



KIMYO INTERNATIONAL UNIVERSITY IN TASHKENT

Strategic Development Department

Regulations of the Department and its three units

English

Tashkent
2026

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APPROVED BY

Rector of Kimyo International
University in Tashkent

_____ A. Allakuliyev

« _____ » _____ 2026

CATALOGUE OF REGULATIONS OF THE DEPARTMENT AND ITS THREE UNITS

This approval applies to all four Regulations (01–04) in the English section of this catalogue.

REG-EN-01

REGULATIONS

Strategic Development Department

1. GENERAL PROVISIONS

- 1.1.** These Regulations govern the status, purpose, duties, rights, accountability, structure and working arrangements of the Strategic Development Department of Kimyo International University in Tashkent (the Department).
- 1.2.** The Department is a University structural division coordinating strategic management and development and reports directly to the Vice-Rector for Strategic Development and Digitalization.
- 1.3.** Activities are governed by applicable legislation of the Republic of Uzbekistan, higher education regulations, the University Charter, internal regulations, the Rector's orders and directives, and these Regulations.
- 1.4.** Activities follow the principles of legality, systematic working, cooperation, objective analysis, effectiveness, transparency, equal opportunities and data protection.

2. PURPOSE AND STRATEGIC ROLE

- 2.1.** The Department's purpose is to support sustainable institutional development by coordinating the University's strategic development, integrating its three constituent units' work under a common plan and monitoring development initiatives.
- 2.2.** The Department connects education and labour market analysis, partnership projects and graduate outcomes with management decisions. Within its remit, it contributes to educational transformation, research and innovation, internationalisation, digital governance and sustainable development.

3. PRINCIPAL DUTIES AND FUNCTIONS

- 3.1.** Coordinate the preparation and implementation of the University Strategy, development programmes and priority initiatives; submit evidence-based proposals to management.
- 3.2.** Align the three constituent units' plans, define joint tasks, deadlines and responsibilities, and coordinate shared resources and information exchange.
- 3.3.** Consolidate and analyse results in marketing, admissions, academic forecasting, partnerships, projects, graduate employment and graduation documents.

- 3.4.** Monitor milestones, deadlines, resources, risks and results of strategic projects and initiatives; propose responsible officers, corrective action and revised deadlines for delays.
- 3.5.** Consolidate statistical and analytical information, maintain the management dashboard and prepare reliable briefings and reports for decision-making.
- 3.6.** Coordinate consolidated proposals to academic bodies on programmes and admissions priorities using market, employer and graduate evidence.
- 3.7.** Coordinate projects, grants, placements, internships and corporate education initiatives with companies, research organisations and international partners that deliver practical results.
- 3.8.** Coordinate proposals with the relevant technical units to link partner, project and alumni registers and digitalise the Alumni system and graduation document processes.
- 3.9.** Ensure that verified evidence within the Department's remit is consolidated and provided to the bodies responsible for QS, QS Stars and accreditation, avoiding double counting.
- 3.10.** Obtain and consolidate information from the responsible units for strategic monitoring of branches, student services and digitalisation; coordinate relevant work with those units.
- 3.11.** Improve management methods, digital analysis and monitoring mechanisms; incorporate equal opportunities, data integrity and sustainable development principles into joint initiatives.

4. ORGANISATION OF WORK

- 4.1.** Activities are organised on the basis of the University Development Strategy 2026–2030, the Department Concept, the approved annual work plan and management instructions.
- 4.2.** The annual plan specifies each task, responsible officer, partners, deadline, required resources, performance indicator and completion evidence. Calendar-year stages are linked to academic-year tasks through specific dates.
- 4.3.** Each joint initiative has one lead unit and supporting units. Results are recorded once in a common register; routine activities remain in the individual units' plans.
- 4.4.** Approved information systems, registers and statistical tools are used. Each dataset has an identified source, owner, update frequency and access permissions; duplicate records are checked.
- 4.5.** Monthly updates, quarterly analysis and an academic-year report are prepared. Reports identify implementation status, verified results, reasons for delays and corrective action.
- 4.6.** Each KPI has a definition, calculation method, source, baseline, period and owner. Quantitative targets are set in the approved plan; an unknown baseline is not treated as zero.
- 4.7.** The Department analyses consolidated results, checks unit reports and submits them to management. University ranking, research and employment targets are institutional indicators and are not assigned as separate quantitative Department commitments.

5. RIGHTS

- 5.1.** Request and obtain necessary information, documents, reports and statistics from University units under the established procedure.
- 5.2.** Organise studies, surveys, monitoring, working meetings and discussions within its remit and submit proposals arising from them.
- 5.3.** Review and monitor strategic programmes and unit plans, hold discussions with unit heads and recommend action to address shortcomings.
- 5.4.** Participate in working groups and committees as instructed by management, involve specialists under the established procedure and submit opinions on matters within its remit.
- 5.5.** Submit proposals to University management on improving activities, introducing digital tools, using resources and developing staff skills.
- 5.6.** Exercise other rights provided by legislation and internal University documents. Documents may be signed and commitments made on behalf of the University only under an appropriate authorisation.

6. ACCOUNTABILITY

- 6.1.** It is accountable for the timely, complete and proper performance of assigned duties and management instructions and for implementing approved plans.
- 6.2.** Information and reports must be reliable, complete, objective, current and submitted on time. Unverified information is identified separately.
- 6.3.** Personal data, official information and entrusted confidential information are protected under the established procedure and used only for official duties and within granted access rights.
- 6.4.** Allocated resources must be used for their intended purposes and efficiently; documents and registers must be retained, and internal rules and labour discipline observed.
- 6.5.** The individual responsibility of the head and staff is determined by their authority, job descriptions, University documents and applicable legislation.

7. STRUCTURE AND MANAGEMENT

- 7.1.** The structure, posts and staffing levels are determined by the University's duly approved organisational structure and staffing schedule.
- 7.2.** The Department is led by the Department Head and has exactly three constituent units: the Project Management and Partnership Development Unit; the Marketing and Academic Forecasting Unit; and the Alumni Relations Unit.
- 7.3.** The head allocates duties among staff, oversees plan implementation, consolidates results and is personally accountable for them.
- 7.4.** Staff functions are specified in approved job descriptions. Recruitment, transfer and termination of employment follow the established procedure.
- 7.5.** Constituent units operate under separately approved Regulations. Their activities are coordinated by the Vice-Rector through the Department Head.

8. COOPERATION WITH OTHER UNITS

- 8.1.** Coordinate evidence on educational provision, admissions and graduation processes, enrolment forecasts, learning outcomes and quality with Academic Affairs, faculties and programme leaders.
- 8.2.** Coordinate work on international partnerships, rankings, transformation and overseas markets with the International Integration and Transformation Directorate.
- 8.3.** Coordinate applied research, grants, innovation projects, commercialisation and research outcome information with the Research and Innovation Directorate.
- 8.4.** Coordinate systems and security with the Digital Technologies Centre, project resources and commitments with finance and legal units, and staffing and skills matters with Human Resources.
- 8.5.** Where necessary, cooperation with other University units, public authorities, educational institutions and domestic and overseas organisations takes place within its remit and under the established procedure.

9. FINAL PROVISIONS

- 9.1.** These Regulations are approved by order of the Rector and take effect on the date of approval.
- 9.2.** Amendments and additions follow the University's established procedure and are approved by order of the Rector.
- 9.3.** The Vice-Rector for Strategic Development and Digitalization oversees compliance with these Regulations.
- 9.4.** Matters not governed by these Regulations are resolved under the applicable legislation of the Republic of Uzbekistan, the University Charter, internal regulations and the Rector's orders and directives.

REG-EN-02**REGULATIONS****Project Management and Partnership Development Unit****1. GENERAL PROVISIONS**

- 1.1.** These Regulations govern the status, purpose, duties, rights, accountability, structure and working arrangements of the Project Management and Partnership Development Unit of Kimyo International University in Tashkent (the Unit).
- 1.2.** The Unit forms part of the Strategic Development Department and reports directly to its Head. Results are reported through the Department to the Vice-Rector for Strategic Development and Digitalization and the Rector.
- 1.3.** Activities are governed by applicable legislation of the Republic of Uzbekistan, higher education regulations, the University Charter, internal regulations, the Rector's orders and directives, and these Regulations.
- 1.4.** Activities follow the principles of legality, systematic working, cooperation, objective analysis, effectiveness, transparency, equal opportunities and data protection.

2. PURPOSE AND STRATEGIC ROLE

- 2.1.** The Unit's purpose is to support educational, research and innovation development through project management and strategic partnerships, expand domestic and international cooperation and develop grant and investment initiatives.
- 2.2.** The Unit contributes to the University Strategy's research, industry integration, international cooperation, practical education and sustainable development priorities through its project portfolio, partner resources and verifiable practical results.

3. PRINCIPAL DUTIES AND FUNCTIONS

- 3.1.** Build a project portfolio aligned with the University Strategy; identify and develop proposals, prepare them for review and prioritise initiatives.
- 3.2.** Develop strategic partnerships with domestic and overseas universities, research centres, industrial companies, public bodies and private organisations.
- 3.3.** Prepare draft partnership agreements and memoranda, arrange review by authorised legal specialists and track agreed obligations.
- 3.4.** Maintain a common partner and memorandum register; record the owner, work plan, deadline and expected result for each active partnership.
- 3.5.** Organise project preparation, applications, implementation, monitoring and evaluation; specify objectives, milestones, resources, risks and evidence in the project charter.
- 3.6.** Identify grant, investment, applied research and corporate education opportunities; prepare and clear University applications with the relevant academic, research and finance units.
- 3.7.** Coordinate project working groups, monitor donor and partner obligations, identify risks and propose timely corrective action.
- 3.8.** Develop partnership opportunities for placements, internships, dual education and industry projects; agree academic conditions with the relevant units.

- 3.9.** Coordinate employers, vacancies, internship offers and organisational partnerships for the KIUT Job Fair; work with the Alumni Relations Unit on participant preparation and subsequent outcomes.
- 3.10.** Organise seminars, training, masterclasses and certification programmes under the established procedure to develop staff and student project skills.
- 3.11.** Coordinate dissemination, practical application and intellectual property protection of project results with the authorised research and legal units.
- 3.12.** Maintain project statistics and evidence; prepare financial reports with the finance unit and technical and outcome reports with project leaders, and submit them on time.

4. ORGANISATION OF WORK

- 4.1.** Activities are organised on the basis of the University Development Strategy 2026–2030, the Department Concept, the approved annual work plan and management instructions.
- 4.2.** The annual plan specifies each task, responsible officer, partners, deadline, required resources, performance indicator and completion evidence. Calendar-year stages are linked to academic-year tasks through specific dates.
- 4.3.** Each joint initiative has one lead unit and supporting units. Results are recorded once in a common register; routine activities remain in the individual units' plans.
- 4.4.** Approved information systems, registers and statistical tools are used. Each dataset has an identified source, owner, update frequency and access permissions; duplicate records are checked.
- 4.5.** Monthly updates, quarterly analysis and an academic-year report are prepared. Reports identify implementation status, verified results, reasons for delays and corrective action.
- 4.6.** Each KPI has a definition, calculation method, source, baseline, period and owner. Quantitative targets are set in the approved plan; an unknown baseline is not treated as zero.
- 4.7.** The Unit submits results and identified problems to the Department Head. Matters requiring additional resources, funding or University commitments are referred to authorised management for decision.

5. RIGHTS

- 5.1.** Request and obtain necessary information, documents, reports and statistics from University units under the established procedure.
- 5.2.** Organise studies, surveys, monitoring, working meetings and discussions within its remit and submit proposals arising from them.
- 5.3.** Within granted authority, negotiate with partners, submit grant applications and propose temporary working groups and project offices.
- 5.4.** Propose staff incentives and disciplinary measures and participate in domestic and international professional development events under the established procedure.
- 5.5.** Participate in working groups and committees as instructed by management, involve specialists under the established procedure and submit opinions on matters within its remit.
- 5.6.** Submit proposals to University management on improving activities, introducing digital tools, using resources and developing staff skills.

- 5.7.** Exercise other rights provided by legislation and internal University documents. Documents may be signed and commitments made on behalf of the University only under an appropriate authorisation.

6. ACCOUNTABILITY

- 6.1.** It is accountable for the timely, complete and proper performance of assigned duties and management instructions and for implementing approved plans.
- 6.2.** Information and reports must be reliable, complete, objective, current and submitted on time. Unverified information is identified separately.
- 6.3.** Personal data, official information and entrusted confidential information are protected under the established procedure and used only for official duties and within granted access rights.
- 6.4.** Within its authority, the Unit is accountable for monitoring project and grant fund use, donor obligations and delivery of project reports within agreed deadlines.
- 6.5.** Allocated resources must be used for their intended purposes and efficiently; documents and registers must be retained, and internal rules and labour discipline observed.
- 6.6.** The individual responsibility of the head and staff is determined by their authority, job descriptions, University documents and applicable legislation.

7. STRUCTURE AND MANAGEMENT

- 7.1.** The structure, posts and staffing levels are determined by the University's duly approved organisational structure and staffing schedule.
- 7.2.** The Unit is led by a Unit Head, who is appointed and removed by order of the Rector under the established procedure and is accountable to the Department Head.
- 7.3.** The head allocates duties among staff, oversees plan implementation, consolidates results and is personally accountable for them.
- 7.4.** Staff functions are specified in approved job descriptions. Recruitment, transfer and termination of employment follow the established procedure.
- 7.5.** Specialists work under the Unit Head; their post titles and numbers are determined by the approved staffing schedule.
- 7.6.** The Unit is supported, under the established procedure, from the University budget, project overheads, grants and other lawful sources and is provided with the necessary premises, equipment, computers and communications facilities.

8. COOPERATION WITH OTHER UNITS

- 8.1.** Work with the Department Head on the project portfolio, partnership priorities, resources, risks and reports; escalate matters requiring management decisions in time.
- 8.2.** Agree project content, placement requirements, research quality, grant proposals and conditions for applying results with academic and research bodies.
- 8.3.** Provide employer staffing and competency requirements to the Marketing and Academic Forecasting Unit and use its market analysis in partnership and project proposals.

- 8.4.** Exchange information with the Alumni Relations Unit on alumni experts, career events, placements and employment outcomes; the project unit coordinates institutional employer partnerships.
- 8.5.** Coordinate agreements, donor requirements, expenditure, intellectual property and registers with international cooperation, finance, legal and digital technologies units according to their authority.
- 8.6.** Where necessary, cooperation with other University units, public authorities, educational institutions and domestic and overseas organisations takes place within its remit and under the established procedure.

9. FINAL PROVISIONS

- 9.1.** These Regulations are approved by order of the Rector on the recommendation of the University Academic Council and take effect on the date of approval.
- 9.2.** Amendments and additions are made under the established procedure by decision of the Academic Council and order of the Rector.
- 9.3.** The Head of the Strategic Development Department oversees compliance with these Regulations.
- 9.4.** Matters not governed by these Regulations are resolved under the applicable legislation of the Republic of Uzbekistan, the University Charter, internal regulations and the Rector's orders and directives.
- 9.5.** One copy is retained by the Unit and another in the University archive. All University units comply with its requirements within their respective authority.

REG-EN-03**REGULATIONS****Marketing and Academic Forecasting Unit****1. GENERAL PROVISIONS**

- 1.1.** These Regulations govern the status, purpose, duties, rights, accountability, structure and working arrangements of the Marketing and Academic Forecasting Unit of Kimyo International University in Tashkent (the Unit).
- 1.2.** The Unit forms part of the Strategic Development Department and reports directly to its Head. Results are reported through the Department to the Vice-Rector for Strategic Development and Digitalization and the Rector.
- 1.3.** Activities are governed by applicable legislation of the Republic of Uzbekistan, higher education regulations, the University Charter, internal regulations, the Rector's orders and directives, and these Regulations.
- 1.4.** Activities follow the principles of legality, systematic working, cooperation, objective analysis, effectiveness, transparency, equal opportunities and data protection.

2. PURPOSE AND STRATEGIC ROLE

- 2.1.** The Unit's purpose is to support University development by implementing marketing policy, coordinating organisational and information support for admissions campaigns, analysing education markets and forecasting academic activity and student enrolment.
- 2.2.** The Unit integrates evidence on labour markets, applicants, employers and graduate outcomes to support relevant educational provision, educational transformation, international visibility and admissions decisions informed by available resources.

3. PRINCIPAL DUTIES AND FUNCTIONS

- 3.1.** Implement University marketing policy and develop and coordinate measures to promote educational services in domestic and international markets.
- 3.2.** Systematically study education market demand and supply, competitors, demographic and socioeconomic trends, labour markets and applicant needs.
- 3.3.** Coordinate organisational, information and methodological support for admissions campaigns, monitor progress and propose improvements to admissions effectiveness.
- 3.4.** Analyse conversion from enquiries to applications and admissions by source and campaign; identify repeat enquiries and reconcile admissions data with the responsible unit.
- 3.5.** Prepare forecasts for fields of study, new and updated programmes and student enrolment; assess them against staffing, infrastructure and placement capacity.
- 3.6.** Integrate employer needs and graduate outcomes into market analysis; submit evidence-based proposals on programmes and admissions priorities to academic bodies.
- 3.7.** Include analytical preparation for 2027–2028 admissions in the 2026–2027 academic-year plan; propose target audiences, channels and promotional priorities.
- 3.8.** Analyse international markets and audiences and align international student recruitment proposals with admissions procedures, academic capacity and communications policy.

- 3.9.** Prepare statistics and analysis on marketing, admissions and academic forecasting; propose improvements to digital platforms and monitoring tools.

4. ORGANISATION OF WORK

- 4.1.** Activities are organised on the basis of the University Development Strategy 2026–2030, the Department Concept, the approved annual work plan and management instructions.
- 4.2.** The annual plan specifies each task, responsible officer, partners, deadline, required resources, performance indicator and completion evidence. Calendar-year stages are linked to academic-year tasks through specific dates.
- 4.3.** Each joint initiative has one lead unit and supporting units. Results are recorded once in a common register; routine activities remain in the individual units' plans.
- 4.4.** Approved information systems, registers and statistical tools are used. Each dataset has an identified source, owner, update frequency and access permissions; duplicate records are checked.
- 4.5.** Monthly updates, quarterly analysis and an academic-year report are prepared. Reports identify implementation status, verified results, reasons for delays and corrective action.
- 4.6.** Each KPI has a definition, calculation method, source, baseline, period and owner. Quantitative targets are set in the approved plan; an unknown baseline is not treated as zero.
- 4.7.** The Unit submits results and identified problems to the Department Head. Matters requiring additional resources, funding or University commitments are referred to authorised management for decision.

5. RIGHTS

- 5.1.** Request and obtain necessary information, documents, reports and statistics from University units under the established procedure.
- 5.2.** Organise studies, surveys, monitoring, working meetings and discussions within its remit and submit proposals arising from them.
- 5.3.** Arrange organisational cooperation across units for admissions campaigns and coordinate implementation of proposals based on marketing and academic forecasts.
- 5.4.** Participate in working groups and committees as instructed by management, involve specialists under the established procedure and submit opinions on matters within its remit.
- 5.5.** Submit proposals to University management on improving activities, introducing digital tools, using resources and developing staff skills.
- 5.6.** Exercise other rights provided by legislation and internal University documents. Documents may be signed and commitments made on behalf of the University only under an appropriate authorisation.

6. ACCOUNTABILITY

- 6.1.** It is accountable for the timely, complete and proper performance of assigned duties and management instructions and for implementing approved plans.
- 6.2.** Information and reports must be reliable, complete, objective, current and submitted on time. Unverified information is identified separately.

- 6.3.** Personal data, official information and entrusted confidential information are protected under the established procedure and used only for official duties and within granted access rights.
- 6.4.** Allocated resources must be used for their intended purposes and efficiently; documents and registers must be retained, and internal rules and labour discipline observed.
- 6.5.** The individual responsibility of the head and staff is determined by their authority, job descriptions, University documents and applicable legislation.

7. STRUCTURE AND MANAGEMENT

- 7.1.** The structure, posts and staffing levels are determined by the University's duly approved organisational structure and staffing schedule.
- 7.2.** The Unit is led by a Unit Head, who is appointed and removed by order of the Rector under the established procedure and is accountable to the Department Head.
- 7.3.** The head allocates duties among staff, oversees plan implementation, consolidates results and is personally accountable for them.
- 7.4.** Staff functions are specified in approved job descriptions. Recruitment, transfer and termination of employment follow the established procedure.
- 7.5.** Specialists work under the Unit Head; their post titles and numbers are determined by the approved staffing schedule.

8. COOPERATION WITH OTHER UNITS

- 8.1.** Maintain ongoing coordination with the Department on marketing policy, admissions campaigns, academic forecasts, KPIs and development proposals.
- 8.2.** Coordinate programme, enrolment and resource forecasts with Academic Affairs, faculties and programme leaders, and admissions procedures and data with the responsible admissions bodies.
- 8.3.** Obtain employer needs from the project unit and employment and Alumni Survey findings from the Alumni Relations Unit; incorporate them into academic proposals and marketing analysis.
- 8.4.** Coordinate materials, promotional channels and events with the communications unit and systems, platforms and data exchange with the Digital Technologies Centre.
- 8.5.** Where necessary, cooperation with other University units, public authorities, educational institutions and domestic and overseas organisations takes place within its remit and under the established procedure.

9. FINAL PROVISIONS

- 9.1.** These Regulations are approved by order of the Rector and take effect on the date of approval.
- 9.2.** Amendments and additions follow the University's established procedure and are approved by order of the Rector.
- 9.3.** The Head of the Strategic Development Department oversees compliance with these Regulations.
- 9.4.** Matters not governed by these Regulations are resolved under the applicable legislation of the Republic of Uzbekistan, the University Charter, internal regulations and the Rector's orders and directives.

REG-EN-04

REGULATIONS Alumni Relations Unit

1. GENERAL PROVISIONS

- 1.1. These Regulations govern the status, purpose, duties, rights, accountability, structure and working arrangements of the Alumni Relations Unit of Kimyo International University in Tashkent (the Unit).
- 1.2. The Unit forms part of the Strategic Development Department and reports directly to its Head. Results are reported through the Department to the Vice-Rector for Strategic Development and Digitalization and the Rector.
- 1.3. Activities are governed by applicable legislation of the Republic of Uzbekistan, higher education regulations, the University Charter, internal regulations, the Rector's orders and directives, and these Regulations.
- 1.4. Activities follow the principles of legality, systematic working, cooperation, objective analysis, effectiveness, transparency, equal opportunities and data protection.

2. PURPOSE AND STRATEGIC ROLE

- 2.1. The Unit's purpose is to support strategic development by maintaining long-term alumni relationships, systematically managing employment and career information, and providing career development services and analytical evidence.
- 2.2. The Unit contributes to the University Strategy's graduate competitiveness and profile, lifelong learning, employer feedback, international alumni engagement and digital services priorities.

3. PRINCIPAL DUTIES AND FUNCTIONS

- 3.1. Maintain a common alumni database, reconcile it with official graduate lists and ensure completeness, reliability and regular updates.
- 3.2. Regularly monitor employment, career activity, positions held and further study; analyse results by field of study and graduation year.
- 3.3. Use the Alumni Survey, employer feedback and direct contact together. Reports identify the observation cohort, date, source, coverage and graduates whose status is unknown.
- 3.4. Develop the alumni community, organise meetings, forums, seminars and training, and engage active alumni in mentoring, professional exchange and University initiatives.
- 3.5. Develop career services, professional preparation and lifelong learning opportunities; track service users and their subsequent career outcomes separately.
- 3.6. Prepare and engage students and graduates for the KIUT Job Fair and partnership events; track interviews, placements, internships and employment outcomes with the project unit.
- 3.7. Translate alumni and employer feedback into analytical proposals on learning outcomes, competency needs and programme improvements and provide them to academic bodies.
- 3.8. Develop links with alumni working abroad and engage them in mentoring, introductions to international employers and project partnerships.

- 3.9.** Define functional requirements for the Alumni information system and coordinate digitalisation of database, survey, employment and communication processes with technical units.
- 3.10.** Check information for graduation documents against approved academic sources and support automation of repeated entry and verification; final approval and issue follow authorised procedures.
- 3.11.** Prepare alumni statistics, analysis and evidence within its remit for QS, QS Stars and accreditation and provide them to the Department and responsible bodies.

4. ORGANISATION OF WORK

- 4.1.** Activities are organised on the basis of the University Development Strategy 2026–2030, the Department Concept, the approved annual work plan and management instructions.
- 4.2.** The annual plan specifies each task, responsible officer, partners, deadline, required resources, performance indicator and completion evidence. Calendar-year stages are linked to academic-year tasks through specific dates.
- 4.3.** Each joint initiative has one lead unit and supporting units. Results are recorded once in a common register; routine activities remain in the individual units' plans.
- 4.4.** Approved information systems, registers and statistical tools are used. Each dataset has an identified source, owner, update frequency and access permissions; duplicate records are checked.
- 4.5.** Monthly updates, quarterly analysis and an academic-year report are prepared. Reports identify implementation status, verified results, reasons for delays and corrective action.
- 4.6.** Each KPI has a definition, calculation method, source, baseline, period and owner. Quantitative targets are set in the approved plan; an unknown baseline is not treated as zero.
- 4.7.** The Unit submits results and identified problems to the Department Head. Matters requiring additional resources, funding or University commitments are referred to authorised management for decision.

5. RIGHTS

- 5.1.** Request and obtain necessary information, documents, reports and statistics from University units under the established procedure.
- 5.2.** Organise studies, surveys, monitoring, working meetings and discussions within its remit and submit proposals arising from them.
- 5.3.** Participate in working groups and committees as instructed by management, involve specialists under the established procedure and submit opinions on matters within its remit.
- 5.4.** Submit proposals to University management on improving activities, introducing digital tools, using resources and developing staff skills.
- 5.5.** Exercise other rights provided by legislation and internal University documents. Documents may be signed and commitments made on behalf of the University only under an appropriate authorisation.

6. ACCOUNTABILITY

- 6.1.** It is accountable for the timely, complete and proper performance of assigned duties and management instructions and for implementing approved plans.
- 6.2.** Information and reports must be reliable, complete, objective, current and submitted on time. Unverified information is identified separately.
- 6.3.** Personal data, official information and entrusted confidential information are protected under the established procedure and used only for official duties and within granted access rights.
- 6.4.** Allocated resources must be used for their intended purposes and efficiently; documents and registers must be retained, and internal rules and labour discipline observed.
- 6.5.** The individual responsibility of the head and staff is determined by their authority, job descriptions, University documents and applicable legislation.
- 6.6.** Survey response rates are not used as employment rates. Employment and career outcomes follow the approved methodology; cohorts with different coverage are not compared without explanation.

7. STRUCTURE AND MANAGEMENT

- 7.1.** The structure, posts and staffing levels are determined by the University's duly approved organisational structure and staffing schedule.
- 7.2.** The Unit is led by a Unit Head, who is appointed and removed by order of the Rector under the established procedure and is accountable to the Department Head.
- 7.3.** The head allocates duties among staff, oversees plan implementation, consolidates results and is personally accountable for them.
- 7.4.** Staff functions are specified in approved job descriptions. Recruitment, transfer and termination of employment follow the established procedure.
- 7.5.** Specialists work under the Unit Head; their post titles and numbers are determined by the approved staffing schedule.

8. COOPERATION WITH OTHER UNITS

- 8.1.** Agree plans, KPIs, monitoring results, service quality and development proposals with the Department and report under the established procedure.
- 8.2.** Cooperate with Academic Affairs, dean's offices and programme leaders on official graduate lists, data updates, graduation documents and learning outcomes.
- 8.3.** Coordinate institutional employer agreements and partnerships through the project unit and exchange information on career needs and verified professional outcomes.
- 8.4.** Provide graduate monitoring and survey findings to the Marketing and Academic Forecasting Unit, which is responsible for applicant recruitment and admissions campaign coordination.
- 8.5.** Agree functional requirements, integration, access rights and technical support with the Digital Technologies Centre; the Alumni Relations Unit remains responsible for data content and currency.
- 8.6.** Where necessary, cooperation with other University units, public authorities, educational institutions and domestic and overseas organisations takes place within its remit and under the established procedure.

9. FINAL PROVISIONS

- 9.1.** These Regulations are approved by order of the Rector and take effect on the date of approval.
- 9.2.** Amendments and additions follow the University's established procedure and are approved by order of the Rector.
- 9.3.** The Head of the Strategic Development Department oversees compliance with these Regulations.
- 9.4.** Matters not governed by these Regulations are resolved under the applicable legislation of the Republic of Uzbekistan, the University Charter, internal regulations and the Rector's orders and directives.

AGREED BY

For all four Regulations (01–04) in the English section of this catalogue.

Position	Name	Signature
Vice-Rector for Strategic Development and Digitalization	U. Vosikov	_____
Head of Human Resources	F. Sulamonov	_____
Legal Counsel	B. Xakimjonov	_____