



## **STUDENT HANBOOK**

**2025/2026 ACADEMIC YEAR**

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### **Congratulatory words**

Congratulations! You became a student and took an important step for growth!

**Welcome to "Tashkent International University of Education" (TIUE)!** I am confident that you will show excellent academic results, achieve high personal and professional results, and become the pride of our University.

The University sets ambitious goals and objectives, the main ones of which are:  
- to take a worthy place among the leading Universities of our country and the entire region, to become a center for highly qualified personnel. We look forward to studying, exploring, and growing with you!

### **OUR MISSION**

Participation in improving the higher education system in Uzbekistan, contributing to the development of innovations, scientific research, creativity and entrepreneurship.

### **OUR GOAL**

Creating a practical learning environment that allows all participants in the educational process to make discoveries, develop new ideas, learn critical thinking, increase knowledge, and transmit values that contribute to the development of innovation, creativity, research, and entrepreneurship.

Nosir Khodjaev

Rector of the Tashkent International University of Education

## MANAGEMENT STRUCTURE

| Position                                                                  | Full Name                             | Email                                                        |
|---------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------|
| Rector                                                                    | Khodjaev Nosir<br>Nodirovich          | <a href="mailto:rector@tiue.uz">rector@tiue.uz</a>           |
| First Vice-Rector for Academic<br>Affairs and Youth Affairs               | Sheraliev Oybek<br>Rikhsillaevich     | <a href="mailto:vice.rector@tiue.uz">vice.rector@tiue.uz</a> |
| Vice-Rector for Academic Affairs                                          | Baydjanov Maksudbek<br>Islamdjanovich | <a href="mailto:m.baydjanov@tiue.uz">m.baydjanov@tiue.uz</a> |
| Vice-Rector for Strategic<br>Development and International<br>Cooperation | Tursunov Nuriddin<br>Nurullayevich    | <a href="mailto:n.tursunov@tiue.uz">n.tursunov@tiue.uz</a>   |
| Chief Financial Officer                                                   | Alimov Abror<br>Botirovich            | <a href="mailto:a.alimov@tiue.uz">a.alimov@tiue.uz</a>       |
| Director of Academic Registrar<br>Office                                  | Ikramova Nigora<br>Bakhodirovna       | <a href="mailto:n.ikramova@tiue.uz">n.ikramova@tiue.uz</a>   |

## UNIVERSITY DEPARTMENTS AND DEPARTMENTS

| Sections                                                                 | Full Name                             | Email                                                                  |
|--------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------|
| Head of the Department of<br>Information Technologies and<br>Mathematics | Tadzhikhodzhaeva Elvira<br>Rashidovna | <a href="mailto:e.tadjixodjayeva@tiue.uz">e.tadjixodjayeva@tiue.uz</a> |
| Head of the Department of<br>Economics and Management                    | Karimova Maftuna<br>Nurdinovna        | <a href="mailto:T445@tiue.uz">T445@tiue.uz</a>                         |
| Head of the Department of<br>Education Management and<br>Pedagogy        | Bekbaev Rauf Rustamovich              | <a href="mailto:t403@tiue.uz">t403@tiue.uz</a>                         |
| Information Technology<br>Department                                     | Kurbanov Ruslan<br>Karimovich         | <a href="mailto:it@tiue.uz">it@tiue.uz</a>                             |
| Department of Student and Youth<br>Support                               | Rakhmatova Aziza<br>Erkinovna         | <a href="mailto:SSD@tiue.uz">SSD@tiue.uz</a>                           |
| Information Resource Center                                              | Abduganieva Maftuna<br>Bakhodirovna   | <a href="mailto:LRC@tiue.uz">LRC@tiue.uz</a>                           |
| Department of Medical and<br>Psychological Assistance                    | Shadimatova Sanobar<br>Abdullayevna   | <a href="mailto:medical.center@tiue.uz">medical.center@tiue.uz</a>     |

## Familiarization with the Tashkent International University of Education

**"Tashkent International University of Education"** (hereinafter - University/TIUE) was established in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated June 23, 2020 No. 404.

Due to the need to improve the quality of knowledge and develop practical professional skills of specialists in the field of information technology, business, and education, a decision was made to create this University.

### Bachelor's programs

The University trains students in the following areas:

### Full-time form of education

| <b>BSc Programme name</b>                                                     | <b>Language of instruction</b> | <b>Study period</b> |
|-------------------------------------------------------------------------------|--------------------------------|---------------------|
| International Foundation Programme / International General Education Programs | English                        | 1 year              |
| Applied Mathematics                                                           | Uzbek, Russian                 | 4 years             |
| Philology of language teaching                                                | Uzbek, Russian                 | 4 years             |
| Education and management of educational processes                             | English, Uzbek, Russian        | 4 years             |
| Information Technology                                                        | English, Uzbek, Russian        | 4 years             |
| Cybersecurity                                                                 | Uzbek, Russian                 | 4 years             |
| Business management                                                           | English, Uzbek, Russian        | 4 years             |
| Accounting & business                                                         | English, Uzbek, Russian        | 4 years             |

### Part-time form of education (2nd, 3rd, 4th courses)

| BSc Programme name     | Language of instruction | Study period |
|------------------------|-------------------------|--------------|
| Information Technology | Uzbek, Russian          | 5 years      |
| Cybersecurity          | Uzbek, Russian          | 5 years      |
| Business management    | Uzbek, Russian          | 5 years      |
| Accounting & business  | Uzbek, Russian          | 5 years      |

Note: By the Decree of the President of the Republic of Uzbekistan dated May 5, 2025 No. UP-76 "On Additional Measures to Ensure the Quality of Education and Improve the System of Providing Educational Services," starting from the 2025/2026 academic year, admission to the correspondence form of education has been terminated.

### Master's degree specialties

| MSc programmes                               | Language of instruction | Study period |
|----------------------------------------------|-------------------------|--------------|
| Theory and History of Pedagogy (MSc)         | Uzbek, Russian          | 1.5 years    |
| Management of Educational Institutions (MSc) | English, Uzbek, Russian | 1.5 years    |
| Educational Management and Leadership (MSc)  | English                 | 1.5 years    |
| Data Science (MSc)                           | English, Uzbek, Russian | 1.5 years    |
| Accounting and Finance (MSc)                 | English, Uzbek, Russian | 1.5 years    |

TIUE has implemented a UK credit-module and assessment system, 2 UK credit corresponds to 1 ECTS credit. The transfer of the student performance assessment system implemented at TIUE to the Local Assessment System is carried out in accordance with the order of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan dated August 9, 2018 No. 19-2018 <https://lex.uz/docs/-3916793>.

Four-year bachelor's programs in Uzbek and Russian language of instruction are 120 credits per year, totaling 480 credits, and the four-year bachelor's program in English language of instruction (Foundation +3 years) consists of 480 credits at the expense of 120 credits per year.

One credit equals 15 astronomical hours or 22.5 academic hours. To accumulate credits in a subject, a student must score at least 40 points for each module.

**The academic year at the university consists of two semesters. The duration of one semester is 15 weeks. The beginning and end of the academic year are annually confirmed by the Academic Calendar.**

The distribution of training by modules and sessions during the semester according to the number of credits is carried out in accordance with the approved roadmap.

### **Admission of students**

Applicants who have successfully fulfilled the academic requirements for admission to the University must submit the following documents and information in accordance with **the "Applicant Admission Rules"**:

- Passport or ID card / scanned form of identity card;
- Original copies of diplomas and relevant certificates of education (documents can be submitted electronically in the prescribed manner);
- Other relevant documents requested by the admissions committee.

Students must immediately inform the University administration about any changes in the data. Providing inaccurate information can affect the admission process. Students' personal data is stored at the University.

### **Special educational needs, disability or temporary injury/disease**

Students are obliged to notify the Academic Management Office if they:

- permanent disability or need for special education;
- having a temporary illness/injury or need for special education at the time of assessment;
- there are psychological disorders due to reasons unrelated to the exam, such as the death or serious illness of close relatives (mother, father, brother, sister, grandparents, etc.).

## I. GENERAL PROVISIONS

### 1. Student Guide

A contract for the provision of (paid) educational services is concluded with each Student admitted to the University, and this **STUDENT GUIDE** is an important addition to the contract. This Manual describes the Rules of Conduct for Students and the Student's Relationship with the University.

### 2. Connection

Timely and regular communication with students, as well as the accuracy of information, are important for the success of the program in the short and long term.

Student feedback is always encouraged through official channels. Students can contact the university administration via the official email address listed on page 4 of this manual.

The university has official pages on the following social networks:

- Website: <https://tiue.uz>
- Facebook: <https://www.facebook.com/tiue.uz>
- Instagram: [https://www.instagram.com/tiue\\_uz](https://www.instagram.com/tiue_uz)
- Telegram: [https://t.me/tiue\\_uz](https://t.me/tiue_uz)
- LinkedIn: <https://www.linkedin.com/company/tiue>
- Youtube:

<https://www.youtube.com/channel/UCUcptxJFA1fPQ3KceCXAUdw>

University address: Tashkent city, Yashnabad district, Tuzel-2 massif, Imam Bukhari street, phone: [\(+998\) 55 512 20 20](tel:+998555122020) / [info@tiue.uz](mailto:info@tiue.uz)

At the end of each semester, students can provide feedback on the quality of educational services. **In addition, students can leave their feedback at any time** [rector@tiue.uz](mailto:rector@tiue.uz), [Feedback@tiue.uz](mailto:Feedback@tiue.uz) or [ssd@tiue.uz](mailto:ssd@tiue.uz) **via email address.**

Employees of the relevant departments will also participate in the classes in the first and subsequent weeks to receive feedback from students.

The university also conducts module surveys for each module, which are filled out by each student. It asks for Likert scale-based satisfaction data and provides the ability to provide qualitative and quantitative feedback. Questionnaires are collected, submitted to the relevant staff, and used as information in improvement plans.

The university always supports the policy of open doors. University staff and faculty are ready to establish effective cooperation and maintain effective communication with students.

The university also considers the parents and guardians of students to be important stakeholders and welcomes their feedback and suggestions.

### 3. Student attendance policy and monitoring mechanisms

The student should be aware of the connection between attendance and positive academic results. Simply put, students who regularly attend classes show good results in assignments and exams.

Thus, students should have 100% attendance during the program.

Attendance means punctuality and staying in the classroom during the session. Late arrival or early departure without valid reasons is not permitted.

The university promotes student-centered learning and uses projects, discussions, presentations, and other active educational activities to increase student engagement in the educational process. Therefore, it is important for students to participate in all classes and actively participate in the educational process. Students are required to attend all classes, including planned academic consultations, training sessions, and other academic events.

If a student has a valid reason to skip classes, they must inform the Academic Management Office and their instructor. Any reason for the student's non-attendance is considered non-attendance.

**The student attendance registration process is carried out in the LMS system - the education management system (hereinafter - LMS) by checking in the classroom or scanning the QR code from the student's personal ID card and/or through the special "TERMINAL FACE-ID" device installed in the classroom.**

**IMPORTANT!!!** Students must achieve at least 70% attendance for each module during one semester, otherwise they will be excluded from the Main Exam for the module. A student who fails to attend more than 30% of classes on any module is excluded from the exam on the corresponding module, which necessitates retaking the exam.

Students who have at least 70% attendance for each module ' are awarded a preferential score of 10% on the overall grade for this module 'u'. Note: If a student has 70% attendance but does not attend the main exam, they will not receive 10% preferential points. Also, dstudents with a grade below 70% will not receive this 10% score.

If extraordinary and valid reasons are confirmed (see Accounting for Valid Reasons), students may apply to the administration to investigate them according to established rules. Applications are reviewed by the Academic Direction Departments (Academic Management Office, representatives of the department). When making a decision, the student's academic performance and discipline are taken into account. Appeals against the Commission's decision are not accepted.

The decision-making commission is based on the student's personal file and all complaints received against him during the academic year. The commission identifies students who are constantly late or leave classes early without a valid reason. Students are required to explain in writing to the Department of Student and Youth Support the reasons for their absence or late attendance.

Teachers record attendance in the LMS approximately five (5) minutes before the start of classes according to the class schedule.

Students who are late for class after the test should contact the teacher after the

class, and the teacher will mark them as late.

If a student collected three (3) times late to class, it is officially considered that they did not participate in one (1) class.

The student is not allowed to leave before the end of the lesson according to the class schedule.

If a student (severe and prolonged illness, family circumstances, etc.) is forced to skip more than 30% of classes in all modules, the University invites the student to apply for academic leave due to the constant absence of the program, a sharp decrease in academic performance and, as a consequence, a decrease in the possibility of passing exams.

Any student complaints regarding attendance must be immediately forwarded in writing to the Academic Management Office.

*The Academic Management Office accepts medical certificates from students within three days after the issuance of the certificate without prior notification;*

*The following circumstances are considered "caused" by the postponement of classes:*

- *if the student suddenly feels unwell;*
- *in emergency situations;*
- *death of close relatives;*
- *trips and other circumstances.*

#### **4. Discipline and behavior**

To maintain a friendly and academic atmosphere, all students must show respect to their teachers and instructors, administrative staff, and, of course, to each other. In the classrooms, students must follow all instructions from their teachers, both positive - to learn, and negative - to stop ineffective and destructive activities, for example, using mobile phones during the lesson without special instructions, walking in the classroom without instructions for the student to change their position, etc. If a student is asked to leave the classroom, they will be marked as absent.

If a student seriously disrupts the learning process by harassing or insulting their classmates or teacher, they are asked to leave the University during the day and are marked as absent from classes throughout the day. If necessary, University staff can assist in this process.

In both cases, the teacher writes a report on the incident, which is entered into the student's personal file. The student is given a copy of the report, and they can file an appeal within three days. If a student is twice asked to leave the auditorium or commits a serious disciplinary offense, they are invited to a meeting of the University's Ethics Commission. At the student's request, their representative and parent/guardian are invited.

During the meeting, an action plan will be developed. The student may be given a disciplinary probationary period, sent for consultation, additional education, or other measures may be taken. If a student has been given a probationary period, they are invited

to the next meeting after one month, positive changes in it are assessed, and the following is proposed - cancellation of the probationary period, including the application of disciplinary expulsion or other disciplinary sanctions.

Students should remain silent in general classrooms, especially during classes and exams.

Students are obliged to comply with the rules established by the relevant University order, and a warning or reprimand may be applied to students.

## **5. Students' ethical responsibilities**

### **a) in the campus of TIUE:**

- provide a student ID card when entering the territory;
- do not pollute the territory and dispose of waste only in specially designated places;
- greeting teachers and staff when meeting them;
- not to move around the territory without reason during training sessions;
- Careful treatment of TIUE property (movable and immovable property, flora and fauna, etc.);
- dress (wearing sportswear is prohibited) and observe the culture of communication;
- not to hang various advertising media without the permission of responsible persons;
- maintaining peace in everyday life;
- combating the consumption and distribution of narcotic and psychotropic substances, alcohol and tobacco products. It is noted that, according to the legislation of the Republic of Uzbekistan, failure to timely notify the relevant authorities about the above-mentioned circumstances may be grounds for criminal prosecution.

### **b) in the auditorium:**

- disable mobile communication devices;
- not to talk inappropriately during training sessions;
- take care of equipment, do not write on desks;
- not leaving paper and other unnecessary items;
- not eating, not chewing gum.

**Importantly, the University administration is not responsible for lost and abandoned items.**

### **d) in public catering establishments:**

- Observe the "Queue" order when receiving food;
- showing respect to teachers, women, and the elderly in queues;

- do not make noise during meals;
- observe the established procedures at the public catering establishment.

**e) In the Information Resource Center (IRC):**

- Be courteous to the employees of the ARM;
- careful handling of books and equipment;
- not to speak loudly and not to disturb others;
- not to leave paper, chewing gum, and other waste;
- Compliance with the procedures for receiving and submitting books.

**f) in student dormitories:**

- keep personal belongings with you, do not damage residential property;
- economical (rational) use of electricity, natural gas, and water;
- comply with the rules for the use of residential, sanitary, and hygiene premises;
- Strict adherence to the "Regulations" and "Internal Regulations" of the student dormitory.

**g) in sports complexes:**

- entrance in clothing and footwear characteristic of the sports complex;
- to be cultured;
- Careful handling of sports equipment;
- return sports equipment to designated locations after training;
- Observe the established rules and regulations of the sports complex.

**h) In the Palace of Culture and other venues where mass events are held:**

- cultural attitude towards the seat and other equipment;
- not to whistle, not to shout, not to leave without reason before the end of a public event;
- Do not sleep, do not lie down on chairs, do not talk to each other, do not disturb those around you.

**Also,**

- striving to create a highly positive impression about the student of the university of TUE with his exemplary behavior and knowledge in various circles;
- a deep understanding of such noble qualities as the constant striving for perfection, a life of honesty and justice;
- Care for the interests of the university, its honor and glorious traditions, prestige and authority, concern for their preservation and respectful attitude towards them.

**The student is strictly prohibited from:**

- Smoking on the territory of the University;
- being rude to teachers, speaking unreasonably during lessons;

- discussing others' grades with the teacher;
- disrespect towards employees and their colleagues;
- missing or being late for classes;
- leaving the classroom during classes without the teacher's permission;
- intentionally harming other students.

In case of violation by students of the internal regulations of the University, various measures of influence may be applied to them. Restriction of access to the provided educational resources, access to the territory and building of the University, expulsion from the University.

## 6. Educational process

Education at the university is conducted in English, Uzbek, and Russian in the form of full-time education, depending on the direction chosen by the student.

Classes at the university are held in the form of lectures, seminars, practical classes, master classes, and visits to production/companies. The educational process is carried out using teaching aids, as well as individually and in groups. The types of tasks and test materials may vary depending on the specifics of the module, as well as the learning outcomes achieved at the end of the program.

The university has implemented **a credit-module system** aimed at supporting students' acquisition of knowledge and independent learning. In the credit-modular system, transparency of student assessment is ensured. The possibility of interuniversity student exchange (academic mobility) is one of the main advantages of this education system. For success in the credit education system, the student must meet the following requirements:

- regular active participation in lectures, seminars, and other events;
- development of critical, creative, and analytical thinking skills;
- be responsible;
- be able to set a clear goal for oneself and act independently to achieve it;
- study of the main and additional modules;
- continuous development of independent learning ability.

The university has the right to teach both non-credit and non-credit modules. Credit modules are assessed in a prescribed format and affect the GPA. Modules that do not provide credits can be compulsory or elective subjects at the discretion of students and do not affect the GPA.

In the credit system of education, it is necessary to maximize the use of educational resources provided by the University. Assessment is based on the student's complete or partial mastery of the module. Development is the main criterion for accumulating credit.

➤ Credit - a unit of measurement of the academic load mastered by a student for a certain module based on learning outcomes. Loans, as a rule, can be expressed in whole or fractional numbers. You can find credits for each subject in your chosen field of study on the official website <https://tue.uz>.

➤ GPA- (Grade Point Average) rating scale is a numerical assessment of a student's academic activity in an educational institution, based on the average score for completed assignments. GPA is an average score calculated by assigning a numerical value to each grade (from 0 to 5, equivalent to 5 "A" or "Excellent") and then finding the calculated value according to the following formula. (APPENDIX 1)

All educational materials are presented in electronic format (electronic textbooks), access to which is provided through the LMS system. For this purpose, the student must have access to a computer, MS Office (or similar text processing/presentation programs) and the Internet outside the University. Access to the LMS system via a mobile device may not support some features.

At the beginning of studies, the student is issued a login and password by the University to use the university's email, thereby establishing a permanent connection with the university. **Email and LMS are the primary formal means of information exchange between university and students. The student is obliged to timely check the email and act in accordance with the instructions sent to the University's email address.**

The university has free Wi-Fi, high-speed Internet access for students, which can be used on campus. Students can use computers available in the University's laboratories according to the information technology lesson schedule. **At the same time, computers and the Internet can only be used for educational purposes in accordance with the curriculum.**

## 7. Use language

Education at the university is conducted in the language chosen by the student upon registration. Therefore, students should strive to use the appropriate language in the learning process, including in communication with peers. Students should use appropriate communication methods to address the teachers (name and surname), unless otherwise indicated.

It is strongly recommended that students use the chosen language of instruction when communicating within and outside the University, including on social networks, watching movies, and reading books. Students receive advice on relevant materials for independent use from their teachers and mentors.

## 8. Caring for the well-being of students

We care about the well-being of our students. If a student wants to communicate with university staff or teachers, doors are always open, both literally and figuratively.

Parents can also come and talk with the staff and teachers of the University in Uzbek, Russian, and English.

## 9. Students' Health and Safety

The university conducts its programs in bright, modern, and safe buildings. The administration ensures access to the territory of the University only for authorized persons and students. Therefore, parents or friends of students should provide personal information upon request, as well as detailed information about the purpose of visiting the University.

Also note that a continuous video surveillance system has been established at the University.

To ensure that our University is a safe place for learning, we ask our students to show respect and sound judgment and report any problems or suspicious situations on the University grounds.

**The university is not responsible for the safety of student property, so we ask ALL students to be vigilant and always keep their personal valuables with them.**

We require everyone to strictly observe the sanitary rules of the university, especially in the context of COVID-19 or other possible pandemics.

## 10. Student dormitory

Student accommodation is a temporary accommodation for students arriving from other regions during the academic year.

Since today the University dormitory is not located on the territory of the University, it should not be forgotten that students living in the dormitory bear personal responsibility for their safety when visiting the University.

If the student does not live in the University dormitory, then the student is personally responsible for ensuring the safety of his or her personal belongings, as well as the security of the dwelling, by concluding a legal lease agreement with the owner of the apartment or house. Students are obliged to reside at the place of temporary registration in accordance with the current regulatory legal acts of the Republic of Uzbekistan.

**IMPORTANT: Student safety is their personal responsibility, the University is not responsible for the safety of students living outside the University dormitory.**

### **Dormitory is provided:**

First of all, to first-year students who arrived from remote areas and do not have a permanent place of residence in Tashkent.

After the remaining vacancies, the vacancies are distributed among 2nd and 3rd-year students.

### **Procedure for accommodation in student dormitories:**

- Apply to the Department of Student and Youth Support for accommodation in the dormitory.
- Provide all necessary documents requested by the department.
- The student will be allocated a place in the dormitory after the full payment specified in the dormitory agreement is made.
- The student assumes full responsibility for their life and health while living

in the dormitory.

- The student is personally responsible for the timely payment of the monthly payment during the stay in the dormitory.

## **11. General rules established at the university**

**There are certain rules that everyone at the university must follow:**

- Arriving 5 minutes before the start of the training and actively participating in the training according to the approved schedule;
- Paying full attention to lessons under the guidance of a teacher;
- Completing homework, including assignments for independent study;
- Transfer mobile devices to silent mode and use them only for performing relevant tasks in the classroom according to the instructor's instructions;
- Maintaining the cleanliness and tidiness of the university territory, classrooms, and recreation areas
- Communicate with the speakers and ask relevant questions on the topic;
- To study diligently and ensure objectivity during studies;
- Use the teacher's knowledge as effectively as possible

**In turn, students can expect the following from their teachers:**

- Timely attendance of all classes;
- Conducting classes using modern teaching methods as needed;
- Directing students towards easier assimilation of the topic;
- Conducting classes according to the program developed and approved in accordance with university standards;
- Preparation for exams;
- Expressing opinions about the students' work on the quality of completion of intermediate and final assignments.

## **12. Student Representatives Forum (Group Leaders)**

Student union TIUE is an association of TIUE students and graduates. The activities of the association cover all spheres of student life: studies, labor, sports, leisure, information and intellectual activity, creativity, etc.

Group leaders ensure communication between students and the university administration. At the beginning of the program, group leaders are elected based on the principle of "One representative from each group." The selection of the group leader is carried out directly by the students of the group by voting.

Elected leaders At the first meeting of group leaders, the Student and Youth Support Department conducts a training on their responsibilities, how to work with

students, and getting feedback.

Leadership meetings are held monthly. One of the leaders is selected as responsible for keeping the minutes of the meetings.

Also, once a year, based on the charter of the "Student Union," elections are held for the position of head of the Student Council, and the elected head, in turn, coordinates various youth projects, programs, the organization of student leisure time at the university and faculty levels, student conferences, various holidays, and coverage of university life on social networks.

### **13. Student Support & Resources**

The university strives to support students throughout the 'winter period.'. For this purpose, the University has created a system of mentoring and academic support for students, which is designed to facilitate learning at the University.

#### **13.1. Student Support Structures**

If necessary, students can contact the university's student support departments".

##### **13.1.1. First Vice-Rector for Academic Affairs and Youth Affairs**

Implements the following actions to provide administrative, educational, and upbringing support to students during their studies at the University, in particular:

- organization and coordination of mass events, implementation of necessary regulatory and methodological documents in the field of spiritual and educational work, plans of practical activities, organization of meaningful leisure activities for students;
- Organization of various events, including startup projects, youth conferences, forums, in cooperation with all students of the University and their parents, ensuring the participation of students in the life of the University;
- work in cooperation with law enforcement agencies in order to carry out legal education and prevent offenses among all university students;
- conducting explanatory work on the reforms being implemented in our country, regular exchange of ideas and information among students about socio-political, economic, and spiritual-educational life, etc.

##### **13.1.2. Vice-Rector for Academic Affairs**

Provides comprehensive academic support to students during their studies at the University, in particular, on the following key issues:

- organization of the educational process based on educational standards and international standards, development of a set of requirements for the content and level of training of knowledge, skills, and abilities, as well as organization of the work of all departments, teaching staff, and employees;
- defining the goals and strategy for the development of academic tasks and organizing the implementation of decisions on all types of issues related to the educational process, as well as monitoring the educational process;
- development of proposals on the conditions of admission to bachelor's,

master's and doctoral programs, as well as the procedure for studying (based on full-time, evening, correspondence, special correspondence, joint programs), curriculum and syllabus;

- taking measures to provide qualified personnel, including those with foreign experience, systematically improve the qualifications of professors, teachers, and other categories of employees, as well as exchange experience with other higher educational institutions;

- Organization of the educational process based on modern pedagogical and educational technologies and methods based on advanced information technologies and research work, taking into account the existing needs in the socio-economic sphere.

### **13.1.3. Academic Management Office**

Ensures the processes of admission to and expulsion from the University, academic deferment and transfer from one course to another, transfer to other higher educational institutions, carries out and controls the examination process, provides administrative assistance to students in the educational process at the University, in particular:

- regular monitoring of student attendance, financial and academic debts, transfers from course to course, obtaining academic information, registration of transcripts and academic delays, expulsion from the University, transfer of studies to other higher educational institutions, and solving other problems arising in the educational process;

- Close cooperation with students and the student council to organize the social life of students.

- considers applications for admission to the University;

- prepares orders of an academic nature;

- enrolls students in partner university programs;

- works with students' personal data and ensures the safety of documents;

- maintains statistical reporting on the student contingent.

- organization of examination processes, including systematization of examination work and announcement of results in the prescribed manner;

- ensure the highest security and standards in the exam processing system, including timely announcement of results.

- 

### **13.1.4. Department of Student and Youth Support**

- The main task of this department is to create a healthy, intellectual, spiritual, moral, and patriotic environment at the University, to organize an interesting and engaging student life at the University, as well as to ensure effective communication between the administration and students, to conduct educational work and monitor compliance by students with the internal regulations of the University, as well as to distribute students to dormitories, etc.;

### **13.1.5. Information Resource Center**

Information Resource Center (IRC) - constitutes a library containing a number of

educational resources. IRC is equipped with computers connected to the Internet, copying devices and printers, online databases, and an electronic library system for students. Currently, the information resource center has collected more than 20 thousand educational literature, fiction, and other interesting popular science works. All literature, scientific works, and teaching aids can be downloaded through computers in the IRC. You can view the Electronic Library [at /#/signin](#).

Electronic resources available in the IRC:

<https://fs.tue.uz> - Electronic Library

<https://actaeducation.uz> - Scientific Journal

<https://mmit.tue.uz> - Conference Collections

<https://www.webofscience.com> - International Scientific Publications Database

<https://www.scopus.com> - International Scientific Publications Database

#### 14. Academic calendar

Schedule of educational and control activities (date and timeframe) during the academic year, approved by the University, indicating the weeks and/or days off (vacation and holidays) for conducting professional practice. Academic period (semester) - the period of 15 weeks of theoretical education at the University during one semester. (2APPENDIX)

#### 15. Class schedule

The class schedule is available on the LMS and/or other electronic platform. The provided information is considered accurate at the time of publication and may be amended and/or supplemented. The University reserves the right to make changes and additions to the class schedule if necessary. (APPENDIX 3)

#### 16. University working hours

The university's working hours are from Monday to Saturday. From 9:00 to 18:00.

#### 17. Attend classes

The student undertakes to attend all classes in accordance with the academic calendar and class schedule for the relevant field of study. If there are valid reasons, the student undertakes to submit the certificate to the Department of Student and Youth Support within three days from the date of receipt. After this period, the certificate is not considered valid. More information **Chapter III. RATING SYSTEM**

#### 18. Move from group to group

The university has the right to divide students into groups at its discretion and based on certain criteria. At the university, students can be divided into groups based on test or performance indicators. The purpose of this approach is to create favorable conditions for students, allowing university professors and teachers to choose the appropriate teaching methodology and corresponding teaching load.

Transfer of students from one group to another is carried out only upon presentation of a substantial justification by the relevant decision of the University administration, in which students undertake to comply with all the requirements of the University administration.

### 19. Academic delay

Academic postponement is a process in which a student has the right to postpone the start of studies in a specific academic year for a valid reason. For this, the student must write an application addressed to the rector and fill out the necessary documents in the Department of Student and Youth Support. Students who have successfully completed at least one (1) full academic semester or year at the University (without academic debt) may apply for academic deferment in the following cases:

- to restore health;
- due to the illness or death of close relatives, including parents, spouse, children, close relatives;
- pregnancy, childcare;
- other cases are considered by the University management in a separate manner.

To obtain permission, a student must submit all the necessary documents to the Department of Student and Youth Support.

**NOTE:** Academic deferment is allowed only for periods of long-term disability. Several days or weeks are not considered legal grounds for academic delay.

All applications for academic deferment must have sufficiently complete and detailed documentation for reasons.

Only in exceptional cases, if there are valid reasons, the University administration may grant academic deferment during the semester. In such cases, the following are taken into account:

- after confirmation of a valid reason, full reimbursement of educational expenses by students until the academic deferral is formalized;
- After resuming classes, students must begin their studies from the beginning of the corresponding semester. In this case, the academic delay does not take into account the weeks of attendance in several previous classes.

An academic deferral is considered officially granted only after the corresponding order of the university is signed. The student is responsible for ensuring that they receive a copy of the order officially confirming their academic delay.

An academic deferral may be granted for a maximum of 1 (one) academic year. The deferral period may be extended for a maximum of 5 (five) years by updating the academic deferral request annually before the start of each academic year/relevant semester.

After the resumption of studies, students will have to complete their studies in the relevant modules determined by the University administration. Considering that the

university's educational program is reviewed annually, after resuming studies, the student must undergo study or additional training in accordance with the academic difference that arose in the corresponding academic year. In exceptional cases, if the student has academic debt, the student undertakes to pay all academic debts on time, covering all additional financial expenses.

Upon expiry of the academic deferment period, students must notify the University in writing of their desire to continue their studies no later than two weeks before the end of the deferment period or no later than the beginning of the new academic year. Students who do not have a written statement of desire to continue their studies at the University are expelled from the University. If the expelled student wishes to continue their studies at the University in the future, the student is given the right and opportunity to reapply to continue their studies as a new student.

## **20. Communication systems**

The main means of communication at the university are email and the LMS system. Therefore, make sure your email address is up-to-date and check your email regularly. The main means of communication with the teacher will be email and LMS, as well as the possibility of a personal meeting with the teacher. With the teacher's consent, you can also contact via SMS or other means of communication. Since teachers are not allowed to answer phone calls during classes, they are asked not to make direct calls without prior agreement.

If a lesson is canceled for valid reasons from the instructor, the University updates the class schedule accordingly or notifies students via email and/or SMS.

Please note that you can visit the instructor or module instructor during working hours or in the prescribed manner, and other employees during working hours.

## **21. LMS (Learning Management System)**

The university currently uses the [lms.tue.nl](https://lms.tue.nl) educational platform as an education management system. This platform is used for:

- determining student attendance;
- announcement of the class schedule;
- placement of educational materials and educational content by modules (for example, books, slides, notes, worksheets, quizzes, etc.);
- announce homework, midterm exams, coursework, etc.
- send important information, announcements, personal messages, and post feedback from teachers;
- announce the status of financial debt and payment;
- announcement of prices;
- and others.

Each student is allowed to:

- University email in the TIUE.uz domain, which must be verified and used throughout the entire period of study;
- LMS system on the Internet;
- LMS application, which can be installed on your mobile phone or tablet;
- Account information (username and password) to access the LMS.

**IMPORTANT!!!** Access to the LMS system is carried out on the basis of a special login and password provided to students. After gaining access, the student is fully responsible for the timely verification of the system, the security of their data and password. It is the student's absolute responsibility to always keep all this information in his possession and ensure that it is not given to unauthorized persons.

## 22. Student ID card (ID card)

An identification card is an identity card required to identify a student and enter the territory of the University.

Students without ID cards are prohibited from entering the University grounds.

Delays of up to 5 minutes are allowed after the start of training. Students who arrive late after this time are not considered to have fully attended the lesson.

Transferring an ID card to another person is strictly prohibited. ID cards of both parties, issued to another person for entry into the territory of the University, will be blocked, and fines will be imposed on the perpetrators in accordance with the rules established by the University.

The holder of a lost or damaged ID card must immediately notify the Academic Management Office. After that, they must send a special written request to the specified department and pay a fine according to the established tariff.

Students bear full responsibility for non-compliance with the rules for using ID cards in the manner prescribed by the University.

The ID-card renewal request will be reviewed within at least 1 (one) week.

**NOTE:** In case of incorrect use of the ID-card during the exam, the offenders will be issued a strict reprimand/warning and will be removed from the exam.

**IMPORTANT:** the issued ID-card will be used throughout the entire training period. Students are responsible for its working condition.

## 23. Make changes to student's personal information

Students after any change/replacement, including change of permanent (temporary) residence address, name/surname, passport/ID card and phone number. Within 2 working days, they must let the Academic Management Office notify in writing about any changes to their personal data.

Failure to notify students in a timely manner leads to inconvenience in communicating cancelled classes, exam results, or other important information.

Students are responsible for any legal consequences and expenses arising from failure to notify the University of changes in their personal data. Students should understand that the timely updating of their information is solely their responsibility.

## **24. Diploma of graduation**

**24.1.** A diploma of graduation is an official document certifying the graduation of a higher educational institution, issued after the successful completion of the educational program, in which there are no academic, financial, or other obligations.

Graduates who have successfully completed the study load based on the educational program are awarded a state-recognized diploma by the University, recognized as a document of higher education in the Republic of Uzbekistan, as well as an additional diploma under the OTHM program (for the English-language educational program) to students who have successfully completed the OTHM program.

To obtain a diploma, students must successfully pass exams in all relevant subjects and meet the minimum requirements and do not have academic and financial debt from the university. Students will be notified by email about receiving a diploma of graduation from the University.

**NOTE:** After the graduation diploma is handed over to the student by the University, the responsibility for its safekeeping rests entirely with the student. The University does not bear responsibility for lost and damaged diplomas.

### **24.2. Procedure for issuing a diploma of graduation to students with academic debt**

If a graduate student has academic debt (TRAIL), re-study in subjects with academic debt is organized for the student, for which a fee may be charged in the manner prescribed by the University. The period of retraining is 60 calendar days. During this period, the student assumes responsibility and guarantees in writing the full mastery of the subjects in which they have academic debt. The exam organized at the end of the retraining period is announced as the "Latest exam," and exams (main and two-time retakes) are organized in the specified subjects.

If a student does not successfully eliminate their academic debt based on the exam results, they must take exams in the subjects in which they have an academic debt within the established timeframe to a special commission established by the University, and this process continues until the student has fully eliminated their academic debt.

If the graduating student has academic debt (REMODULE), then at the end of the semester, in accordance with paragraph 45 of the Manual, they have the opportunity to take exams according to the approved academic calendar for the given academic year.

Re-examination may be permitted by decision of the University Council in cases where students with academic debts submit a reasoned document or certificate confirming the presence of psychological disorders due to the death or serious illness of close relatives (mother, father, brother, sister, grandparents, etc.) for reasons not related to the exams.

In both of the above cases (TRAIL and REMODULE), if the student has financial

debt, a diploma of graduation is issued after paying off this debt.

Also, a graduate student is required to complete both academic and financial activities within a period not exceeding three years.

## **25. Duplicate diploma**

Students who need to obtain a duplicate diploma must fill out a special form in the Academic Management Office and submit a written application.

A fee may be charged for each request.

In the event of the loss of a diploma by a student, the university does not bear any responsibility for this situation, which is related to certain conditions and organizational aspects and is not part of the university's own obligations and personal responsibilities.

## **26. Request for document submission**

Students wishing to obtain the original of their college, lyceum, or general secondary school graduation documents must fill out a special form and submit it to the Academic Management Office.

## **27. Deferment of military service**

In accordance with the current legislation of the Republic of Uzbekistan, students studying at the University with a break from work (full-time form of study) are granted a deferral for compulsory military service.

## **28. Procedure for organizing foreign trips**

University students are prohibited from leaving the country for the duration of their studies without the prior consent of the University administration.

Students must notify the Department of Student and Youth Support in writing about the planned foreign trip and wait for the appropriate decision of the University administration.

If a student does not inform the University administration about planned trips to foreign countries, the University reserves the right to expel the student.

**Students who do not appear for the exam during a foreign trip are automatically considered to have failed the exam.**

Documents required for obtaining a permit for travel abroad.

Students must submit the following documents for review:

1. Submission of a written application from a student to the rector of the university regarding plans and the purpose of traveling abroad. In this case, the student is required to indicate that he bears full responsibility for any consequences of the foreign trip with the appropriate confirmation of his parents.

2. Submission of relevant documents confirming the need to travel abroad (for example: medical certificate, invitation, visa copy, etc.).

## **29. Students who have completed OTHM and INTI programs**

Students studying in English based on OTHM programs are awarded Level Diplomas (Certificate) by OTHM for each successfully completed academic year. For this, the student must accumulate all credits allocated for the academic year. The Level Diploma (certificate) has a QR code and is sent to the student's email address by the OTHM. This certificate with a QR code can also be obtained at the Registrar's Office. The original certificate is provided free of charge to IFP students. Students of courses above IFP are eligible to receive the original certificate by paying a fee set by OTHM (£150).

Students who have successfully completed the IFP course can continue the next stage (BSc Year 1) in OTHM Bachelor's programs or in open Bachelor's programs in cooperation with INTI. Students who successfully complete their Bachelor's degree in OTHM programs will receive a TIUE Bachelor's degree and an OTHM level diploma (Certificate). Students who refuse an OTHM level diploma (certificate) will be awarded a TIUE Bachelor's degree diploma upon successful completion of studies.

Students who successfully complete the INTI University Bachelor's program receive an INTI Bachelor's degree diploma corresponding to their field of study.

## CONTRACT

### **30. Regulation of material liability and fulfillment of obligations under the contract for the provision of educational services**

A Public Contract-Offer for the Provision of Paid Educational Services (hereinafter referred to as the Offer) is concluded between the University and the student or a third party making the payment on behalf of the student. In the Offer between the University and the student, the University undertakes to provide educational services to the student through the educational program in accordance with the terms of this agreement, and the student undertakes to make timely payment for the educational services provided in accordance with the terms of the Offer, to regularly attend all classes in accordance with the academic calendar and schedule of classes in the field of study, as well as to fully comply with all requirements and rules approved by the University (APPENDIX 4).

#### **30.1. Payment procedure and terms**

Payment for educational services is made in the national currency of the Republic of Uzbekistan - soums, by transfer to the University's account, and/or by other means stipulated by the legislation of the Republic of Uzbekistan. The term, amount, and terms of payment are determined in accordance with the contract.

##### **30.1.1. Refund of funds paid for education (program)**

The refund of the paid amount is regulated in accordance with the relevant clause of the contract.

In case of termination of the Agreement or expulsion of the student in agreement with the University, the amount of payment for the unstarted semester may be returned only in the following cases:

- due to health reasons (based on a medical certificate);
- in connection with imprisonment by a court;
- due to his passing.

**If a student is expelled from studies for the following reasons, the University does not refund the previously paid amount after the start of studies:**

- on their own initiative;
- in connection with transfer of studies to another higher educational institution;
- for violation of the Internal Regulations and discipline of the University;
- for failure to master the lessons (academic debt);
- for forgery of documents;
- for missing more than the established number of lessons for each module during one semester without valid reasons;
- failure to inform the University management about plans to travel abroad during the semester;
- For other reasons in accordance with the internal documents of the

University.

**31. The grounds for expulsion from the University may be:**

- at their own discretion;
- in connection with transfer of studies to another higher educational institution;
- Payments were not made within the timeframes specified in the contract;
- due to health reasons (based on a medical certificate);
- for other reasons.

If students are forced to leave their studies for a specific reason, they must apply in writing (or via email) **to the Academic Management Office.**

**It is important to remember that** , if the program is suspended before the completion of the full course, students will not be able to obtain an academic credit in the subjects taught during their studies at the University. Only if students fulfill the academic requirements of all modules of the educational program will they receive a diploma of completion of the established form by the University.

All requests for expulsion from the university must be submitted in writing.

**31.1.1. Suspension from the university at the initiative of the university may be carried out in the following cases:**

- if the student does not fulfill obligations in accordance with the internal regulations of the University and the concluded contract, as well as does not comply with generally accepted norms of etiquette and morality;
- failure to fulfill the clauses stipulated in the contract for the provision of paid educational services, as well as untimely payment for education;
- due to unsatisfactory learning outcomes (failure to master);
- unjustified absence from classes during one academic semester in the amount established by the internal regulations of the University;
- submission of forged documents;
- commission of unlawful acts for which liability is provided in accordance with the current legislation of the Republic of Uzbekistan;
- for other reasons.

The University has the right not to admit a student expelled at the initiative of the administration to classes. In this case, the refund of the paid amount is regulated in accordance with the relevant clause of the contract.

## II. REGULATIONS ON CONDUCTING EXAMS

### 32. Evaluation criteria

Assessment is intended to measure the student's ability to achieve the educational results intended for the program. Student knowledge is assessed based on the results of active participation in classes, writing interim and final exams, completing coursework, presentations, solving test tasks, and other types of assessment.

Student performance is assessed on a **100-point scale**, and the minimum academic score is set at **40 points**, which is the main indicator of students' knowledge, skills, and abilities.

**IMPORTANT!!!** In accordance with the university's examination requirements, in order to move from the first academic year to the second, the student must successfully complete all assessment components (assignments given by the instructor) for completing the corresponding module in a timely manner.

**Students' knowledge of the module is assessed according to the following criteria:**

**"A+" grade or 90-100 points %** - The student has mastered the program, can make independent conclusions and decisions, can think creatively and creatively, understands the logical connection between modules (topics), conducts independent observations, can apply the acquired knowledge in practice, understands the essence of the module (topic), knows, explains, can tell, helps others;

**A grade or 80-89 points %** - The student has mastered the program, can make independent conclusions and decisions, think, conduct independent observations, apply the acquired knowledge in practice, understands the essence of the module (topic), knows, explains, can tell, helps others;

**"B+" grade or 75-79 points %** - The student has mastered the program, can make independent conclusions, conduct independent observations, apply the acquired knowledge in practice, understands the essence of the module (topic), knows, explains, can explain, helps others;

**"B" grade or 70-74 points %** - The student, in general, has mastered the program, conducts independent observations, can apply the acquired knowledge in practice, understands, knows, explains, can explain the essence of the module (topic), teaches others;

**"C+" grade or 65-69 points %** - The student has an idea of the module, can express opinions on the module (topic), apply the acquired knowledge in practice, understands, knows, explains, and can explain the essence of the module (topic);

**"C" grade or 60-64 points %** - The student has an idea of the module, can apply the acquired knowledge in practice, understands, knows, explains, and can explain the essence of the module (topic);

**"D" score or 40-59 points %** - The student has theoretical knowledge, understands, knows, explains the essence of the module (topic), has an idea of the module

(topic);

**"F" grade or 0-39 points %** - The student has not mastered the module program, does not understand the essence of the module (topic), and does not have an idea of the module (topic).

**Important!!!** According to the examination requirements, the student must complete all assessment components to pass the module. Failure to submit at least one component of the assessment on the exam (failing to submit the coursework and/or presentation, not participating in the written work/test, etc.) is considered as failure to master the corresponding module (Fail/Reference) and receives an "F" score based on the scored points. All scores collected on the exams will be automatically zeroed out to "0."

### 33. Exam component formats

#### Midterm Control (MIDTERM)

Regulation of the content and format of interim control is carried out under the direct supervision of the heads of departments and the Vice-Rector for Academic Affairs. University professors and teachers are given academic freedom in choosing the format and duration of interim examinations, as well as in monitoring the assimilation/understanding of the material by students and making appropriate adjustments to the educational content (simplification, complication, repetition, deepening or changing the methodology, etc.) depending on the level of assimilation of the material by students.

Interim control can be carried out in the form of test assignments, essays, written answers to questions or their mixed versions and other types of written forms. Interim control can be carried out in the form of test assignments, essays, written answers to questions, or a combination thereof, and other written forms. The content of the interim control is developed by the teachers of the relevant department. Students are not given interim control questions in advance.

Interim control is carried out under the supervision of department heads and is evaluated by them within 7 days.

The Head of the Department and the instructor responsible for the module are responsible for the timely entry of the results of the interim control work into the LMS system within 7 days and submit all results in the established format to the Examination Organization Department during the 14-15th week of the semester.

If a student cannot participate in the interim assessment for valid reasons, then the student must submit a written application to the Vice-Rector for Academic Affairs within 48 hours and provide the necessary supporting documents. After the application is reviewed, the student will have the opportunity to take the midterm exam or their application will be rejected.

If a student fails to pass the midterm exam without a valid reason, they will automatically receive zero (0) points.

#### Final exam sessions (MAIN EXAM)

At the end of each semester (weeks 16-17), the university organizes **final examination sessions** for all modules completed in this semester. This exam is the first

attempt to pass the academic minimum successfully.

Information about the format of intermediate and final exams for each module will be provided during the training sessions. If there are questions related to academic content, the student can always contact the heads of the departments.

Examination date and time Examination Organization Department at least **1 (one) week before** the start of exams will be announced on the university's information boards, as well as to their respective email addresses or through the university's official social networks.

Before the start of the final exam week, the University announces the consultation hours schedule. Attending these sessions significantly increases the likelihood of successfully passing the exam papers. **STUDENTS WHO FAIL TO UTILIZE THIS OPPORTUNITY SHALL BEAR COMPLETE RESPONSIBILITY FOR LEAVING/MISUNDERSTANDING THE EXAM REQUIREMENTS FOR A SPECIFIC MODULE.**

When taking exams, students must comply with the University Rules. Exams are supervised by observers (*these can be teachers, administration, and other third parties*), whose task is to ensure that students comply with the exam rules.

**CREATELY IMPORTANT**, students must follow clear instructions to complete one of the studied modules.

Final exams/retakes are conducted based on the approved educational program.

Final examinations /re-exams are held at the end of each semester for all modules. The final exam questions cover the tasks obtained during the semester.

Final exams and retakes can be in the form of coursework, presentation, project, case study, essay, written work, or test, depending on the module.

### **IMPORTANT!!!**

**For subjects that are coursework, the final control work (including for OTHM modules) has a mandatory presentation component, which is not graded, but at the same time has decisive significance.** All students are invited to defend their coursework in the form of a presentation or oral exam after completion. One of the goals of this presentation or oral exam is to determine the probability that the submitted coursework was actually written directly by the student and that they fully understood what they wrote. This component is rated as "Passed/Pass" or "Failed/Refer/Fail." If the student received a "Pass/Pass," then all points received for the written work will be counted, but if the student received a "Not Passed/Refer/Fail" (including the presentation/non-participation in the oral exam), then all points received for the written work will be canceled (zero "0" points will be assigned) and the student will be given the opportunity to retake the exam next time.

Students who did not participate/failed the exam for valid reasons (upon presentation of supporting documents) may be admitted to the exam within the time limits established by the University administration and receive all relevant benefits.

The University will form a working commission to ensure fairness and

transparency of the examination and examination process for all presentations and oral exams. The working commission includes at least two chairmen of the University, including teachers.

Final control tasks are developed and approved by the relevant department or submitted by the partner university and the OTHM Qualifications organization. The University reserves the right to provide students with access to the database of questions on specific subjects at their discretion. This possibility does not cause unauthorized dissemination of information and is used as a motivational mechanism that contributes to a deeper assimilation of the educational process by students. Coursework assignments are provided to students from the first week to the fifth week of each semester for familiarization and preparation.

All students will have the opportunity to receive consultations on each module in the format and at a specific time according to the class schedule. These consultations will allow students to receive answers to all their questions before taking the exam in order to help and guide them on all the studied materials and coursework.

After determining the deadline for submitting final control works in accordance with the procedure established in the curriculum (academic calendar), the link to upload the corresponding task is placed in the LMS system. Final control works are uploaded through the LMS system at a time determined by the Examination Organization Department and are distributed among examination specialists.

The exam results will be published in the LMS system within one month from the date of submission, in accordance with the deadline specified in the academic calendar.

#### **Additional points set for attendance'**

Students who attend at least 70% of all lectures and seminars (practical classes) on the module are awarded 10 points for attendance.

The following table shows the distribution of points for Attendance, Midterm Assessment, and Final Assessment.

| <b>Attendance</b> (at least 70% in attendance) * | <b>Intermediate Assessment (MIDTERM)</b> | <b>Final evaluation (MAIN EXAM) **</b> | <b>Total score</b> |
|--------------------------------------------------|------------------------------------------|----------------------------------------|--------------------|
| <b>10.</b>                                       | <b>30.</b>                               | <b>60.</b>                             | <b>100.</b>        |

*\*) The prescribed 10 points for attendance are awarded only if the student participates in the main examination (MAIN EXAM); if the student does not participate in the main examination, this preferential score is not awarded.*

*\*\*\*) According to OTHM requirements, students studying in English-language programs must score at least **24 points from Main Exam 60 points**, otherwise they will be considered unsuccessful (Fail)*

#### **34. Entering the final exam/retake (or other types of exams)**

To be admitted to the final exam, the student must meet the following requirements:

- a) be officially admitted to the university;
- b) fulfill the minimum attendance requirement of 70% (seventy percent) for each module during the semester (for full-time forms only);
- c) during one semester - fulfillment of established obligations for laboratory work, master classes, electives, and visits to production (depending on the direction and form of training);
- d) fulfill all financial obligations to the University in accordance with the contract for the provision of paid educational services (settle the debt for education);
- e) fulfill all obligations specified in the contract.

Students who fail to comply with the requirement specified in clause "b," even if this student passed the work with an "excellent" grade, may be allowed to participate in the final exam as a second attempt by applying a disciplinary sanction in the form of a low grade of up to a maximum 40 points (pass score).

Until the requirements specified in clauses "a," "c," "d," and "e" are met, these students are excluded from all tests.

After all students meet the above requirements, they are allowed to retake the final exams in the specified/existing format as a second attempt (1st Retake). In such cases, the student will receive a maximum of 40 points on all retake exams after the main exam, even if they fully comply with the exam requirements.

**Students who were not admitted to the main examination (main assessment) must wait for the deadline for retaking the exams. At the University, retake exams can be taken as follows:**

- **second attempt (1st RETAKE) free**
- **third attempt (2nd RETAKE) for a fee.**

Students who could not pass the modules on the first attempt for any reason will be given the opportunity to take the minimum amount required by the University **on the second attempt (first RETAKE) free of charge**, as well as students who could not take exams or other types of work on the second attempt **to take the last opportunity on the third attempt (third RETAKE) by making an advance payment for the exam in accordance with the tariffs set by the University.**

**IMPORTANT!!! The exam is organized in the form of three attempts:**

| Attempts                                       | Payment | Max Final score (points) |
|------------------------------------------------|---------|--------------------------|
| First attempt<br>(Main EXAM) (Main)            | Free    | <b>100.</b>              |
| Second attempt<br>(re-submission - 1st RETAKE) | Free    | <b>40.</b>               |

|                                               |       |     |
|-----------------------------------------------|-------|-----|
| Third attempt<br>(re-submission - 2nd RETAKE) | Paid* | 40. |
|-----------------------------------------------|-------|-----|

*\*) in accordance with the tariff established by the University*

### **ATTENTION!**

### **THE UNIVERSITY DOES NOT PROVIDE A FOURTH ATTEMPT FOR RE-TAKING THE MODULE EXAM.**

If the student, after retaking the module (second attempt) (1st RETAKE), fails to pass the exam and receives an "F" grade, then the student is given another final (third) attempt (2nd RETAKE) to retake the modules on a paid basis in accordance with the tariffs approved by the university.

### **35. Accounts for valid reasons**

If a student becomes ill, suffers an injury, or encounters another problem that directly affects their attendance on the exam day, or is unable to take the exam/course papers for valid reasons, the exam commission may provide another opportunity to take a specific component within a specific timeframe. In this case, the student must report a valid reason (3) three days in advance, rarely on exam day, with a document confirming that it directly affected the student's inactivity .

If the student considers it worthy of separate consideration, The Academic Management Office is **responsible** for submitting all supporting documents and notifying the University administration in writing .

### **IT'S IMPORTANT TO REMEMBER :**

- a) a valid reason must be reported **three days before the course paper or exam**;
- b) after receiving the results, the student cannot claim a valid reason;
- c) Information about the student's valid reason is confidential.

### **36. Manage exams**

#### **36.1. Exam Schedule**

The university determines the date and time of all exams specified in the student schedule. It also informs students about the exam schedule through information stands at the University and by sending information to the students' email and/or through the university's official social networks.

**No changes will be made to the exam schedule without agreement with the rector. Changes in accordance with the individual requirements of students will not be accepted. Students are required to attend the exams at a strictly defined time, and any reasons why a student does not know the date and time of the exam will not be accepted.**

#### **36.2. Exam preparation**

All students are required to attend the exams at a strictly defined time. During exams, it is necessary to **STRICTly** observe the rules of discipline.

### 36.2.1. Instructions for taking written exams:

#### **Before the exam begins:**

- Arriving in the auditorium 20 minutes before the start of the exam. In case of late, the student is not allowed to take the exam;
- Presentation of the original ID card or passport, which confirms identity;
- Bring a pen, pencil, and calculator for the mathematics exam (if permitted by the rules);
- It is allowed to bring water with you (0.5 liters);
- Check the classroom number and the seat number assigned to each student;
- Before entering the examination room, students must be prepared for checking for cheat sheets or items not permitted for use during the exam;
- After being allowed to enter the classroom, students should take their seats and wait for additional instructions from the inspectors (responsible representatives of the University) and do not touch the questionnaire before the exams begin.
- Going to the bathroom before entering the auditorium.

#### **It is strictly forbidden to bring:**

- Phone/smartwatch, gadgets, or bag. If available, you'll need to leave items on the list when you enter the audience.
- Cheat sheets, notebooks, or other foreign objects, unless indicated in the instructions.

#### **During the exam:**

- **INTERACTION WITH STUDENTS IS PROHIBITED;**
- Carefully fill out your data on the exam/answer sheet shown on the student's desk and check everything according to the passport and/or ID card and index number.
- Interacting with students, looking around, talking or disturbing others, violating discipline and order during the exam **is PROHIBITED**.
- If you have any questions, raise your hand and wait for the invigilator to come to you.
- When the exam time is over, stop writing and submit the work to the invigilator as required according to the instructions.
- Leaving the classroom during the exam **is prohibited** if the student has not submitted their work.

### 36.2.2. Instructions for submitting presentations:

#### **Before the exam begins:**

- Go to the waiting room at the appointed time and wait for an invitation to the auditorium to take the exams;

- Preparation of the presentation in accordance with the requirements of the module;
- Record your presentation on a flash drive in PPT format and bring it with you.

**During the exam:**

- Be prepared for questions related to the presentation and written coursework (according to the instructions)
- Try to answer questions briefly and clearly.

**After the exam:**

- The student should not interact with the students after the presentation! This can negatively affect the success of the next student's presentation and cause unreasonable excitement before the presentation. Respect yourself and your colleagues!

**36.2.3. Instructions for taking the oral exam**

**During the exam:**

- Each student, when it is their turn, selects a ticket and tells the examiner the ticket number;
- Then sit at the table and prepare in 5 minutes;
- gives oral answers to the examiner's questions;
- Questions should be answered briefly and clearly.

**In the examination room and during the exam**

- Sit where the observer asks.
- Place the university ID card on the table. In the absence of an ID-card, the student is obliged to submit another document proving their identity.
- Listen carefully to the observer and always follow their instructions. The observer will inform you when you can start the exam.
- Do not attempt to communicate with other students or individuals inside or outside the examination room.
- Do not disturb other students, distract them, or do anything that interferes with the exam.
- Not trying to help another student during the exam.
- Do not ask anything from another student during the exam.
- Do not answer questions beyond what is required.

**At the end of the exam**

- Stay in place and maintain silence until the observer allows you to leave the examination room.
- Do not take question sheets, answer booklets, or other items out of the examination room.
- Hand over answer sheets, including any notes or draft work, to the

supervisor. Delete any drafts before submitting the work.

If there are suspicions of violations during the exam, an investigation will begin. Students who violate the examination process will be able to obtain permission to take all exams based on the results of the inspection. In cases where misconduct is detected, the student's response is rejected and leads to expulsion from the educational program.

Students are notified of the decision of the examination commission in writing or through the LMS system. If a student has questions regarding the exam rules, they can contact the university's Department of Student and Youth Support.

If students encounter various misunderstandings or problems while completing the work, they can contact the instructor or the Examination Organization Department to find a solution to the problem before the scheduled exam date.

### **37. Consultations with teachers**

In turn, teachers help reinforce the acquired knowledge by providing each student with educational and handout materials.

The absolute requirement to participate in the planned exams fully applies to students, and the consequences of missed exams are explained to them.

Our teachers pay great attention to learning and conduct classes with maximum effectiveness to motivate students to participate in their lessons. It is not always possible to use interactive methods in classes, especially before exams, but we always try to fully involve our students in the learning process.

### **38. Submit coursework**

Assignments for coursework are provided to students during lessons by teachers and lecturers conducting seminars on a specific topic.

The date of submission of coursework is determined by the University at the beginning of the semester no later than the 10th (tenth) week. If coursework is defended, the University publishes a schedule indicating the date and time at least 1 (one) week before the start of the exam.

Coursework assignments are also uploaded by the instructor to the LMS platform. All coursework must be uploaded only through the LMS system within the timeframe set by the student. In other cases, the University reserves the right not to take into account the submitted work and has the right not to submit it for evaluation.

The university has the right to check all course papers prepared by students against plagiarism, and all papers submitted by students must be written directly by the students themselves and fully comply with the university's citation rules. If the coursework submitted by students belongs to another author or plagiarism is detected, then the professors and teachers inform the University administration about this. The university takes such violations very seriously, and this can lead to a student receiving a "0" from the coursework or being expelled from studies. You can learn more about this in the section

"Violation of academic rules (fraud)." Students can contact professors for additional consultations on writing coursework.

If a student submits a coursework late without prior notice, their score may decrease for each day of delay. You can find more information in the "Submission of Course Papers Late" section.

After the coursework is uploaded to the LMS system, the assessment is carried out in two stages:

**Preliminary assessment:** Preliminary assessment is carried out by university instructors.

**Second Assessment:** The second assessment is carried out by the internal or external examination commission.

After evaluating the coursework, the instructors provide written comments and recommendations for each work, indicating which aspects were not taken into account and what measures should be taken to improve the quality of the work.

**Requirements for the preparation and submission of coursework** - all coursework is checked for plagiarism. 2024-2025 - plagiarism of coursework exceeding the maximum permissible 25% in the academic year (the percentage may vary from year to year) will be automatically canceled and assessed as zero (0) points, or the grade will be reduced based on the results of the examination.

Coursework must be developed in PDF format (depending on the field of study) in accordance with the requirements for the preparation of coursework established by the instructor.

### 38.1. Late coursework submission/upload

All coursework and/or any other exams, as well as individual assignments, must be submitted on time *(the submission time is announced by the University administration each time before the start of the exam week)*.

**Coursework can be submitted within 5 days (maximum) after the established deadline.**

Coursework is evaluated at 100 points. Coursework uploaded after the deadline is subject to a "fine": minus 10% (ten percent) for each day of delay.

All data are presented in the following table:

**Table 1. Mechanism for late submission and assessment of coursework.**

| Delivery date | Minus 10% of the points earned for the work | Maximum final score (points) |
|---------------|---------------------------------------------|------------------------------|
| Day 0         | -                                           | 100.                         |
| Day 1         | - 10%                                       | 90.                          |
| Day 2         | - 20%                                       | 80.                          |

|                                                                                                                                            |       |     |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|
| Day 3                                                                                                                                      | - 30% | 70. |
| Day 4                                                                                                                                      | - 30% | 60. |
| Day 5                                                                                                                                      | -50%  | 50. |
| Day 6                                                                                                                                      | -60%  | 40. |
| Coursework that is delayed by 6 days after the deadline will be automatically evaluated with a score of "0" (Fail) regardless of the load. |       |     |

*For example, if the assignment is rated at 100 points and the student submitted the work one day after the specified date, the examination commission reduces the number of points collected by 10% (disciplinary punishment) when receiving the final grade, that is, if the student scores 70 points, after the application of disciplinary punishment, the student will receive 70 points - 7 points (10%) = 63 points. Therefore, they must submit coursework on time for the benefit of each student.*

### **38.1.1. Postponement (extension) of coursework or other types of examinations**

An important part of student education consists of taking exams and coursework within the established timeframe, and therefore the University asks them to strictly adhere to the established deadlines.

If students are unable to submit their coursework within the established timeframe for valid reasons (as indicated below), they may submit relevant documents justifying the extension of their coursework (deadline).

A student wishing to delay submitting the assignment must submit a written application for extension no later than 3 days before the deadline for submitting the coursework. All applications must be submitted in writing to Academic Management Office with the necessary documentation. The examination commission makes a decision on the admission or rejection of these course papers without a fine or a fine. The grounds for postponement (renewal) are:

- serious personal illness with a medical certificate (the disease certificate itself is not accepted);
- serious family or personal problems, such as divorce or death of close relatives, which directly affect the performance of these duties.

Other reasons may be considered by the University management only in the latter cases.

In order to avoid delays in announcing the results, it is not allowed to extend the deadline for submitting the coursework.

**Important! Students must know the deadlines for completing all assignments and plan their actions accordingly.**

## 38.2. Violation of academic rules (academic infractions)

Academic violations - when a student commits an unscrupulous or inappropriate act to improve their grades. It should be noted that the university takes such academic violations very seriously. Academic violations can lead to the cancellation of grades (the student will not be able to pass the exam successfully). The university teaches students how to follow academic rules during the educational process.

### Academic violations are subdivided into the following types:

- **Plagiarism** consists of copying information, thoughts, or ideas from a published or unpublished (unofficially published) source without providing a link and using various artificial intelligence tools (such as ChatGPT and/or similar sources). During their studies, students learn how to use resources (e.g., books, websites, articles) and how to address them correctly. The university verifies submitted documents, including using an online plagiarism detection system (for example, [strikeplagiarism.com](https://strikeplagiarism.com), [antiplag.uz](https://antiplag.uz), [plag.uz](https://plag.uz)).
- **Secret conspiracy** - two or more students working together to create individual works containing the same ideas and texts. **Importantly**, the student should not allow others to see and use their work.
- **Sharing the coursework** with a friend or storing the work on a shared computer without knowing it will be copied can lead to the cancellation of grades for the student who wrote the work and secretly copied it (especially if it cannot be proven who copied the work from whom).
- **Falsification of results** - If a student provides a set of results not based on their own observations or calculations.
- **Subcontracting** - when a student hires someone else to write their work.
- **Use translation services** - if a student uses any platform for translating their assignment or coursework into Russian: paid translation services, online e-translation tools (for example, a translation website).
- **Violation of discipline during the exam** - violation by the student of the established procedure during the exam. For example, using cheat sheets, communicating with someone inside or outside the exam room, using a pre-programmed calculator, or copying data from someone else.

**Responsibility for the completion of all work by the student and the availability of relevant references to the sources used.**

### 38.2.1. Disciplinary measures

The grade received during the exam will be canceled for conspiracy, falsification of results, subcontracting, translation services, and violation of discipline during the exam.

If plagiarism is detected, the disciplinary sanction (amount/percentage of price

reduction) depends on the following.

- if the student has previously used plagiarism;
- if a certain amount of plagiarism is detected in the work performed (the degree of plagiarism does not exceed 25%);
- the qualification work under consideration;
- estimated value relative to the total cost of the module;
- if it can be proven that the student tried to hide plagiarism.

### **38.2.2. Measures taken against a student suspected of academic misconduct**

a) The university administration invites the student for an interview. This student is asked to provide any evidence that confirms that the exam paper belongs to him, such as correspondence that the student may have made during the preparation process.

b) Two employees conduct an interview with the students. They explain why they suspect the student of an academic offense and record the interview. If the university has identified the main source of the work (i.e., the article or website) during the study, then this will be shown to the student at the meeting. At the same time, if an electronic identification system is involved in identifying misconduct, the student will be provided with a report prepared by the identification system.

d) The university commission reviews all evidence and makes a decision on whether the violation of discipline has been proven or not. When the student's guilt is proven, the commission acts in accordance with the policy of academic disciplinary violations adopted to determine the academic penalty (reduction of scores) applied. This decision can be made unilaterally. After the results are announced, the student will be notified through feedback.

e) TIUE University helps students improve their academic skills. It is very important for a student to understand their wrong actions and their consequences. In the event of a repeat offense, disciplinary action is imposed, up to and including expulsion from the university.

**We ask you to pay attention:** If a university examiner finds evidence of an academic offense, teachers will be asked for their opinion. The examination committee reviews the opinion of the university administration/teacher regarding the student and their work. If the examination commission determines that the written work does not belong to him, academic punishment is applied to this student. The university notifies the student of the examination committee's decision.

### **39. Assessment of examination papers**

Exams, coursework, assignments are evaluated by the University and are reviewed by the Internal/External Examination Commission at the end of the academic year.

The results announced by the internal examination commission are considered preliminary, that is, the results can be changed after the next examination commission, which is held once at the end of the academic year.

All grades are checked at the end of the academic year by specialists taking internal/external examinations in accordance with the established procedure. Internal/external examination specialists ensure that each student studying at the University receives fair and accurate grades for their exams, coursework, and assignments.

After the internal/external examining specialists review the students' work, they report to the Examination Board for evaluation and discussion of the results.

Students will be notified of the date of the final results. The grades given for each completed module indicate a high level of student knowledge.

All exams are conducted in the form of coursework and/or presentations, solving test tasks, a written exam, or other types of assessment.

Assessment of students' knowledge and achievements at the university is carried out by adding the following results: 1. Interim control (MIDTERM) and 2. Final Exam (MAIN EXAM).

Assessment of re-examinations is carried out without taking into account previously accumulated points in the midterm control (MIDTERM).

#### **40. Midterm Control (MIDTERM)**

The interim assessment, regardless of the form and frequency of its implementation, is assessed directly by teachers, depending on the duration and credits of the module in accordance with the approved academic calendar of the semester.

Feedback on the scores earned in the results assessment and midterm assessment (MIDTERM) is carried out directly by the module instructor and the department head. The Head of the Department monitors interim control works (MIDTERM) and has the right to hold meetings and discussions with professors, teachers, and students in order to develop recommendations and decisions on improving and increasing the effectiveness of the educational process based on them.

At the end of the semester (14-15th week), professors and teachers submit a detailed report on the interim grades received by students (MIDTERM) to the Examination Organization Department.

#### **41. Final Exam (MAIN EXAM)**

Regulation of the content of the final examination (MAIN EXAM) is carried out under the direct supervision of the Director of the Academic Management Office and the Rector of the University.

The MAIN EXAM may consist of several components. **In this case, each component is evaluated separately.**

**First stage:** first inspection of all works by faculty members or with the involvement of external examination specialists;

**Second stage:** second selection of all works by faculty or with the involvement of external examination specialists.

**Education under the OTHM program for undergraduate programs in**

### **English:**

The results of the main/final examinations are collected and administered by the Academic Management Office and are divided into internal and external examination commissions. Exam papers of students of the Higher Educational Institution are submitted to the external examination commission of the Higher Educational Institution in two stages:

1. After the first retake in the second semester, the exam papers of students who have successfully passed all the academic minimums of OTHM are sent to "OTHM Qualifications."
2. Regardless of the results obtained, the exam papers of all students who have the opportunity to retake the exams on the third attempt will be sent to "OTHM Qualifications."

#### **41.1. Formation of the final assessment by module**

The final score for the module is obtained by summing up the results of the midterm exam (MIDTERM) and the final exam (MAIN EXAM). After summing up the intermediate assessment and final exam grades, students who have scored **at least 40 points "D"** can successfully advance to the next year.

The university creates a transparent and fair assessment system and achieves its goals by organizing the work of internal and external examination boards.

After the Academic Management Office collects the preliminary grades and the second examiner's results, it convenes an internal examination board, which must approve the results for publication by the examination department through the LMS system within a week.

The results are considered a preliminary grade approved by the internal council and can be changed by the external examination council at the end of the academic year, both in favor of the students and vice versa.

##### **41.1.1. Re-submission evaluation**

Assessment of the retake/repeat examinations is carried out by the teaching staff or within two weeks according to the established schedule.

The final score of the re-submitted exams does not take into account the previously accumulated points on the Midterm. A maximum of 40 points can be scored upon reapplying. The format and types of this exam will be based on the schedule approved by the rector.

Students who fail the main exam for valid reasons (availability of approved documents or written permission from the rector) will have the opportunity to retake the components covered by the permit as a first attempt.

If the student does not pass the exam successfully after the third attempt, depending on the number of modules not mastered, they must:

- by remaining in this course, they can continue studying modules that they did not master in the previous academic year, or by transferring to the next academic year, they can study modules that they did not master in the previous year, except for their main

subjects/credits, and successfully pass all exams (**if the number of modules that they did not master does not exceed 100 credits**).

Module re-submission (third attempt 2nd Retake) is carried out according to the academic calendar. Students who cannot participate in the retake of the exam for any reason (third attempt 2nd Retake) will not be able to get a chance to move to the next year. If a student expresses a desire to continue their studies at TIUE, they will be forced to pay for the subjects they failed to pass the exams and remain in that course. If the due payment is not made, students will not be able to take the exams (third attempt 2nd Retake) and all work uploaded to the LMS system will not be submitted for review.

#### 42. Official publication of the results

The University sets the date for the official announcement of the results: On the day the student receives information about the final exam results, all exam results will be announced **in the LMS system**.

#### 43. Transcript (certificate of academic performance indicating grades in subjects)

Transcripts can be issued at the end of each semester of the current academic year and represent the final grade for the semester or academic year.

To obtain the transcript, it is necessary to apply in writing to the Academic Management Office. The university will provide a transcript to the student within 3 (three) working days from the date of application.

At the same time, the University may refuse to issue the Transcript to the student in the following cases:

- a) if the student has financial obligations to the University under the contract for the provision of paid educational services, the presence of arrears on the day of application for accommodation in a dormitory or other services provided by the University;
- b) there is more than one unjustified repeat request within this semester.

#### 44. Request for clarification of the obtained results

If a student has any questions regarding the published results, they have the right to submit a written request to the Academic Management Office for clarification. Academic Management Office will provide the survey results within three business days. The university administration may invite the student through consultation from this administration, department representative, or instructor.

Students must know this **condition**:

- They must receive a request no later than 3 (three) working days after the University officially announces the results;
- The university does not accept requests directly from parents or student representatives. It is very important for the student to understand that after submitting an application, their grade may not only increase, but also decrease.

#### **45. Appeal**

In case of dissatisfaction with the exam results, students must submit an Appeal to the Rector within 3 days from the date of announcement of the exam results. The Appeals Commission reviews the exam results with the involvement of professors and teachers within 3 days and announces the commission's decision to the student.

## IV. TRANSITION FROM COURSE TO COURSE - PROGRESSION CRITERIA

### 46. Criteria

The transition to the next stage for obtaining a bachelor's degree is determined by the following rules.

Course-to-course transition criteria (**PROGRESSION CRITERIA**) are the basic principle of actions taken by students when transitioning from one level of the program to another.

To transfer from one course to another in accordance with the internal programs of TIUE, students must successfully pass all subjects and receive 160 or 120 credits in accordance with the curriculum. As an exception, there may only be a recommendation from the examination committee (determined by a significant improvement in the quality of examination work after retaking, taking into account the efforts of students to pass the minimum indicators for the modules) , which allows the student to transfer from one course to another during one academic year with a maximum academic debt of 100 credits (except for the OTHM program) . The student's transition from course to course, with academic debt up to 100 credits, is called TRAIL.

If students study at TIUE under the OTHM joint program, the final decision on transferring the student from one course to another is made only on the condition of successful mastery of all modules, i.e., after receiving a **"Pass"** rating from OTHM for all modules, this means that 120 credits have been accumulated automatically.

Students are expected to meet the academic standards outlined and described below:

**Requirements for the student according to the criteria for transition to the next level/year:**

- Successful completion of all mandatory modules, as well as
- Fulfill all financial obligations to the University for the provision of paid educational services specified in the Agreement and comply with other conditions stipulated in the Agreement;
- Not to violate the internal rules of the university.

### 47. TRAIL - transition from course to course with a debt of no more than 100 credits

If the student failed to pass the module (s) on the third attempt, the University may provide the student with the opportunity to continue studying in the next year after the completion of the examination process (**the maximum number of unclaimed credits should not exceed 100 credits**), at the same time, students' attitudes towards the educational process and other reasons will be studied.

A student cannot move to the next year if their total academic debt exceeds 100 credits (students studying under the OTHM program exceed 80 credits). This decision can only be made if the student does not comply with the university rules (including disciplinary rules of conduct) and does not use the second and third attempts to retake the exam. Each case will be considered separately.

#### **47.1. Course-to-course transition for students studying under the OTHM program:**

**If the student fails to pass the exam in at least one module after all the opportunities provided, the student automatically loses the opportunity to obtain an OTHM diploma in accordance with the OTHM Qualifications rules.** In this case, the student is required to retrain on a paid basis the modules that they failed to master even after three attempts. This process at the university is designated as **TRAIL** (re-study of the module). It is important to note that if a student enrolled in the OTHM program fails to meet the academic requirements of the OTHM program, they must officially withdraw their OTHM diploma. After the student renounces the OTHM diploma and confirms their commitment to TRAIL - paid education for undeveloped modules in accordance with the established internal regulations of the university, they will be able to conditionally continue the next stage of the university's internal program. Also, if a student has not received an OTHM diploma confirming successful completion of the stage, they will not be eligible to apply for the next OTHM level in accordance with the rules established by OTHM Qualifications.

#### **48. REMODUL - Re-reading.**

If the number of credits for unlearned modules **exceeds 100 credits** (after all attempts), the student will not be able to move to the next year. The student is given the opportunity to retrain from the new academic year only if the condition of payment for each missed module is met in accordance with the tariffs approved by the relevant order of the University.

A student retaking the course (Remodule) will have the opportunity to take exams according to the approved academic calendar at the end of the semester.

If a student fails to successfully pass the exams after retaking all subjects, the university administration considers the decision to expel the student with the possibility of reinstatement to the course within one year in the new academic year. This gives students the opportunity to increase their attitude towards education and solve problems that prevent them from successfully passing the minimum requirements at the university.

### III. TRANSFER STUDY

#### 49. Moving different types of reading

Students can transfer their studies from TIUE University to state and foreign/non-state higher educational institutions or change the forms of education within the university.

##### 49.1. Transfer reading from TIUE:

- State higher educational institutions of the Republic of Uzbekistan - in accordance with the Resolution of the President of the Republic of Uzbekistan dated June 15, 2022 No. PP-279 "On the Organization of Admission Processes to State Higher Educational Institutions";
- foreign and non-state higher educational institutions of Uzbekistan - based on the requirements of foreign and non-state higher educational institutions of Uzbekistan;
- Higher educational institutions of foreign countries - based on the requirements of foreign higher educational institutions.

##### 49.2. Transfer and direct admission to TIUE (direct entry)

Transfer from state higher educational institutions of the Republic of Uzbekistan, foreign and non-state higher educational institutions of Uzbekistan, as well as higher educational institutions of foreign countries is carried out taking into account the corresponding direction and form of education, the difference in taught subjects and the ratio of credits by modules.

The following requirements are intended for the selection of all undergraduate programs at TIUE, as well as potential students with the corresponding academic performance and abilities. Applications for transfer of studies are accepted within the timeframe established by the University.

##### Requirements for admission (transfer) to TIUE:

- Students wishing to transfer to TSUE must submit an academic certificate (transcript) from the place of study, which must indicate all the subjects studied and successfully completed to date, as well as complete information about the program (programme/module descriptors);
- Students transferring must complete at least one year of study at the university, while successfully completing all previously studied modules is considered;
- Transfer of studies can be carried out only in the relevant field of study (closest field of study);
- Transfer of studies to the corresponding academic year is not allowed if there is a difference between the modules specified in the applicant's academic certificate (transcript) and the modules provided at the TSUE, exceeding **100 (one hundred)** credits.

In this case, the applicant is offered to continue their studies at a lower course for one year.

➤ If there is a difference of **100 (one hundred)** credits between the modules of the corresponding training course, applicants will be given the opportunity to continue their studies at the Higher Educational Institution with the condition of mandatory completion of studies in these modules (difference) within one academic year (in the semester in which these subjects are available).

➤ If the language of instruction of the student at the previous university differs from the language in which he wishes to continue his studies, then the student must pass the entrance exam of the TSUE in the corresponding language;

➤ Students wishing to study in English will be admitted under the following conditions:

- 1) Have a general education certificate or diploma of the "International Foundation Programme" program that meets the requirements of the TIUE or
- 2) They can be admitted based on the results of passing entrance exams in English at TIUE or having at least an IELTS 5.5 or equivalent English language proficiency certificate.

### **49.3. Internal transfer in TIUE:**

Internal transfer is the internal transfer of students of the TIUE:

➤ from one direction of full-time education to another (first year **for 10 days** ;

➤ from the full-time form of education to the corresponding direction of the correspondence form of education;

➤ when switching from one language of instruction to another corresponding field of study:

a) transfer from Russian to Uzbek or from Uzbek to Russian or from English to Russian or Uzbek - based on the results of the conversation;

b) transfer of studies from Russian or Uzbek to English is carried out based on the results of passing an IELTS 5.5 or equivalent English language proficiency certificate or entrance exams in English at the TIUE.

### **To transfer, students must meet the following requirements:**

- The student must successfully complete the curriculum in one academic year;
- The student should not have academic and financial debt to the University;
- The student must submit an application addressed to the rector.

**If the number of students in the group is less than 20, the University reserves the right to refuse the transfer in case of financial inexpediency.**

**Due to the fact that the TSUE's educational program differs significantly**

from each other in all areas, it is allowed to switch from one area to another within 20 days from the start of the first year.

***Note:** The administration of TSUE has the right to recommend a transition from Russian to Uzbek based on the student's academic performance during the academic year.*

## V. SPECIAL CONDITIONS FOR CORRESPONDING EDUCATION

**Sirtqi ta'lim** - a form of obtaining higher and secondary specialized education without leaving the workplace. The distance learning form of the bachelor's degree lasts 5 years, and unlike full-time education, it is more focused on independent learning. A Bachelor's degree is awarded after a student has accumulated 480 credits for 5 years (after mastering all mandatory modules). On average, 3 modules are mastered per semester.

### 50. Distance learning at the TSUE is organized in the following order:

According to the academic calendar, the student independently masters the modules of the curriculum during the semester. For this, the student can use and download educational materials related to the subject uploaded by professors and teachers on the TIUE LMS platform (<https://lms.tiue.uz>), as well as the TIUE Information Resource Center.

At the end of each semester, students are invited to a 3-week seminar/consultation session and an examination session. Participation in these 3-week training sessions and exams is mandatory!

**Transfer requirements for students.** Based on the results of the module exams held at the end of the academic year, students may be transferred from one course to another or retained for retraining. In order for a student to move from one course to another, they must receive a positive result in the final assessment of all modules specified in the curriculum. If the student's academic debt does not exceed **80 credits**, they are conditionally allowed to transfer to the next course. Students who have been conditionally transferred to the course, after making the established payment for the borrowed modules, are required to take exams in these modules during the exam week.

2024/2025-o'for students who entered the o'winter before the academic year'additional online classes'are organized in the evening.

### Module examinations and assessment criteria:

Detailed information about the exam format (written, oral, coursework, or test) and assessment criteria is provided on the module page in the LMS system. Exams taken in the form of a test are conducted on a computer or in the form of a paper'oz, under the control of the examination department'.

The results of the exams (Interim and Final Exams) will be published in the LMS.

### Exams for modules are conducted in the following order:

Intermediate Exams (Midterm) are organized in the middle of the semester 'within the deadlines specified in the Academic Calendar. Students must log into the LMS and upload it to the LMS by completing the tasks specified in the modules. Detailed information is provided on the module page. 30 points are awarded for Interim Control. Final Exams are held at the end of the semester 'at the end of 3 weeks of training at the TIUE. The minimum passing score for the module exam is 40 points.

### Exam dates:

All exams are organized within the timeframes specified in the Academic Calendar. The main exam for the module is held at the end of the semester. For students

who have not successfully passed this exam, a retake (first retake) exam is organized. Participation in the second attempt exam (2nd Retake) is carried out on a contract-payment basis.

## **IV. SPECIAL CONDITIONS FOR MAGISTRATURE**

### **51. ORGANIZATION OF THE EDUCATIONAL PROCESS IN MAGISTRATURE**

Master's programs (education in English, Uzbek, and Russian) are one and a half years long, with 60 credits per semester, totaling 180 credits.

To successfully complete a master's degree, a student must master all subjects, fully perform scientific and pedagogical work, and defend a master's thesis. In this case, to be admitted to the defense of a master's dissertation, a student must submit a foreign language certificate with the established level indicator in the form approved by the authorized body, publish at least 2 articles on the topic of the dissertation in scientific journals or a collection of scientific and practical conferences, and provide positive internal and external reviews.

Failure to fulfill one of the mentioned conditions is grounds for not being admitted to the defense of a master's thesis.

### **52. Selection of the topic and appointment of a scientific advisor**

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

The topics of master's theses are formed by the teaching staff of the university's departments, employees of scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, industry research and design institutions.

The topics of master's theses of master's students, submitted by the departments and discussed at the Scientific and Technical Council of the University, and their scientific supervisors (scientific advisors) are approved by order of the rector of the University within the first two months of the first academic year of study of master's students on the basis of the submission of the vice-rector for academic affairs.

### **53. Requirements for the structure and content of a Master's dissertation**

The main part of the master's dissertation consists of at least three chapters, which should be proportional in volume.

The conclusion of the master's dissertation highlights the scientific and practical significance of the results noted in all chapters, as well as conclusions on solving the problem of scientific research. The summary should not exceed 4 pages.

The master's thesis is prepared in the language of study of the master's student (in a foreign language according to the recommendation of the department). An annotation in the state language is attached to the master's thesis prepared in a foreign language. Preliminary and formal defenses of such master's theses are conducted with translation.

Taking into account the specifics of the master's specialty, the content and volume of the components of the master's dissertation may be changed and increased by decision of the Scientific and Technical Council of the University.

## PROCEDURE FOR CONDUCTING PRELIMINARY AND FORMAL PROTECTION

The preliminary defense of the Master's thesis is organized by a commission formed by the department with the participation of a scientific supervisor (scientific consultant).

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

In cases where the master's thesis does not meet the established requirements, if a master's student violates the rules of professional ethics (plagiarism, falsification of information, false citation, etc.), and if it is impossible to correct these circumstances in a short time, the reviewer gives a conclusion on the inexpediency of submitting the master's thesis for defense.

The day of the official defense of the Master's dissertation is determined on the basis of the schedule approved by the order of the Rector of the University.

In the event of an "unsatisfactory" grade or failure to submit a master's thesis for official defense, the master's student has the right to defend it again for the next 3 years.

The results of the official defense of master's dissertations are discussed at the Scientific and Technical Council of the University.

The defended Master's theses are kept at the University for 3 years.

## SCHEME for the organization of master's training

| Stages                                                | Events                                                                                         | Deadline                                                   |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Stage I                                               | Acceptance of applicants' documents                                                            | July-August                                                |
| Stage II                                              | Conducting the Master's Entrance Exam ( <b>Interview</b> )                                     | September                                                  |
| Stage III                                             | Formation of the teaching staff                                                                | August-September                                           |
| Stage IV                                              | Organization of the educational process in the master's program                                | At least bir years                                         |
| Stage V                                               | Selection of the topic of the master's dissertation and appointment of a scientific supervisor | Birinchi o'quv for two months<br>Stage VI                  |
| Preparation of a Master's dissertation                | Master's degree                                                                                | student's calendar work according to the plan<br>Stage VII |
| Monitoring the activities of master's students        | June, November                                                                                 | Stage VIII                                                 |
| Preliminary and formal defense of the master's thesis | Based on the table                                                                             | FINAL WORDS                                                |

**The university team hopes that this manual will provide useful and useful information for all students.**

**WE WISH YOU SUCCESS!**

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