grade Point Average) – Overall grade point average  
**TNU**- Tajik National University  
**NTC** – National Test Center under the President of the Republic of Tajikistan

# 1. GENERAL PROVISIONS OF THE EDUCATIONAL PROGRAM

## 1.1. Information about the specialty

The name, conventional designation and group of the specialty 1-25 01 04 00 - "Finance and credit" approved in accordance with the State Classifier of directions and specialties in the Republic of Tajikistan, corresponds to the Resolution of the Government of the Republic of Tajikistan from 30.06.2007 № 349.

The Bachelor's degree program in the specialty 1-25 01 04 00 - "Finance and Credit", according to the certificate AS № 0000920 from 08.08.2019 accredited by the State Service for Control in Education (now the Agency for Control in Education and Science under the President of the Republic of Tajikistan).

This educational program for the specialty 1-25 01 04 00 - "Finance and Credit" was revised August 30, 2022 is implemented from 2022-2023 academic year.

## 1.2. Graduate qualification

After mastering the educational program for the specialty 1-25 01 04 00 - "Finance and credit", in the form of full-time and part-time training, at the end of training the graduate is assigned the following professional qualification and degree:

- professional qualification - Economist
- Professional degree - Bachelor at the specialty 1-25 01 04 00 - "Finances and Credit".

## 1.3. General description of the graduate qualification

A graduate qualified as an economist must;

- be able to analyze the relationship between economic and financial phenomena and socio-economic financial processes at micro- and macroeconomic levels;
- be able to independently master new research methods, develop the scientific and practical professionalism of their professional activity;
- the use of financial methods to analyze the indicators of the financial system of the national economy;
- be able to use internal and external sources of information, collect necessary data, analyze them and prepare reports on information review or financial analysis;
- be able to analyze existing financial, socio-economic problems and processes in society;
- be able to consolidate basic knowledge in the field of nationwide planning of financial-economic development and efficiency of strategic management at hierarchical levels of financial system management;
- be able to justify conclusions about the indicators of financial, economic and social development of the state, industry and region;
- know the modern technology of preparing financial and socio-economic forecasts;
- to prepare a report of financial analysis based on the results of the analysis and be able to implement proposals for the elimination of identified deficiencies.

## 1.4. Graduate degree requirements

A graduate who has mastered the Bachelor's degree program, in accordance with the type of professional activity for which this educational program is aimed, must meet the learning outcomes specified in paragraph 3 of this document.

## 1.5. Graduate's field of activity

Types of professional activity, which prepare a graduate after graduating from the bachelor's degree, the following:

- general professional activity in the structures of the financial management system of the

central state body, state bodies, ministries and other structures related to the financial system, as well as in other state bodies and departments, organizations, institutions, enterprises and associations, regardless of their affiliation and form of ownership;

- educational and research activities in the field of finance;
- consulting and expert activities in the development of state and financial programs.

#### **1.6. Types of professional activity of the bachelor in the specialty 1-25 01 04 00 - "Finance and credit".**

- general professional activities;
- educational, scientific and research activities in the field of the financial system;
- advisory and expert activity;
- analytical activity.

This educational program is implemented on the direction of the specialty 1-25 01 04 00 - "Finance and Credit". A specific type of professional activity, for which the bachelor is prepared, is determined by the institution of higher professional education together with the authorized participants of the educational process.

#### **1.5. Opportunities for further education of the graduate**

A bachelor student of finance, who has mastered the educational program for the specialty 1-25 01 04 00 - "Finance and Credit", is ready to continue training in the master's program.

According to the State Standard of Higher Professional Education in the Republic of Tajikistan, persons with a Bachelor's degree can continue their studies at the second stage of higher professional education - Master's degree in the relevant course and direction (specialization).

## **2. DOCUMENTS REGULATING THE CONTENT AND PROCESS OF IMPLEMENTING THE EDUCATIONAL PROGRAM**

2.1. The educational program is developed on the basis of the State standard of higher professional education in the Republic of Tajikistan and normative legal acts of the Republic of Tajikistan in the field of education, and further processing of its applications must meet the requirements of the following documents:

- The Law of the Republic of Tajikistan "On Education", 22.07.2013, №1004 (latest edition) of 17.05.2018, №1527);
- The Law of the Republic of Tajikistan "On Adult Education", 24.02.2017, №1394;
- The Law of the Republic of Tajikistan "On Higher Vocational and Postgraduate Education", dated 19.05.2009, No. 531;
- National Strategy for Education Development in the Republic of Tajikistan until 2030, 29.09.2020, № 526;
- National Concept of Education in the Republic of Tajikistan, approved by the Government of the Republic of Tajikistan on March 3, 2006, №94;
- State Standard of Higher Professional Education of the Republic of Tajikistan, dated 25.02.2017, №94;
- State classifier of directions and specialties in the Republic of Tajikistan, dated 30.06.2007, №349;
- Regulations on the credit system in institutions of higher vocational education of the Republic of Tajikistan, 30.12.2016, №19/24;
- Methodological recommendations for developing and updating educational programs of higher vocational education in the Republic of Tajikistan;
- Development Strategy of the Tajik National University for 2021-2025.
- Program for the Development of the Faculty of Finance and Economics of the Tajik National University (2021-2025);

- The Law of the Republic of Tajikistan "On State Perspectives, Concepts, Strategies and Programs of Socio-Economic Development of the Republic of Tajikistan" dated 3.08. 2018, № 1544.

2.2. Requirements for the content and minimum mandatory content of the educational program, the conditions and timing of implementation are determined by the State Standard of Higher Professional Education in the Republic of Tajikistan.

2.3. The program of higher vocational education includes the following documents: plan of study for specialties, work study plan, practice programs, training programs and work plans for the subjects, description of training programs for compulsory and elective subjects. The minimum requirements for the content of the above documents are reflected in the State Standard of Higher Professional Education in the Republic of Tajikistan.

2.4 A brief description of the educational programs of compulsory and elective subjects is considered an integral part of the educational program, which is a brief description of the subject; type of classes; language of instruction; competencies to be developed by the student during the mastering of this subject; educational results obtained by teaching the subject; naming of chapters and subjects; includes educational and technical support of the subject and forms of current and final control. The minimum requirements for a brief description of the educational programs for compulsory and elective subjects are included in the Appendix(s). The full content of the work programs of compulsory and elective subjects can be found in the electronic library of the Tajik National University (see <https://tnu.tj/index.php/tj/asos/tj>).

2.5. The educational program must provide for the mandatory study of sections and modules specified in paragraph 3 of this document.

2.6. Sections and modules of the educational program consist of compulsory fundamental and higher education, elective subjects, elective classes, practices and final certification.

2.7. The list of sections, modules and subjects of the state part (component) of the educational program must comply with the requirements of the document "Classification of academic subjects by sections and modules, samples of educational programs for areas (specialties) and the curriculum.

### **3. Minimum obligatory content of EP by specialty 1-25 01 04 00 - "Finance and credit"**

1	Name Program name	Specialty 1-25 01 04 00 - "Finance and Credit".
2	Academic degree	Undergraduate
3	Form of training	Daytime and remote
4	The term of the norm of training	4 - years
5	Number of credits	240 credits (60 credits per year)
6	Overall goal	The purpose of this program is to train professional specialists who have not only basic theoretical knowledge, but also practical skills to work in financial areas as an economist. Graduates of this specialty can carry out their activities not only in ministries and agencies, but can carry out their professional activities in public services, international academic environments.
7	Brief description of the educational program	This EP consists of the following sections and modules: <u>Section 1: Basic subjects - 48 credits:</u> Socio-humanitarian module - 22 credits; Module of language subjects - 15 credits; Module of natural and economic sciences and information technology - 11 credits. <u>Section 2: Specialized subjects - 108 credits:</u> Module of general professional subjects - 37 credits; Module of specialized subjects - 71 credits; <u>Section 3: Elective courses - 60 credits:</u> Module of optional subjects of section 1 - 6 credits;

		<p>The module of elective subjects of section 2 - 54 credits;  <u>Section 4. Practice - 15 credits.</u>  <u>Section 5. Graduation certificate - 9 credits.</u>  <u>Section 6. Elective courses - 18 credits<sup>1</sup>.</u></p>		
8	Learning outcomes of the OP	<p>After completing the educational program, a graduate should have the following general professional competencies:</p> <ul style="list-style-type: none"> <li>- interpersonal relationship skills;</li> <li>- readiness to work in a group;</li> <li>- regulatory and ethical knowledge and its use in professional activities;</li> <li>- supporter of a healthy lifestyle, focused on the necessary level of physical fitness for conscious professional activity;</li> <li>- acceptance of difference and a small culture;</li> <li>- ability to be self-critical and critical;</li> <li>- the ability to use knowledge in practice;</li> <li>- research skills;</li> <li>- the ability to acquire new knowledge, a culture of using modern information and communication technologies;</li> <li>- ability to work in the central authorities and administration;</li> <li>- readiness to build on professional knowledge and be ready to use it in professional activities;</li> <li>- skills in ministries, committees and government agencies;</li> <li>- proficiency in at least two foreign languages.</li> </ul>		
9	Evaluation of the EP	<p>In the educational process, the results of the program are evaluated as follows:</p> <ol style="list-style-type: none"> <li>1) quizzes, assignments, and the like at the beginning of the academic year for finance and economics students;</li> <li>2) formative and dynamic assessment of the level of assimilation of knowledge and skills necessary for economists in the study of blocks and modules;</li> <li>3) a set of written works and presentations to assess students' progress in oral and written communication;</li> <li>4) a set of research works, individual and group projects;</li> <li>5) examples of interdisciplinary thematic plans and actual examples of the use of economic knowledge in other subjects;</li> <li>6) homework, thematic tests, tests, exams, graduation;</li> <li>7) comparative analysis of the level of training of students; comparative analysis of planned and achieved educational results.</li> </ol>		
<b>10</b>	<b>SPECIALITY</b>			
Name of specialty		1-25 01 04 00 - «Finance and credit»		
Specialty Group		25 01 – The Economy		
Qualification after training		Bachelor's Degree in Specialty 1-25 01 04 00 - «Finance and credit»		
<b>11</b>	<b>SECTIONS AND MODULES</b>			
<b>SECTION TITLE</b>		<b>PROPERTIES</b>		<b>48</b>
<b>PURPOSE OF THE SECTION</b>		The purpose of the section is to provide basic knowledge and skills that are necessary for admission to the system of higher professional education of the Republic of Tajikistan.		
<b>SECTION SUMMARY</b>		The basic subjects section consists of the following modules: Socio-humanitarian module - 22 credits; Module of language subjects - 15 credits; Module of natural economic sciences and information technology - 11		

<sup>1</sup>Note: Elective class credits (18 credits) are not part of the general credit program and are not required. TNU has the authority to determine the number of classes and their credits.



	credits.		
<b>MODULE NAME</b>	Module of social-humanitarian subjects	<b>22</b>	<b>credits</b>
<b>PURPOSE OF MODULES</b>	The purpose of the module is to study the basics of social and humanitarian subjects, the basics of history, culture and economy of the Republic of Tajikistan, as well as the formation of a cultural and communicative worldview.		
<b>MODULE SUMMARY</b>	<ol style="list-style-type: none"> <li>1. Philosophy - 4 credits;</li> <li>2. Modern History of Tajikistan - 3 credits;</li> <li>3. Cultural and Religious Studies - 3 credits;</li> <li>4. Sociology - 3 credits;</li> <li>5. Political Science - 3 credits;</li> <li>6. Law major - 3 credits;</li> <li>7. Scientific Religious Studies - 3 credits.</li> </ol>		
<b>MODULE LEARNING OUTCOMES</b>	<p>Student who has mastered the module:</p> <ul style="list-style-type: none"> <li>- knows the basics of history and culture, the role and status of Tajikistan in the history of mankind and the modern world;</li> <li>- knows the basics of business planning, law and legislation of the Republic of Tajikistan;</li> <li>- has the basics of the humanities and social sciences, methods and ways of philosophical analysis of problems, forms and methods of scientific education;</li> <li>- can independently express his point of view, has logical thinking, is able to conduct formal conversations, spiritual and moral discussions, observes the principles of ethics and beauty;</li> <li>- can demonstrate knowledge of different ways of thinking and the skills to use them in different situations in accordance with legal and political requirements;</li> <li>- have explored the theories, strategies, and tools that help expand their creativity.</li> </ul>		
<b>MODULE NAME</b>	Language module	<b>15</b>	<b>credits</b>
<b>PURPOSE OF THE MODULE</b>	The purpose of the module is to provide a professional foundation of language/communication skills necessary for the work of an economist.		
<b>MODULE SUMMARY</b>	<ol style="list-style-type: none"> <li>1. The Tajik language in the specialty - 3 credits;</li> <li>2. Russian language by specialty - 6 credits;</li> <li>3. Foreign languages by specialty - 6 credits.</li> </ol>		
<b>MODULE LEARNING OUTCOMES</b>	<p>Student who has mastered the module:</p> <ul style="list-style-type: none"> <li>- can correctly use Tajik, Russian and foreign languages in oral and written speech at the level of communication within their specialty;</li> <li>- has practical knowledge and skills of searching for scientific information in a foreign language;</li> <li>- has knowledge and skills in the use of terms in a foreign language;</li> <li>- has the skills to develop the content and structure of speech in accordance with the purpose, situation and participants of communication.</li> </ul>		
<b>MODULE NAME</b>	Module of subjects of natural and economic and information technology	<b>11</b>	<b>credits</b>
<b>PURPOSE OF THE MODULE</b>	The purpose of the module is to lay the foundation for the formation of competencies related to the natural and exact sciences, which contributes to the development of a creative and personality-oriented worldview.		
<b>MODULE SUMMARY</b>	<p>Information Technology - 5 credits;</p> <p>Economic geography of Tajikistan with the basics of demography - 3 credits;</p> <p>Ecology - 3 credits.</p>		

MODULE LEARNING OUTCOMES	<p>Student who has mastered the module:</p> <ul style="list-style-type: none"> <li>- mastered the skills of using computer information systems, collecting, preserving, analyzing, publishing, and searching for information on the Internet;</li> <li>- can analyze the geopolitical situation, knows the administrative, social, and territorial division of the country;</li> <li>- knows the characteristics of industry in Tajikistan, the history of industry and agriculture of the country;</li> <li>- understands the principles of sustainability and productivity of wildlife and its changes under the influence of anthropogenic factors;</li> <li>- has the ability to analyze systematically global environmental problems, environmental issues and the rational use of natural resources on the basis of knowledge of the basic laws of the environment.</li> </ul>		
SECTION TITLE	Specialty items	<b>108</b>	<b>credits</b>
PURPOSE OF THE SECTION	The purpose of the section is to teach students the profile subjects and requirements for them, which are necessary for the future activities of a specialist in the field of finance.		
MODULE SUMMARY	The core subjects section consists of the following modules: Module of general professional subjects - 37 credits; Module of core subjects - 71 credits.		
MODULE NAME	General Education Module	<b>37</b>	<b>credits</b>
PURPOSE OF MODULES	The purpose of this module is to provide students with a base of knowledge and skills in professional subjects, which are necessary to carry out professional economic activity.		
MODULE SUMMARY	<ol style="list-style-type: none"> <li>1. Higher mathematics - 6 credits.</li> <li>2. Economic theory - 7 credits.</li> <li>3. World Economy - 3 credits.</li> <li>4. Accounting - 3 credits.</li> <li>5. Banking - 3 credits.</li> <li>6. Management and marketing - 3 credits.</li> <li>7. Economic analysis - 3 credits.</li> <li>8. Taxes and Taxation - 3 credits.</li> <li>9. Econometrics - 3 credits.</li> <li>10. Statistics - 3 credits.</li> </ol>		
MODULE LEARNING OUTCOMES	<p>Student who has mastered the module:</p> <ul style="list-style-type: none"> <li>- uses economic thinking when studying and quantifying real processes, events, and has a comprehensive understanding of contemporary macroeconomic processes;</li> <li>- have a sufficient understanding of the mechanism of economic development, knows the relationship of the components of its organs;</li> <li>- mastering of the basic intellectual operations: setting a problem, hypothesis recommendation, analysis and compilation, comparison, generalization, systematization, search, summarizing, occurring in the field of professional activity;</li> <li>- the ability to distinguish and justify the problems of managing the financial system and the country's economy;</li> <li>- is able to write and orally present their proposals, prepare tables, topics related to the development of industries, regions, enterprises;</li> <li>- can perform methods of analyzing the development of the financial and economic system, determining the legitimacy in the development;</li> <li>- accounting skills and can make an assessment of the national and global economic and financial development plan.</li> </ul>		
НАЗВАНИЕ МОДУЛЯ	MODULE LEARNING OUTCOMES	<b>71</b>	<b>credits</b>

	MODULE NAME		
PURPOSE OF MODULES	The purpose of the module is to enable you to acquire in-depth specialized knowledge and skills to conduct professional economic activity.		
MODULE SUMMARY	<ol style="list-style-type: none"> <li>1. Finance - 9 credits;</li> <li>2. Securities Market - 6 credits;</li> <li>3. Insurance - 6 credits;</li> <li>4. State financial regulation - 3 credits;</li> <li>5. Finance of foreign countries - 6 credits;</li> <li>6. Budget and Treasury System - 6 credits;</li> <li>7. Public Finance Management - 6 credits;</li> <li>8. Finance of joint-stock companies - 3 credits;</li> <li>9. State financial control - 3 credits;</li> <li>10. Financial security - 3 credits;</li> <li>11. Finance of budgetary organizations - 6 credits;</li> <li>12. Financial Management - 6 credits;</li> <li>13. Activities of international institutions and financial market - 3 credits;</li> <li>14. Corporate finance - 5 credits.</li> </ol>		
MODULE LEARNING OUTCOMES	<p>Student who has mastered the module:</p> <ul style="list-style-type: none"> <li>- can determine the basics of the patterns of development of the financial system, achievements and problems, to study methods and techniques of analysis of financial, economic and social indicators of the country, to study the directions of acceleration of financial and economic security;</li> <li>- mastered the analysis of financial and economic activities in the implementation of market relations;</li> <li>- get a general idea of the financial system and economy of the country and production, industry, regional, administrative, reproductive structure, the approach to the branching of finance, the structure of their management with the available financial capacity, improvement of the financial system management structure in market conditions, ensuring security and objectives of financial development and ownership of the economic and social structure of the country and its other substructures;</li> <li>- can perform the basic issues of the financial and pricing system and the mechanism of its determination within the framework of enterprise finance and the financial system of the national economy as a whole;</li> <li>- has skills in methodology and approach to the analysis of financial, economic and social indicators, the justification of the prospects for the development of industries and sectors of the financial system.</li> </ul>		
<b>SECTION TITLE</b>	<b>SELECTIVE SUBJECTS</b>	<b>60</b>	<b>credits</b>
PURPOSE OF THE SECTION	The purpose of this section is to provide students with additional background knowledge based on the goals of core and special subjects.		
SECTION SUMMARY	The selective subjects section consists of the following modules: module of elective subjects of section 1 - 6 credits; module of elective subjects of section 2 - 54 credits.		
MODULE NAME	Module of selective section subjects	<b>6</b>	<b>credits</b>
PURPOSE OF THE MODULE	The purpose of the module is to create opportunities for additional knowledge in the basic subjects of the state component.		
MODULE SUMMARY	<p>Student who has mastered the module:</p> <ul style="list-style-type: none"> <li>- has in-depth knowledge gained after studying the main elective subjects;</li> <li>- can use the knowledge gained in the elective subjects in further economic activities.</li> </ul>		
MODULE NAME	Module of selective section subjects	<b>54</b>	<b>credits</b>
PURPOSE OF THE	The purpose of the module is to provide opportunities to gain additional		

MODULE	knowledge from the study of selective subjects.		
MODULE SUMMARY	Student who has mastered the module: - has in-depth knowledge obtained after studying the elective major subjects; - can use the knowledge obtained in the elective subjects in his/her further professional economic activity.		
SECTION TITLE	<b>PRACTICE</b>	<b>15</b>	<b>credits</b>
PURPOSE OF THE SECTION	The aim of the section is to develop the ability to use theoretical knowledge gained in the course of professional activity in the field of economic activity.		
SECTION SUMMARY	1. Educational practice - 3 credits; 2. Work practice - 3 credits; 3. Pre-diploma practice - 9 credits.		
UNIT LEARNING OUTCOMES	A student who has mastered the module: - can plan regular training in accordance with the requirements of educational standards and educational programs; - able to analyze, assimilate financial and economic information, set goals and select optimal solutions; - use different theories in the process of professional activity; - understands the financial, social and economic importance of his future career and is highly motivated to perform his professional duties and responsibilities; - the ability to collect and analyze the final information necessary to calculate the financial, economic and social indicators that reflect the activities of the subjects of the financial and economic system; - can analyze competencies and self-improvement needs.		
SECTION TITLE	<b>Graduation certification</b>	<b>9</b>	<b>credits</b>
PURPOSE OF THE SECTION	The purpose of the section is to check the deep and diverse theoretical knowledge and practical experience in financial and economic areas, as well as to assess the acquired general economic and professional competencies.		
SECTION SUMMARY	1. State examination - 3 credits; 2. Graduate qualification work - 6 credits.		
UNIT LEARNING OUTCOMES	The student who has mastered the section: - Is able to search, refer to and analyze the literature on the field, compare research results and methods used; - has learned how to use research methods and data processing; - can write meaningfully, clearly, logically and concisely about the issue at hand and the results obtained; he/she can analyze and evaluate the results of his/her research based on previous work and interpret the results obtained on the basis of theoretical hypotheses and results of previous research; - can apply the acquired knowledge in the study of theoretical or practical issues; - has the skill of preparing a scientific text and follows it in the work.		
SECTION TITLE	<b>ELECTIVE COURSES</b>	<b>18</b>	<b>credits</b>
PURPOSE OF THE SECTION	The purpose of the section is to develop students' knowledge of healthy lifestyles and the ability to manage themselves in emergency situations.		
SECTION SUMMARY	1. Physical Education - 6 credits; 2. Military training - 16 credits.		
UNIT LEARNING OUTCOMES	The student who has mastered the module: - understands the social role of physical education in personal development and preparation for professional activity;		

#### **4. CONDITIONS FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROGRAM**

**4.1.** The duration of the educational program for 4 years of study (in the form of full-time and distance learning) is 208 weeks, including:

- theoretical, taking into account the research work of students, practical classes and laboratory work - 123 weeks;
- examination sessions - 21 weeks;
- practice - at least 10 weeks;
- internship – 2 week;
- production practice – 2 week;
- pre-diploma internship – 6 week;
- final attestation together with the period of preparation and defense of the graduation thesis – at least 6 weeks;
- vacations (including 8 weeks of postgraduate leave) - 48 weeks

**4.2.** The amount of student workload (work requirement) is set at 45 hours per week, which includes all types of classroom and non-audit training (independent work).

**4.3.** The weekly control load of a full-time student is 30-36 hours. This number of hours does not include elective classes.

**4.4.** In distance learning, the student is allocated at least 6 credits (144 hours) during the school year for auditory training with the instructor.

**4.5.** Vacations in the school year are at least 10 weeks, including winter vacations of at least 2 weeks.

#### **5. CONDITIONS FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROGRAM**

##### **5.1. Providing and supporting students**

**5.1.1.** The university has material and technical facilities that meet the requirements of current rules and regulations of fire safety and conducts all kinds of educational and technical, practical and research work arising from this document.

**5.1.2.** Each student has unlimited access to the library (digital library) and electronic information and educational environment during the study. The digital library and the electronic information and educational environment can provide access to the student from any location where there is the possibility of connection to it via the Internet. The electronic information and educational environment of the university has the following features: access to curricula, working programs of subjects and experiments, electronic resources of educational materials, publication of electronic library systems that are specified in the educational programs of the subject; registration of the learning process, the results of staged examinations and the results of mastering the educational program; conducting all forms of lessons, the process of evaluating the results of learning, which are implemented with the use of electronic education and distance learning technologies.

**5.1.3.** On the balance of the university there are eight dormitories for both students and teachers. In the dormitories comfortable rooms, bathroom, toilet and kitchen are located separately on each floor. Also in the dormitories have kitchens and fast food outlets. Residents are provided with the necessary furniture (bed, closet, table and chair), as well as beds. In the dormitories, regular work is carried out to improve living conditions. Also on the balance of the university is 1 recreation center in Vahdat district, where students can rest during vacations, and teachers and staff can rest during working vacations.

##### **5.2. Control and the end result of the acquisition of knowledge**

**5.2.1.** Based on all subjects and practices included in the educational program, a final grade is assigned. The equivalent of the summative grade corresponds to the following table:

The letter equivalent of grades	Numerical equivalent of grades	%- right answers	Traditional assessment
A	4,0	$95 \leq A \leq 100$	Great
A-	3,67	$90 \leq A- < 95$	
B+	3,33	$85 \leq B+ < 90$	Good
B	3,0	$80 \leq B < 85$	
B-	2,67	$75 \leq B- < 80$	
C+	2,33	$70 \leq C+ < 75$	Satisfactory
C	2,0	$65 \leq C < 70$	
C-	1,67	$60 \leq C- < 65$	
D+	1,33	$55 \leq D+ < 60$	
D	1,0	$50 \leq D < 55$	
Fx	0	$45 \leq Fx < 50$	Unsatisfactory
F	0	$0 \leq F < 45$	

**5.2.2.** The student's total score for mastering the educational program for each subject is calculated by the following formula.

$$\text{Summary assessment} = \left[ \frac{(P_1 + P_2)}{2} \right] * 0,5 + TC * 0,5$$

$P_1$  – control result of the interval test 1

$P_2$  – control result of the interval test 2

TC – Total control

**5.2.3.** The order of assessment of current examinations and final results of assimilation in each subject and other activities (audit and non-audit) is determined by the Educational-Methodical Council of the university on the basis of the "Regulations on the credit system of training", in the institutions of higher professional education of the Republic of Tajikistan".

**5.3. During the implementation of the educational program TNU has the right to:**

- implement the educational process in the form of authoring theoretical courses and various group and individual, practical and seminars on educational programs implemented in the university itself, taking into account regional, national, ethnic, professional characteristics, as well as research papers of teachers covering the content of the specialty.

- to determine the depth of teaching of certain sections of subjects that are in the field of basic and specialized subjects, in accordance with the cycle of vocational training subjects and taking into account the individual characteristics of students;

- to determine the list of qualifications for the specialties of the university, the list of core subjects, their volume and content, as well as forms of control over their acquisition in addition to the provisions of this educational program;

- to implement an educational program in "Finance" in a shortened period for students with secondary vocational education or higher vocational education in the relevant specialties.

The cut-off dates are determined on the basis of the existing knowledge, skills, and abilities that students have previously acquired while studying at other institutions. The term and minimum length of study is not less than three years. Part-time study is also permitted for persons whose level of education and ability in the specialty is appropriate and reasonable.

**5.4. Staffing of the educational process**

The staffing of this educational program is provided by the following departments:

- Department of Finance and Insurance;
- Department of Public Finance Management;
- Department of Taxes and Taxation;
- Department of International Economics;
- Department of Accounting;
- Department of Banking;

- Department of Tourism and Economic Geography;
- Department of Business Economics and Entrepreneurship;
- Department of Human Resource Management;
- Department of Economics and Management of Agroindustrial Complex;
- Department of Management and Marketing;
- Department of State and Local Government;
- Department of Information Systems in Economics;
- Department of Statistics;
- Department of National Economy;
- Department of Economic Analysis.

Also, for the implementation of the area of basic subjects and the module of general professional subjects the university general departments of the university are involved.

The qualifications of the managerial staff and scientific-pedagogical personnel correspond to the qualification description specified in the "Job descriptions of employees of institutions of higher professional education".

Full information on the staff of the teaching staff that provides the educational process of the educational programs is available on the official TNU website (see <http://tnu.tj>).

### **5.5 Educational and methodological support of the educational process**

Implementation of the educational program of training of graduates must be accompanied by educational and methodical documents on all educational activities, students have access to the library collection and databases, the content of which corresponds to the list of subjects of the educational program, the availability of textbooks, manuals and guidelines for all subjects and types of educational activities, including all types of laboratory and practical work in the core academic disciplines.

The presence of laboratories is mandatory for laboratory and practical work.

### **5.6. Material and technical support of the educational process**

The university, which implements an educational training program for professional specialists, has a material and technical base, corresponding to sanitary and technical standards and conducts all kinds of laboratory-practical and research activities of students, which is established by the educational plan specialty.

### **5.7. Providing educational and methodical practice**

The educational program of preparation for professional activity includes a section of practices aimed at the development of professional skills. For this purpose, three types of practices are planned: educational, industrial and pre-graduation. The number of separate weeks and their time (semesters) are shown in the following table:

Practitioners	№ semester	Number of weeks
educational	4	2
production	6	2
pregraduation	8	6

Reporting forms for each type of practice are determined by the Center for Practice and Professional Development TNU and specialized departments.

**5.7.1.** Educational practice is the process of acquiring basic professional skills and knowledge, during which students gain their first experience of professional activity within a particular specialty. The following aspects are defined in the educational experience. The following aspects are defined in the production practice:

- orientation in the professional space;
- tendency to diversify the future economist's profession in all areas of profile activity;

Educational practice takes place in institutions and organizations regardless of their form of ownership (public or private). During the production practice for each organization (training center) the university selects supervisors of practice from among the teachers of the department. Supervisors of practice advise students on the issues of training practice and preparation of reporting documents.

**5.7.2.** Industrial internship is a complex process in which students perform activities defined by the major. Production practice defines the following aspects:

- orientation in the professional space;
- tendency to diversify the future economist's profession in all areas of profile activity;

Work practice takes place in the sub-structures of the Ministry of Finance, departments and organizations, regardless of their form of ownership (public or private). During production practice for each organization (training center) the university selects supervisors of practice from the teachers of the department. Managers of practice consult students on the questions of passing of industrial practice and preparation of the reporting documents.

**5.7.3.** Pregraduation training takes place after the completion of all subjects provided in the curriculum and a section of the subjects of choice modules under the guidance of teachers of the profile department. The purpose of pregraduation internship is a comprehensive development of all types of professional activity on specialty, as well as the formation of general professional and professional competencies, acquisition of skills and abilities, and at the same time preparing the student to perform specialized work.

## **6. CONTENT OF THE DOCUMENTS OF THE EDUCATIONAL PROGRAM FOR THE SPECIALTY "FINANCE"**

### **6.1. Educational plan for the specialty (EPS)**

The curriculum is considered part of the set of documents of the educational program and determines the list of subjects, the amount of time budget, the order of delivery and certain periods of training subjects, practices, elective classes, training modules and other types of practical learning activities. The curriculum for TNU specialties includes the following parts:

- the name and code of the specialty, qualification, term and form of training;
- the calendar of the educational process (in weeks);
- total time budget (in weeks);
- The plan of the educational process with a list of sections and mandatory subjects, the number of credits (classroom and nonclassroom), semesters, practices and state certification;
- a list of elective courses.

The curriculum for specialties is developed by TNU in accordance with the regulatory and legal documents and the requirements listed in paragraphs 2 and 4 of this document.

### **6.2. Study plan (SP)**

SP was developed taking into account the chosen qualification and the requirements of the TNU and state agencies. The study plan determines the structure of the special course and the budget of time needed for its study; SP includes a set of academic subjects and their volume in hours. The curriculum determines the sequence of subjects by courses and semesters, types of various practical training activities, intermediate forms and types of final state certification. SP is made on the basis of the model curriculum, with the consent of the Faculty Academic Council and approved by the academic department.

### **6.3. Programs by type of practice**

Programs by type of practice (educational, industrial, pre-diploma) developed on the basis of the State standard of higher education, taking into account the minimum requirements for the content and level of training of graduates in the specialty "Finance" in order to acquire professional skills, practical experience and prepare a graduate for professional activity.

Programs, by type of practice, include the following parts:

- the basic principles of the organization of practice;
- the goal and objectives of the practice;
- content, forms, place and time of practice;
- result of students' competence development after practice;
- structure and content of practice;
- statement of tasks which students should execute during internship;
- reporting documents according to the results of internship;



- method of students' evaluation according to the results of internship;
- Educational-methodical and informational support of practice.

Internship programs are prepared by specialized departments with input from the internship department and the context in which the internship takes place. This document is approved by the Educational Department.

#### **6.4. The educational program of the subject**

The syllabus for this subject is part of the educational program, which includes the goals and objectives of the course (subjects) with a description of topics and additional information, on the basis of which the working program of the subject (syllabus) is developed. The syllabus of the subject consists of a description of the subject, a brief description of the topics and methodological materials, tasks for independent work, control examples, criteria for assessing knowledge and a list of references.

This document is prepared by the profile department, discussed by the Scientific-Methodical Council of the Faculty and approved by the Scientific-Methodical Council of TNU.

#### **6.5. A syllabus/work program for students**

The syllabus is a work program for the student with a brief description of the course, the purpose and learning outcomes of the student, as well as the process and method of evaluation of the student's progress. The syllabus describes the subject to be studied, the purpose and objectives of the subject, the list of topics and the period of study, the task to perform the CDS, the order of receipt of control and test assignments, laboratory work, consultation time and schedule for checking the knowledge of students, teacher requirements, standards of evaluation, including a list of literature.

The syllabus is developed by each instructor, checked by the department, discussed by the Scientific and Methodological Council of the Faculty and approved by the academic department (academic department).

#### **6.6. A brief description of the educational programs of compulsory and optional subjects**

A brief description of the educational programs of compulsory and optional subjects is an integral part of the educational program (appendix), which reflects brief information about the subject taught and its content. This document should include the following items:

- the name of the item;
- A brief description of the course;
- types of classes;
- language of instruction;
- Expected results of the course;
- A list of parts of the course;
- the learning tools used;
- current and summary forms of control.

Summary of educational programs of compulsory and optional subjects in the specialty "Finance" is developed by the Faculty of Finance and Economics with the involvement of specialized and general university departments. This document is not approved separately without the educational program.

## **7. SPECIALTY CERTIFICATION**

### **7.1. Basic concepts of graduation certification**

Graduation attestation of a specialist in the field of finance includes passing the state examination in the specialized subjects and defense of the bachelor's graduation thesis.

Graduation attestation is conducted to determine the level of theoretical and practical training of financial specialist to perform professional tasks established by this educational program and to continue training in master's degree program in accordance with section 1.7 of this document.

The state exam in major subjects is an integral part of the final certification of maturity of the student, and it must be in accordance with the requirements of the content of the educational program that the student is mastering.

#### **7.1.1. Graduate qualification work**

The graduate qualification work must be presented in a computer printout. Requirements for the volume, content and structure of the qualification work are determined by the university on the basis of

the "Regulations on graduate qualification works", approved by the Ministry of Education and Science of the Republic of Tajikistan.

The period of preparation and delivery of the qualifying work on the graduate is not less than six weeks.

### **7.1.2. State Examination in Major Subjects**

The order and the program of the state exam for the specialty "Finance" determines the university on the basis of guidelines and model programs - the Regulations on the certification of graduates, approved by the Ministry of Education and Science of the Republic of Tajikistan.

### **7.2. Sample state document of higher professional education (diploma)**

**7.2.1.** A graduate who has mastered the program of higher professional education, the state sample document of higher professional education (diploma) in the bachelor's degree in "Finance".

### **7.2.2. Structure of the Diploma Supplement**

In the appendix to the state diploma indicates the academic level, specialty, a list of subjects and the result of mastered during the semesters of credits, GPA for the semester and in general, the results of coursework, practical training, the result of state certification and the result of the defense of graduate qualification work, learning outcomes; the number and series of state diploma.

The application without a diploma is invalid.

## **8. INTERNAL REGULATIONS FOR THE QUALITY OF THE EDUCATIONAL PROGRAM**

### **8.1. Basic concepts of quality assurance**

The quality of education is a comprehensive characteristic of educational activities and training of students, which represents the degree of their compliance with the state standard of education and the basic requirements of stakeholders, as well as the level of achievement of the intended objectives and the results of educational programs.

Quality assurance is the process of creating certain conditions and allocating the necessary resources, which is considered appropriate to the content of the educational program, educational opportunities and means determined by the purpose of the program in relation to the level of quality.

The internal system of quality assurance in the university is a set of organizational structures of the university, internal documentation, indicators, processes, resources that ensure the continuous improvement of the quality of educational programs and the development of an indestructible culture.

### **8.2. Principles of quality assurance**

Principles of quality assurance at TNU:

- TNU is primarily responsible for ensuring and guaranteeing the quality of education;
- Quality assurance meets the requirements of different higher education systems, universities and students;
- Quality assurance takes into account the needs of students, society and other stakeholders;
- regularly analyzes and revises the educational programs through the relevant structures of the university;
- periodic self-reporting on the results of students' training on educational programs;
- regular surveys among students, graduates and employers (questionnaires);
- to analyze the quality of educational programs, involving external evaluators;
- access to the results of program quality assessment is open to the public.

### **8.3. Internal quality assurance standards**

The internal quality assurance system is based on the Standards and Guidelines for Quality Assurance in Higher Education in the European Higher Education Area (ESG) and consists of the following aspects:

- internal quality assurance policy;
- program renewal and improvement;
- student-centered education;
- standards for student admissions, attendance and performance monitoring, recognition and certification;
- standards that consider fair and transparent hiring, professional development, and dismissal processes;

- standards of educational resources of learner support systems (sufficient funding for educational and methodological activities);
- offer quality and accessible educational resources, ways to support students);
- standards of information management (universities must ensure the collection, analysis and use of relevant information in order to effectively manage educational programs and other areas of activity);
- standards of public information: HEIs must publish information on the nature of their activities, which must be transparent, clear, objective, understandable and accessible;
- regular monitoring and periodic evaluation of programs;
- regular external quality control.

## **9. ADMISSION RULES FOR THE EDUCATIONAL PROGRAM**

9.1. Citizens of the Republic of Tajikistan and citizens of other countries can apply for the abutment places allocated to the specialty "Finance" in the DMT. The number of places for admission to the 1st course in finance is determined by the Agency for the Control of Education and Science of the Republic of Tajikistan according to the Annex to the License for the right to conduct educational activities.

9.2. On the basis of competition based on the results of passing the entrance exams through the National Testing Center under the President of the Republic of Tajikistan (hereinafter - NTC). 1 course is accepted for persons with secondary (complete) general education. As a continuation of education, persons with secondary (complete) general education or higher professional education are accepted to the second year on the basis of competition, according to the results of passing the entrance examinations (interview) at the TNU.

9.3. Admission to the full-time department is open only to persons under 35 years of age, and to the part-time department - no age restrictions.

9.4. You can find the admission plan and the list of documents for admission on the official websites of STC and TNU. (see <https://ntc.tj> and [tnu.tj](https://tnu.tj))

## **10. CHANGE MANAGEMENT**

In the case of changes or revision of programs, the specialized department must submit the necessary information on this matter for discussion by the Academic Council of the TNU for consideration and approval.