

INTERNAL REGULATIONS (INNER ORDER RULES) OF KIMYO INTERNATIONAL UNIVERSITY IN TASHKENT

PART (CHAPTER) 1. GENERAL RULES (PROVISIONS).

Article 1. Purpose and basic concepts of internal regulations.

1.1. These internal regulations are the main normative document regulating the educational process and behavior at Kimyo International University in Tashkent (hereinafter referred to as University).

1.2. These internal regulations (hereinafter referred to as Rules) are developed in accordance with the labor legislation of the Republic of Uzbekistan, the Law "On Education" and the Charter of the University. Regulation of other processes occurring in the objects.

1.3. The Rules come into force after approval by the rector of the University in agreement with the founders.

1.4. Students have equal rights to education and perform duties based on these Rules, unless otherwise provided by law, the Charter of the University, these Rules and / or other internal documents.

1.5. In accordance with the Law of the Republic of Uzbekistan "On Education", individuals who meet the requirements of these Rules include students, undergraduates, trainees, doctors, researchers and other categories of persons, professors and other employees of the University, admitted to the University.

1.6. In accordance with these Rules, the rector of the University acts as an employer.

1.7. These Rules are posted on the official website of the University in order to bring them to the attention of the staff and students of the University.

1.8. The following basic concepts apply in these Rules:

GPA (Grade Point Average) - is the average value of points earned by the student in the program, which is calculated using the following formula:

$$\text{GPA} = \frac{K_1 * U_1 + K_2 * U_2 + K_3 * U_3 \dots + K_n * U_n}{K_1 + K_2 + K_3 \dots + K_n}$$

K — the amount of credits allocated to each subject / module;

U — the student's grade for each subject / module;

CGPA (Cumulative Grade Point Average) — the GPA indicators of the corresponding semesters are determined using the arithmetic mean.

academic mobility — the visit of students of a higher education institution to study at another higher education institution in the territory of the republic or abroad for a certain period of time;

mobility program — an academic mobility program established on the basis of an agreement on mutual education between two or more higher education institutions;

credit — a unit of measure of the workload that a student has mastered in a particular subject in accordance with his learning outcomes. Credits can be expressed in whole, fractional numbers according to the rule;

higher education institution — an institution that provides documents on education and qualifications, taking into account the recognition of a fixed amount of loans;

credit granting — the process of officially granting loans to a student or other students based on the learning outcomes achieved in accordance with the requirements of the qualification or its individual parts;

credit transfer — transfer and recognition of credits received under the educational program of one higher educational institution to another higher educational institution in order to ensure the academic mobility of students;

credit accumulation — the process of collecting credit for learning towards a qualification;

individual educational trajectories of student — the direction (route) chosen by the student and allowing him to consistently accumulate knowledge and acquire the desired set of competencies. The educational trajectory can be structured using institutional documents and guidelines, and different educational trajectories can lead to the same qualifications;

educational program — the main characteristics of education (volume, content, planned results), organizational and pedagogical conditions intended for the implementation of the educational process in the direction of a bachelor's or master's degree, general requirements for scientific programs, as well as a set of information resources and educational-methodical instructions;

catalog of educational programs — information about the description of the university, access to the credit-modular system, a description of the available bachelor's and master's degrees, services and resources, curricula, elements of specific educational programs;

learning outcomes — a description of the skills acquired by the student after the successful completion of the educational process, and the ability to implement them in practice, reflecting the level of skills acquired by the student and confirmed by the assessment;

study load — the number of hours a student needs to achieve the expected learning outcomes based on all types of learning activities - lectures, practical exercises, seminars, laboratory work, course project (work), practice and independent work;

registration service (register) — the formation of a database of the educational process for professors, teachers, staff and students using information systems and software products, as well as registration of all learning outcomes of students, control of their knowledge and organization of all types of calculation of their academic rating;

elements of education — part of the educational program, a type of training that contributes to the achievement of educational results and the assimilation of knowledge specified in the educational program;

transcript — a document, which contains a list of subjects, indicating the letters and numbers of credits and grades mastered during the relevant period of study.

Article 2. University motto.

2.1. University motto:

- In Uzbek: “Aqlli, malakali va professional bo'!”
- In Russian: “Будь умным, квалифицированным и профессионалом!”
- In English: “Be Smart, Be Skilled, Be Professional”.

Article 3. University students.

3.1. An individual enrolled in a bachelor's (master's) degree by order of the rector of the University is a student of the University.

3.2. Students are key participants in the implementation of the educational program, therefore, their interests are taken into account, first of all, when ensuring the quality of the educational process.

3.3. The teaching mode encourages students to take an active part in the creation of the educational process.

3.4. The student learning outcome assessment system is based on a student-centered approach.

3.5. The originals of the personal documents of enrolled students (diploma of graduation from an academic lyceum / professional college or a certificate of graduation of 11-year high school, bachelor's degree, appendix with grades) are stored in the Educational-Methodological Department. The return of these documents before the end of the student's studies at the University (or due to exclusion from the number of students) is carried out only with the permission of the Rector of the University or the Vice-Rector for Academic Affairs. When returning these documents to the student, the student will be required to provide a "turnover sheet".

3.6. A student enrolled to the University will be provided with a free ID, which gives him the right to enter the University building and the classroom. In case of loss or invalidity of the ID card, the preparation of a duplicate and its re-issuance to the student is carried out on a paid basis. The organization of the process of providing students with an ID card is carried out on the basis of the responsibility of the head of the relevant field of study. Students will not be provided with a student ID or other stamped documents other than an ID card.

3.7. Students are not allowed to participate in public, socio-political organizations, movements and parties, as well as in the activities of these organizations, their propaganda campaigns and political events, as well as their involvement in forced labor.

3.8. Each course is divided into academic groups for practical classes in classrooms, laboratories, classrooms. The number and composition of academic groups is determined by the order of the rector of the University, depending on the content of practical classes and scientific programs. In order to improve the quality of education, the head of the relevant field of education has the right to make proposals on the division, addition, renaming and termination of academic groups, termination and change the language of instruction.

3.9. In each academic group, a group leader is appointed by the course leader.

PART (CHAPTER) 1. GENERAL RULES (PROVISIONS).

Article 4. Rights of University Students.

4.1. Training in accordance with the approved curriculum and programs.

4.2. Receive additional educational services in accordance with the established procedure.

4.3. Respect for dignity, freedom of conscience, access to information, free expression of one's thoughts and beliefs.

4.4. Participation in the discussion of important issues related to the activities of the University through public organizations and the leadership of the University.

4.5. Free access to information resources of the University, services of educational, scientific and other departments within the framework of events related to the educational process.

4.6. Participation in research work, conferences, symposiums, meetings, competitions, submission of articles for publication.

4.7. Free expression of their views on the quality and methods of teaching, as well as their improvement.

4.8. Passing the exams ahead of schedule if all the requirements of the curriculum are met.

4.9. Student self-government and the organization of student public organizations.

4.10. Elections and being elected to the governing bodies of the University, directions of education and other departments.

- 4.11. Participation in other activities not provided for in the curriculum.
- 4.12. Submitting an application or complaint in the manner prescribed by the legislation of the Republic of Uzbekistan on the orders and directives of the head of the University.
- 4.13. Work in organizations corresponding to the direction in their free time after study in agreement with the head of the relevant direction.
- 4.14. Accommodation in a student residence for students in need of accommodation (if student accommodation is available).
- 4.15. Students have other rights provided by law.

Article 5. Obligations of students of the University.

- 5.1. Fulfillment of all requirements for mastering the educational program in the chosen direction (specialty) in education.
- 5.2. Participation in classes, timely implementation of syllabus and all tasks provided for in educational programs.
- 5.3. Raising the level of cultural and professional knowledge.
- 5.4. Respect for the dignity, opinion, rights and legitimate interests of students and employees of the University.
- 5.5. Strict observance of the Charter of the University, these Rules, the Charter of student Accommodation (if any), fire safety rules, as well as technical safety rules in educational and scientific laboratories, internal documents of the University.
- 5.6. Be liable in the manner prescribed by the legislation of the Republic of Uzbekistan for the maintenance of property and the Literary Fund of the University, maintaining cleanliness and order on the territory of the University, classrooms, common areas, material damage caused to the property of the University.
- 5.7. Development of scientific potential or knowledge.
- 5.8. Acquisition of skills in the organization of educational work in the workplace.
- 5.9. In case of refusal to participate in classes, training sessions, internships and other processes provided for by the curriculum, notify the head of the relevant department and provide documents confirming the reasons for absenteeism on the first day of return (In case of illness, the student provides a medical certificate in the form established by the legislation of the Republic of Uzbekistan).
- 5.10. Compliance with the rules of cleanliness and order in classrooms together with technical personnel on a self-service basis in the prescribed manner.
- 5.11. Greeting of professors and teachers, staff of the University.
- 5.12. Be disciplined and tidy in the classroom, outdoors and in public places.
- 5.13. Timely return of educational literature provided by the University (otherwise, the University has the right not to issue a certificate of completion).
- 5.14. Timely payment of tuition fees, storage of payment documents, submission of documents confirming the payment, if requested by the University (otherwise, the University has the right to expel the student from the educational process).
- 5.15. It is prohibited to post on social networks or use for various purposes, issues that are not related to national and universal values or related to the internal problems of the University.
- 5.16. It is strictly forbidden to prepare, store, distribute and promote information on computers used by the University that does not belong to the University, as well as various films, illegal religious information, obscene images, any material that promotes national, racial, ethnic, religious hatred.
- 5.17. Disciplinary action may be taken against students for non-compliance with the requirements of the curriculum, non-compliance with the requirements of the University Charter and these Rules, up to and including exclusion from the ranks of students.

Article 6. Requirements for the appearance of students.

6.1. For women – a classic-style suit, shirt, skirt or trousers, seasonal shoes. Hair should be clean and neatly braided and tied, with makeup in the middle and an eye-catching colored manicure. Women, regardless of position and weather, are prohibited from wearing transparent, open back and belly clothes.

6.2. For men – suit, trousers and shirt in the same color as in a classic style, seasonal shoes. It should always be clean, tidy (hair should be clean and well-groomed, beard should be shaved).

6.3. In accordance with Article 184-1 of the Code of the Republic of Uzbekistan "On Administrative Responsibility" and Article 14 of the Law "On Freedom of Conscience and Religious Organizations" (except for No. 618-I, 05/01/1998), in public places it is not allowed to wear religious attire.

6.4. It is prohibited to wear sportswear on the territory of the University.

Article 7. Rights and obligations of the University.

7.1. Creation of conditions for improving the quality of education, taking into account the latest achievements of science, technology and culture, the requirements of practice.

7.2. Study and application of advanced teaching methods.

7.3. Providing the educational process with the necessary educational materials, special and normative literature, materials and manuals in accordance with the curriculum.

7.4. Development of curricula and scientific programs in the main disciplines, taking into account the directions and characteristics of training at the University.

7.5. Creation of the necessary conditions for the implementation of educational, cultural and educational activities, physical education and artistic creativity with students and listeners.

7.6. Strict adherence to academic discipline, its strengthening, regular organizational, economic and educational work in order to avoid loss of time in the educational process and violation of discipline.

7.7. Compliance with the requirements of the legislation on education and other regulations, these Rules and other internal documents of the University.

7.8. Creation of conditions for students to receive free first aid (medical care) in a room equipped with medical equipment with the involvement of qualified specialists.

7.9. Organization of training sessions for students on safety, labor, sanitation and hygiene, fire safety rules, civil defense.

7.10. Maintain the building and premises of the University in good condition, ensure the proper operation of heating, lighting and air purification systems.

7.11. Providing timely vacations for students of the University.

7.12. Support and develop student initiative and activity.

7.13. Exploring the needs and requirements of students.

7.14. Improvement of housing conditions, including renovation and maintenance of student residences, medical, sports facilities, kitchens, etc. (if available).

7.15. The rights and obligations of the University, as well as students enrolled in a payment agreement, enterprises and organizations paying for tuition, including obligations for non-fulfillment of the agreement, are determined by bilateral or trilateral agreements.

CHAPTER 3. ORGANIZATION OF THE EDUCATIONAL PROCESS AND REST PERIODS.

Article 8. Credit-module system.

8.1. The educational process is based on the credit-module system introduced in the Republic of Korea.

8.2. When planning the amount of study load, one credit is considered equal to 15 academic hours. That is, a student must master a certain amount of workload in order to accumulate appropriate credits in a particular subject.

8.3. The amount of credit per hour and the amount of study load is determined by the Board of the University.

8.4. In undergraduate (bachelor) and graduate (master) specialties, a student is usually required to collect 20-30 credits per semester and 40-60 credits per academic year.

8.5. During the semester, the amount of credits that a student must collect includes the compulsory and optional subjects indicated in the curriculum.

8.6. The amount of credits accumulated by the student during the semester includes the compulsory and optional subjects specified in the curriculum. The University determines the structure of disciplines and the amount of credits allocated for their study independently. Students can independently choose subjects within the elective subjects defined in the individual learning trajectory.

8.7. At least a week before the start of the corresponding academic year, the student must, on the basis of a special form, apply to the head of the relevant field of study to form his personal educational trajectory.

8.8. When forming his personal educational trajectory, the student must master subjects in the amount of 20-30 credits per semester, which must include compulsory subjects in the standard curriculum.

8.9. If the student does not submit a special form for the formation of his personal educational trajectory within the prescribed time limit, the University has the right to independently formulate the student's personal educational trajectory.

8.10. The number of academic streams and groups is based on the principle of adequacy of the student body and indicators of profitability.

8.11. In order to successfully master the curriculum in the relevant bachelor's degree program, the student must master the credit (140-160) specified in the curriculum of the chosen field of study.

8.12. Upon request, the student will be provided with a transcript of the relevant course credits.

8.13. Graduates of the University who have successfully mastered the curriculum in the relevant bachelor's degree (master's specialty) are awarded a diploma of the established form, which is recognized as a document of higher education in the Republic of Uzbekistan.

Article 9. Structure of the curriculum.

9.1. The structure of the curriculum for the academic year consists of educational elements, consisting of one or more modules and approved by the Board of the University. The curriculum can consist of classroom activities, research projects, self-study, internships, and other educational elements.

9.2. The structure of the curriculum is developed taking into account the corresponding 40-60 credits per academic year. The amount of credits for the educational program is determined based on the academic load.

9.3. The requirements for successfully mastering the curriculum and obtaining the necessary qualifications are clearly defined for students. The rules of assimilation can be expressed in the number of credits or in the range of credits established for different stages of training in the chosen educational program.

9.4. In order to assist students in the successful implementation of the educational program, the relevant departments and staff of the University, including the departments responsible for managing the credit system and quality assurance of education, provide advice and explanations. During the consultation, students will be explained the achievements and opportunities for learning.

9.5. The catalog of the University's educational program and detailed information on the conditions of study must be posted on the University's website in an easy-to-download format at least one month before the start of the academic year.

9.6. Teachers responsible for the implementation of the curriculum and its elements must ensure that the learning outcomes specified in the curriculum are consistent with the teaching and assessment process. This constructive relationship between learning outcomes, teaching and assessment is an important requirement for curriculum. Professors responsible for the implementation of the elements of education must ensure a balance between the results indicated in the curriculum and the teaching and

assessment processes.

Article 10. Planning, monitoring and quality assurance of education.

10.1. The learning process includes a set of learning and control activities. Educational activities include the organization of all types of classes, internship and independent work. Control measures include students' acquisition of knowledge in relevant subjects of the curriculum and the assessment of their results.

10.2. The educational process is planned in the form of open communication between students, employers, teachers and administration, taking into account educational standards based on a person-centered approach. In this process, the needs and desires of employers and students are discussed. All interested parties can be involved in the discussion on the creation and implementation of the curriculum. Student representatives may participate in such debates by voting.

10.3. The planning of the educational process consists of the following stages:

- development of a standard curriculum and a catalog of sciences based on advanced foreign educational experience, taking into account the requirements of personnel and national values carried out in the sectors of the economy of the Republic, as well as the formation of a catalog of competitive sciences, the development of disciplines based on local and foreign literature.

- development of a working program (syllabus) of disciplines;

- formation of individual educational trajectory for each student under the guidance of the educational and methodological department with the help of the head of the direction in accordance with the curriculum and the list of selection disciplines;

- development of working curricula;

- scheduling the educational process;

- scheduling of training sessions for academic groups.

10.4. Monitoring of the educational process is carried out in order to achieve the established learning outcomes, assess the nominal volume of work, as well as their correctness and appropriateness.

10.5. Ensuring the effectiveness of the quality of education includes the processes of ensuring the compliance of qualifications and requirements of competent organizations with the educational program of undergraduate and graduate programs, carried out by the University.

Article 11. Duration of the academic year.

11.1. The duration of the academic year is 36 weeks, of which 30 weeks are allocated for the academic period, 2 weeks for registration for the selection of subjects, 4 weeks for certification. The duration of the academic year is determined by the decision of the Board of the University on the schedule of the educational process.

11.2. The Board of the University has the right to change the beginning of the academic year for another period, not exceeding 2 months.

11.3. The academic year is divided into two semesters.

11.4. During winter and summer vacations, seasonal semesters, preparatory weeks, retake processes may be carried out.

Article 12. Types of training. Timetable of classes. Duration of the course.

12.1. The University defines the following types of training: lecture, seminar, control lesson, training, industrial practice, laboratory work, test work, colloquium, consultation lesson, master class, independent work, practice, course work (course project), final qualifying work (diploma work), educational-methodical and research work of students, as well as other types of classes provided for by the curriculum.

12.2. The schedule of classes is drawn up for a semester or another period, depending on the category of students, the type of training, the form of teaching, approved by the Vice-Rector for Academic Affairs and communicated to the students through the appropriate means of communication.

12.3. The loads for all types of training and forms of student education are determined in accordance with the Board of the University within the limits established by the Council of the University. Study loads are determined in accordance with the working curricula and the schedule of the educational process within the framework of the main training program.

12.4. The duration of an academic hour is 50 minutes. There will be a 10-minute break at the end of the academic hour.

12.5. Students are allowed to enter classes at the beginning of the class and leave the room after the lesson only with the permission of the teacher.

12.6. It is not allowed to involve students in issues not related to the development of educational programs, including structural divisions of the University, except for those provided for by the curriculum.

2.7. With the beginning of the educational process, all educational buildings and territory must maintain the silence and order necessary for the educational process.

12.8. Suspension of classes, access to the auditorium during the training (including by outsiders) is not possible, except in emergency cases.

Article 13. Organization of registration services in a credit-modular system.

13.1. Registration services (Registrar) are organized in order to conduct separate processes of education and assessment of students' knowledge, electronic management of academic information about students and final control.

13.2. Registration services (Registrar) are designed to help the student achieve a high level of knowledge, skills and competencies in the chosen field and include the following functions:

- planning the educational process and monitoring its timely implementation;
- control over the registration of students in disciplines;
- formation of academic groups;
- control over the conduct of intermediate, final assessments and final certification;
- formation and regular updating of the rating database;
- archive data of students;
- formation of transcript forms and data entry of students;
- keeping statistics on the number of students.

13.3. Registration services (Registrar) are carried out within the educational and methodological department. Depending on the financial capabilities of the University, a department for managing the credit education system can be created.

13.4. The registration service (Registrar) registers students by discipline in accordance with the established schedule and forms the student's personal learning trajectory.

13.5. The student's personal learning trajectory is created independently with the help of the head of the direction for the general education period on the basis of a standard curriculum and a catalog of optional subjects. Before the start of each academic year, changes or additions can be made to the individual learning trajectory.

13.6. The registration service (Registrar), based on the individual trajectory of student learning, forms academic groups and informs students about the need to change the individual trajectory of training, if enrollment in any subject is not enough.

13.7. After the formation of the student's personal training course, the registration service (registrar) provides information about the study groups to the educational and methodological department for scheduling classes.

13.8. The Registration Service (Registrar) determines the date and time of enrollment for each student (usually depending on whether the student has received a sufficient GPA and made contract payments). Registration of first-year students begins after the completion of educational and career guidance activities with them (acquaintance week).

13.9. Students can change their chosen subject during the first week of each semester.

13.10. The registration process of first-year students is carried out in the following order:

- The head of the direction explains to the student the educational process, introduces the educational program, gives the appropriate login and password and teaches to use the student portal;
- The student participates in introductory presentations on subjects conducted by professors and teachers, gets acquainted with compulsory and optional subjects and registers in subjects through the student portal in the education management system;
- The student determines the timetable and attends classes through the portal in the education management system.

Article 14. Organization of rest.

14.1. Students of the University are provided with days off provided by the current legislation of the Republic of Uzbekistan, documents of the President of the Republic of Uzbekistan and these Rules.

14.2. If the University has financial resources and (or) material and technical base, it can organize a full-fledged rest of students in sports and health camps, as well as create preferential conditions for recreation in rest houses, sanatoriums, excursion and tourist events.

14.3. Exams, laboratory and practical exercises can be held on weekends if necessary.

CHAPTER 4. STUDENT KNOWLEDGE ASSESSMENT SYSTEM.

Article 15. Exam. Examination forms. Examination and publication of written work.

15.1. Students are evaluated based on control criteria established by the University, regardless of the form of training within the educational program.

15.2. Assessment methods include written, oral, practical work, projects, portfolios and assessments that reflect and confirm the student's achievements within a subject or module. The control criterion must reflect the achievement of the learning outcome. The form of the exam is agreed upon by the head of the relevant department and the head of the Registrar's department.

15.3. The exam questions (variants) are prepared by the responsible professor at the department at least two weeks before the exam.

15.4. The number of questions in the questionnaire must be at least 200. Questions are prepared according to the language of the subject.

15.5. Options for written exams can have 3-10 questions (problem, test, drawing, table, graph, etc.) in one option.

15.6. For the exams conducted in the form of a test, the questionnaire should contain at least 400 questions.

15.7. Test questions and options are submitted by the head of the relevant department personally to the head of the Registrar's department.

15.8. Examinations in the form of oral, practical work, portfolio and other similar project defences are held under the responsibility of the head of the relevant department in the order approved by the minutes of the department meeting.

15.9. The question paper options for written examinations are issued by the Registrar's Office.

15.10. Questionnaires prepared for tests conducted in the form of a test are uploaded by the Registrar's department to a special testing program.

15.11. It is forbidden to fully or partially distribute, show, or discuss the prepared options with other people before the exam. If these cases are discovered, the issue will be considered up to the cancellation of the employment contract concluded with the guilty employee or professor, and the expulsion of the guilty student from the ranks of students.

15.12. Students can be introduced to written work questions in the form of a general list, test questions with the answers removed, model problems, etc., depending on the specificity of the taught subject, by the relevant departments.

15.13. The results of the exam conducted in the form of a test are automatically announced to the student on the computer screen at the end of the exam.

15.14. Completed written work will be encrypted by the Registrar's Office and submitted to the appropriate department head for evaluation.

15.15. Examination and evaluation of written work should be done within 5 days at most.

15.16. In each checked and graded written work, the professor-teacher is required to record a comment justifying this grade.

15.17. The results of the verified written works are entered into the electronic database by the Registrar's department, and the written work is stored in the Registrar's department for 2 years, and after the expiration of the period, it is written off based on the relevant document.

15.18. The results of the exam will be notified to students through relevant information resources within 10 working days from the date of the exam.

15.19. A student can submit an appeal application to the head of the relevant educational field by the established form within 3 working days from the date of the announcement of the exam results. The result of the appeal will be announced to the student within 5 working days from the date of submission of the application. If the circumstances specified in the appeal are proven, appropriate measures will be taken against the responsible employee (professor-teacher) by the established procedure.

15.20. It is not allowed to abuse the right to appeal, that is, if the appeal application does not provide specific information and evidence, if the deadline for submitting the appeal has passed or if it is not filled out by the established form, the head of the relevant educational field (and the department of the Registrar) has the right not to accept this appeal.

15.21. The process of student practice is organized based on the regulations approved by the relevant department based on the specific characteristics of the undergraduate education (master's speciality).

15.23. The graduation qualification work (project) performed by the students of the graduate course and the final interdisciplinary attestation procedure of the graduate are organized based on the regulations approved by the relevant department based on the specific characteristics of the bachelor's education field (master's speciality).

Article 16. The right to take the exam.

16.1. A student who misses more than 30% of the total hours for the subject without a valid reason will not be included in the final exam.

16.2. A student who has not fully paid the corresponding semester contract payments will not be admitted to the final examination.

16.3. If the student is unable to participate in the final exam, he must inform the head of the relevant department about this and submit documents confirming the reasons for missing the final exam on the first day of his return to training (in case of illness, the student will submit a medical certificate in the form prescribed by the legislation of the Republic of Uzbekistan). In this case, taking into account the student's previously collected rating points, a free final exam is organized individually based on the notification of the head of the relevant department.

16.4. A student who does not participate in the final exam without an excuse is considered to have received an "unsatisfactory" grade (FA - Fail by absenteeism) in the relevant subject and will be deprived of the opportunity to retake it once free of charge.

Article 17. Exam procedure.

17.1. Exams are held on the dates specified in the approved study schedule. Exams are not allowed during class sessions. If necessary, exams can also be held on weekends.

17.2. The exam will be held at the specified time and in the specified auditorium based on the approved schedule. Arbitrarily changing the time and place of the exam is prohibited.

17.3. The exam will be conducted by the invigilators based on the approved list. It is strictly forbidden

for unauthorized persons not on the list to enter the auditorium where the exam is held.

17.4. Admission of students to the exam hall will begin at least 30 minutes before the start of the exam, based on the list provided by the Registrar's Office. Students who are not on the list are not allowed to enter the auditorium.

17.5. Before the start of the exam, the student must show the original ID card, passport or a substitute document to the supervisor of the auditorium. A student who does not present an ID card or proof of identity will not be admitted to the exam.

17.6. In case of falsification of documents, the substitution of one student for another student, plagiarism, importing or attempting to import aids, or use of aids, the student will be excluded from the exam and the issue of his/her expulsion from the student body will be considered.

17.7. It is used to write next to a student entering the auditorium to take an example of having paste there should be no other items except the pen. It is forbidden to bring and/or use mobile phones and other means of communication and telecommunications into the auditorium where the exam is being held. Depending on the nature of the subject, the use of a simple calculator and other aids approved by the head of the department may be allowed during the exam.

17.8. A student who arrives after the start of the exam, that is, a late student, will be admitted to the exam only with the written permission of the University's management (rector and/or vice-rector for academic affairs). Additional time will not be compensated for a student who arrives late.

17.9. In the following cases, the student will be excluded from the exam and the issue of applying appropriate disciplinary or other measures (expulsion from the ranks of students) will be considered:

a) brings, uses or tries to use a mobile phone, technical equipment, "cheat sheet" and other similar aids to the exam;

b) during the exam, if he talks to other students, people around him, exchanges papers, makes gestures, helps or asks for help, enters a seat;

c) disturbs the students and supervisors during the exam, makes noise;

G) if the student's answer sheet contains different notes, signs or "requests" out of the prescribed order.

17.10. If a student is excluded from the exam, a document will be drawn up according to the established procedure, this student will be equated with receiving an "unsatisfactory" grade in the relevant subject, and will be deprived of the opportunity to retake it once free of charge.

17.11. Before the start of the exam, the invigilator in charge of the auditorium distributes the written work options and specially written worksheets to the students. Can provide additional materials if needed. Checks the completeness of the options and written worksheets that the students have received.

17.12. If a student has any questions or needs during the exam, he raises his hand and addresses the supervisor without disturbing other students.

17.13. It will be possible to use the toilet during the exam, but a student who leaves the auditorium for more than 10 minutes will not be allowed back into the auditorium.

17.14. As soon as the time allocated for the exam is over, the students will stop receiving written papers. During the exam, which is conducted in the form of a test, the special computer program is automatically turned off.

17.15. At the end of the exam, written worksheets signed lists of students, compiled documents and excess written worksheets are returned to the Registrar's Office by the invigilator in charge of the auditorium.

Article 18. Evaluation system.

18.1. Credits will be given to the student only if he/she has been evaluated within the framework of the evaluation procedure and positive grades, i.e. grade "D" and higher, as defined in the science program (syllabus). Credits will not be awarded if the student does not meet the specified learning outcomes.

18.2. Assessment is done for each subject, taking into account student participation and learning. Students' knowledge is evaluated as follows:

Degree	Ball	Rating	
A+	95 - 100 points	4.5	OUTSTANDING
A	90 - 94 points	4.0	
B+	85 - 89 points	3.5	VERY GOOD
B	80 - 84 points	3.0	
C+	75 - 79 points	2.5	GOOD
C	70 - 74 points	2.0	
D+	65 - 69 points	1.5	CONDITIONAL PASS
D	60 - 64 points	1.0	
F	59 and below	0.0	FAIL
FA	*Fail by absenteeism	0.0	FAIL
S	*Satisfactory
SHE	*Unsatisfactory
IS			
TP	*Thesis in progress
I	*Incomplete
W	*Withdrawn
E	* Exemption
T	*Transfer

18.3. A student must have earned at least 50% of the credits taught during the academic year to transfer from one course to another.

18.4. A student must have a CGPA of not less than 1.00 and a minimum of a "D" in the subjects taught to graduate from the University.

18.5. A student with a CGPA between 4.00 and 4.50 will be awarded HIGH HONOURS.

18.6. A student with a CGPA between 3.00 and 3.99 will be awarded an HONOURS degree.

18.7. A student with a CGPA between 1.00 and 2.99 will be awarded a grade of SATISFACTORY.

18.8. A student with a GPA between 0.00 and 0.99 is graded UNSATISFACTORY. An "academic warning" will be issued to the student. A student who has received a warning will be required to retake or retake the subjects in which he failed.

18.9. Rating shares by types of supervision in all forms of undergraduate education (full-time, evening, part-time) and master's specialities are as follows:

- Current control - 30%

- Final control - 70%

18.10. Current control criteria are determined independently by the relevant professor. Changes to the final control criteria are made based on the permission of the Rector of the University or the Vice-Rector for Academic Affairs.

18.11. A student with an IELTS certificate of level 7 and above are exempted from the subject "English Language" and a maximum grade of A+ is recorded in this subject (except for specialist subjects).

18.12. A student who does not accumulate the appropriate credits will be left in the appropriate course for a retake. Students with academic debt at the end of the semester and the end of the academic year will not be excluded from their studies.

18.13. Students who remain from course to course will pay the contract funds accordingly, taking only the subjects for which they are owed. There is no limit to the number of re-studying in one course based on the contract.

18.14. The total duration of education is defined as 8 years after admission to 1 course for a bachelor's degree, and 4 years after admission to 1 course for a master's degree.

Article 19. Retaking exams and additional exams.

19.1. A student who is not included in the final control type or has not been included, as well as received an unsatisfactory grade for this type of control, is considered to be in academic debt.

19.2. A student who was unable to participate in the exam due to illness or other good reasons must fill out an application in the established form and obtain the permission of the head of the relevant department based on supporting evidence to retake the exam. Otherwise, the student's grade in the relevant subject will be assessed as 'Unsatisfactory' (FA) and one free retake will be denied.

19.3. A student who receives an "unsatisfactory" grade (F) on the sum of current and final assessment results will be given one free retake in the relevant subject. For this, the student concludes a special contract with the University by the established procedure. In this case, the current rating indicator collected by the student is preserved, and the student passes only the final control based on the 70-point system:

19.4. The difference in subjects submitted by students who have transferred their studies (changed the field of study) is evaluated based on a 100-point system. In this case, the requirements of the University "Regulation on the restoration of students' studies and internal and external transfer of studies at the University" are strictly observed.

19.5. The opportunity to retake the exam in the relevant subject is organized on a paid basis for the student who was excluded from the exam based on the relevant document, did not participate in the final exam for no reason and received an "unsatisfactory" grade (FAIL) even as a result of retaking the final control. The amount of payment is determined based on the costs of organizing the exam.

19.6. The student informs the Registrar's office of his/her desire to take a fee-based resit exam. The registrar's office will register the student, schedule the special exams, and the student will be admitted to the appropriate exams after paying the fee.

19.7. Teachers and staff involved in the process of retaking exams are paid on an hourly basis.

19.8. A student also has the right to retake the relevant subject during the relevant semester or term semester if he/she does not pass the retake in the relevant subject or wishes to raise his/her ranking points.

19.9. Re-reading is also carried out based on a separate fee from the main contract amount. For this, the student must apply to the Registrar's Office and sign an additional contract with the University.

19.10. The amount of re-reading payment is determined according to the duration of the subject (number of credits) and according to the amount of the payment contract. The contract amount of science is determined based on the following formula:

$$\text{The contract amount of science} = \frac{\text{In the appropriate direction semester contract amount}}{\text{The total amount of credits allocated per semester}} * \text{Amount of credits allocated to science} * 0.5$$

19.11. If sufficient contingent is not collected for the re-study of the relevant subject, the University has the right not to organize the re-study of this subject.

19.12. The system of evaluating students in re-reading is carried out by Article 16 of these Rules.

19.13. The possibilities of retaking the exam in the relevant subject and re-studying in the relevant subject are not mutually exclusive. A student can use both opportunities at the same time, or one of the optional ones.

19.14. The student will contact the Registrar's Office to raise his or her grades, including the GPA. In this case, the student's compliance with the following requirements is checked:

- no academic debt at all;
- that he did not violate the internal rules of the University during his studies;
- no more than 3 subjects for which you want to improve the mastery rate;
- to have at least a "V" level in all other studied subjects.

If the applying student meets the above requirements, an appropriate contract will be concluded with him and a retake exam of the relevant subject will be organized on a paid basis. The exam is evaluated based on a 100-point system.

CHAPTER 5. ENCOURAGEMENT AND ACTION.

Article 20. Incentives for academic achievement.

20.1. The following incentives are established for students, trainees, doctoral students and scientific researchers for their achievements in studies, research and active participation in the activities of the University:

- declaration of gratitude;
- awarded with a certificate of honour;
- reward with an expensive gift;
- providing incentive payments;
- determination of one-time special scholarships;
- giving the title of the competition winner;
- According to the decision of the general meeting of the founders, granting concessions or discounts based on the contract payment, etc.

20.2. Promotion is carried out based on the order of the Rector of the University according to the recommendation of the head of the relevant department and is brought to the attention of students, masters, trainees, doctoral students, independent scientific researchers and researchers. A copy of the promotion order is kept in the personal file of the promoted person.

20.3. Incentives in the form of financial incentives are determined by taking into account the proposal of the manager of financial and economic affairs if the appropriate funds are available in the University.

20.4. Students who have achieved high results in the educational process, and scientific work, are recommended for the named scholarships of the University.

20.5. Awarding students with scholarships, exemption from contract payment or incentives with discounts is carried out by a special commission established based on the decision of the general meeting of the founders of the University.

Article 21. Liability for violation of academic discipline.

21.1. One of the following disciplinary measures may be applied to students for violating the obligations stipulated in these Rules, the Regulation on Student Accommodation (if any) and other internal regulatory documents of the University:

- warning;
- you are fine;
- Expulsion from the ranks of students of the University.

21.2. Disciplinary action will be taken after the student's explanation letter is received. Failure to submit the explanatory letter on time or not at all shall be formalized using an act and shall not deprive the University of the right to take disciplinary action.

21.3. Disciplinary measures shall be applied to students not later than one month from the day of occurrence and no later than six months from the day of occurrence, not including the student's illness and/or time on vacation.

21.4. Taking disciplinary measures is formalized by the order of the rector of the University according to the statement of the head of the relevant department (with an explanatory letter, a document, etc.).

21.5. Orders to take disciplinary measures are brought to the attention of students by the heads of the respective departments. Information about taking disciplinary measures will be written on the student's sheet.

Article 22. Expulsion from the ranks of students.

22.1. Students may be excluded from the ranks of students of the University in the following cases:

- a) at will;
- b) in case of transfer to study at another higher educational institution;
- c) due to health (based on a medical certificate);
- g) for violating the internal procedures of the University;
- d) if during the examination it is found that the documents are forged or forged, there is an admission to the seat;
- e) In case of cases of distribution, display, discussion of prepared exam options or test questions to other persons in whole or in part before the exam;
- j) due to non-timely payment of the prescribed payment for education;
- z) in connection with the student's deprivation of liberty by the court;
- i) due to the student's disconnection with the University for one month without reason;
- y) due to death.

20.2. Academic leave may be granted to a student during military service, health recovery, pregnancy and childbirth, as well as childcare leave based on the legislation of the Republic of Uzbekistan.

22.3. It is not allowed to exclude students from the ranks of students when they are sick, on vacation, or during academic leave.

Article 23. Restoration of studies, transfer to another direction, transfer of studies of students studying in other higher education institutions to the University

23.1. Reinstatement of a former student expelled from the ranks of students of the University is carried out according to the recommendation of the Admissions Commission, according to the application of the former student, based on the order of the Rector of the University.

23.2. Transfer of students' study from one direction to another direction within the University is carried out by the student's application, according to the order of the Rector of the University, in agreement with the heads of the departments during the period of the Admission Commission. In this case, the student must submit the distinction of subjects (credits). Mastering the distinction of subjects (credits) is carried out according to the general procedure. In this case, the requirements of the University "Regulation on the restoration of students' studies and internal and external transfer of studies at the University" are strictly observed.

23.3. The procedure for transferring the studies of students studying in other higher education institutions to the University is carried out by the procedure established by the Admission Commission.

CHAPTER 6. PROCEDURES IN THE BUILDINGS OF THE UNIVERSITY.

Article 24. Accountability.

24.1. The relevant vice-rector (manager), as well as the heads of educational departments, are responsible for the necessary equipment and facilities (furniture, educational equipment, average temperature, lighting, etc.) in educational buildings.

24.2. Laboratory and classroom managers and methodologists are responsible for the readiness of laboratory and classroom equipment, and training manuals for training sessions.

24.3. The Rector of the University, together with other authorized employees of the University, ensures the protection of the University, the storage of equipment, equipment and other property, as

well as the necessary order in the educational and residential buildings of the University.

24.4. The persons responsible for the protection of the buildings of the University, their property, their fire protection and sanitary conditions are entrusted to the employees of the Department of Public Safety, Technical Use and Economic Department by the order of the Rector of the University.

24.5. On holidays and weekends, as well as in emergency cases, special work orders and special orders for keeping property can be established on the territory of the University, in educational buildings and residences, and at the same time, the duty of responsible employees can be organized.

24.6. The days and hours of reception of the rector and vice-rectors (managers) of the University are determined and posted on the University's information stands and website.

Article 25. The following are prohibited on the territory of the University, including educational buildings.

25.1. Running around the building and auditoriums, talking loudly, and making noise during classes and breaks.

25.2. Smoking or selling/supplying tobacco and electronic cigarettes.

25.3. Drinking alcohol, using toxic, psychotropic and narcotic drugs.

25.4. Using offensive words contrary to the norms of decency and morality and/or performing actions contrary to the rules of public order.

25.5. Conducting and participating in religious ceremonies.

CHAPTER 7. CONTRACT PAYMENT.

Article 26. Make a payment.

26.1. the student must make the contract payment for each semester in the specified terms. Failure to pay the contract within the specified time may result in the student not being admitted to the training until the terms of the signed tuition contract are fully met.

26.2. The amount of the contract fee will be announced before the start of the academic year.

26.3. In some cases, exceptionally, the term of contract payment can be extended by the management of the University.

26.4. According to the written request of the payer, the University has the right to make appropriate changes and additions to the payment terms and conditions of the contract payment based on mutual agreement with the payer.

26.5. The University has the right to cancel the results of this semester's rating of the student who has not fulfilled the terms of the contract within the specified period.

Article 27. Dismissed student contract fee.

27.1. When a student is expelled from the ranks of students at the initiative of the University, previously paid funds will not be returned. The University has the right to demand payment from the student for the rendered services until the period of expulsion from the student body. Regardless of the reason (due to not attending classes, etc.). Funds paid by the student will be returned upon the official application of the student in the case of withholding of payment for the period of services rendered, the calculation of the amount of the refund of the remaining funds will start from the date of receipt of the official application of the student to cancel this contract and return the remaining funds, regardless of whether the student previously participated in classes or not. is done.

27.2. In case of transfer to another higher educational institution, the student is obliged to make full payments specified in the contract for the period up to the date of the expulsion order.

27.3. Expulsion of the student from the student ranks does not release the student from the obligation to pay for the educational services provided by the University.

CHAPTER 8. FINAL RULES.

Article 28. Validity period.

28.1. These Rules shall enter into force from the date of approval by the decision of the Council of the University and approved by the order of the Rector of the University.

Article 29. Make changes.

29.1. Changes or additions to these Rules are made based on the order of the Rector of the University.