

YEOJU TECHNICAL INSTITUTE IN TASHKENT INTERNAL REGULATIONS

SECTION 1 GENERAL REGULATIONS

Article 1. Purpose of internal rules.

1.1. These internal regulations are the main normative document regulating the educational process and behavior at the YEOJU Technical Institute (hereinafter referred to as the Institute).

1.2. These Internal Regulations (hereinafter referred to as the Rules) were established in accordance with the Labor Legislation of the Republic of Uzbekistan, the Law on Education, the National Program for Personnel Training and the Charter of the Institute to regulate educational and social processes occurring within the territory and other relevant facilities.

1.3. The rules come into force when approved by the Rector of the Institute in consultation with the founders.

1.4. Students have equal rights to education and carry out their duties according to the Rules, unless other regulations are provided by the legislation, the Charter of the Institute, and/or other internal documents.

1.5. People who meet the requirements of these Rules include students, learners, doctoral students, researchers, professors, teachers and other members of the Institute who are accepted to the Institute in accordance with the Law of the Republic of Uzbekistan "On Education".

1.6. The Rector of the Institute as an employer and other Senior Executives authorized by him will operate in accordance with these Rules.

1.7. To inform the Staff and Students of the Institute these Rules are posted on the official website of the Institute.

Article 2. The motto of the Institute.

2.1. The motto of the Institute:

- in Uzbek: " Aqli, Malakali va Professional bo'l "
- In Russian: "Bud Umnym, Kvalifitsirovannym i Professionalom!"
- In English: "Be Smart, Be Skilled, Be Professional".

2.2. The establishment of the Institute will also create new jobs in the Republic, create a healthy competitive environment in the education sector, provide young people with education in their preferred and innovative areas, integrate education and industry, improve education and human resources, increase public budget revenues, decrease expenditures in budget and influence other education-related issues positively.

Article 3. Students of the Institute.

3.1. The student of the Institute is the person who is accepted to bachelor degree by the order of the Rector of the Institute.

3.2. The original documents of the enrolled students (Diploma of academic lyceum / vocational college or certificate of graduation from 11 -year secondary school, appendix) are stored in the educational department. It is forbidden to return these documents until the student completes his / her studies at the institution (or is expelled from the student's list).

3.3. Students enrolled in the Institute will be provided with a free ID card to enter the building and auditorium of the Institute. In case of loss or damage of the ID card, reissue will be made on a paid basis.

3.4. Involvement of students in public, social and political organizations, movements and parties, as well as their activities, their campaigns and political activities, and their involvement in forced labor is not permitted.

3.5. Each class is divided into academic groups for practical classes in classrooms, laboratories. The number and composition of academic groups, the content of practical training and subject programs are determined by the order of the Rector of the Institute.

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

SECTION 2 RIGHTS AND OBLIGATIONS

Article 4. Students' rights.

4.1. Studying in accordance with approved curricula and programs;

4.2. Receiving additional educational services in the prescribed manner;

4.3. Respect for one's own dignity, freedom of conscience, freedom of information, and freedom of expression;

4.4. Participation in the discussion of important issues of the Institute through public organizations and the management of the Institute;

4.5. Free access to library and information resources of the Institute, as well as services of academic, scientific and other departments within the activities related to the educational process;

4.6. Participation in research, conferences, symposiums, meetings, contests, submission of articles for publication;

4.7. Free expression of ideas about methods of teaching, as well as their improvement;

4.8. To pass exams before the appointed time, if all the curriculum requirements are met;

4.9. Organizing student self-government and student community organizations;

4.10. To be elected and elected to governing bodies of the Institute, faculties and other departments;

4.11. Participating in other activities not included in the curriculum;

4.12. To make statements or complaints according to the orders and orders of the Institute's management in accordance with the legislation of the Republic of Uzbekistan;

4.13. Working in organizations appropriate to their free time from study, in consultation with the head of the relevant course;

4.14. Living in dormitory for students who are in need of accommodation (if student dormitory is available);

4.15. Students have other rights provided by law.

Article 5. Duties of the students of the Institute.

5.1. To fulfill all the requirements for mastering the educational program of the chosen specialty;

5.2. To attend training sessions, and timely carry out all tasks provided in the curriculum and syllabus;

5.3. To increase cultural and professional knowledge;

5.4. To respect for the dignity, opinions, rights and legal interests of students and staff of the Institute;

5.5. Strict adherence to the Charter of the Institute, these Regulations, the Regulations of the Student Dormitory (if applicable), the fire safety rules, as well as the technical regulations of the educational and scientific laboratories, the Institute's internal documents;

5.6. To guard the property of the Institute and the fund of literature, to maintain cleanliness and order in the territory of the Institute, in the classrooms and public places, to be responsible for the material damage of the Institute in the manner prescribed by the legislation of the Republic of Uzbekistan;

5.7. To increase their scientific potential or knowledge;

5.8. Skills in organization of educational work in the workplace;

- 5.9. In case of failure to participate in training sessions, internships and other procedures provided in the curriculum, inform the course leader and provide documents confirming the reasons for missing classes on the first day of return (provide medical certificate in the form prescribed by the legislation of the Republic of Uzbekistan is enough);
- 5.10. To observe the rules of cleanliness in the classrooms, along with technical staff, on a self-service basis;
- 5.11. To greet to professors and teachers when they enter the Institute;
- 5.12. Discipline and cleanliness in the educational building, on the street and in public places;
- 5.13. Timely return of educational materials provided by the Institute (otherwise the Institute has the right not to submit a certificate of completion);
- 5.14. Timely payment of tuition fees, storage of payment documents and, if requested by the Institute, payment documents;
- 5.15. It is forbidden to post on the social networks or use it for any purpose what is not national or universal values or the issues of the Institute.
- 5.16. The computers used by the Institute are strictly prohibited from the production, storage, distribution and dissemination of non-Institute information, as well as various movies, illegal religious information, obscene images, and any material that promotes national, racial, ethnic or religious hatred.
- 5.17. Disciplinary measures may be imposed, such as disqualification from students, for failure to comply with the curriculum requirements, the Institute's Charter and these Rules.

Article 6. Requirements for students appearance.

- 6.1. For women - classic suits, shirts, skirts or trousers, seasonal shoes. The hair should be clean and neatly arranged and styled, with a modest facial makeup and an invisible colorful manicure. It is forbidden for women to wear transparent clothing on the front and shoulders and/or with large opening, back and belly, regardless of their status and weather.
- 6.2. For men - suits, classic trousers and shirts, and seasonal shoes. Must be clean and tidy at all times (hair must be clean and cut and bearded).
- 6.3. According to the article 184-1 of the Code of the Republic of Uzbekistan "On administrative responsibility" and Article 14 of the Law "On freedom of conscience and religious organizations" (№ 618-I, 01.05.1998) It is not permitted to wear religious attire in public places.
- 6.4. Sportswear is not allowed in the Institute.

Article 7. The duties and responsibilities of the Institute.

- 7.1 Considering advanced scientific, technical and cultural achievements, considering practical requirements, the Institute should improve the quality of preparing qualified personnel;
- 7.2 The modern methods of teaching should be learnt and used;
- 7.3 To provide the special and normative literature (reference), materials and educational meanings according to educational plans and program;
- 7.4 Science programs about curriculums and basic subjects should be worked out according to the features and domain of preparing personnel to Institute;
- 7.5 The conditions for leading educational and cultural meetings and meetings about physical and artistic creativity should be created for students and listeners;

7.6 Economic and educational works should be implemented in order to strictly follow the rules of educational discipline and to avoid the wasting of time and to prevent the violation of discipline;

7.7 The rules about educational requirements and legislation and other normative legal documents should be followed in the internal regulation of Institute;

7.8 To create conditions for students to get free first aid (medical care) in the medical room, which is equipped with medical equipment supplies with the help of qualified specialists;

7.9 Provide students with training on safety, labor, sanitation and hygiene, fire safety and civil defense

7.10 Provide proper maintenance of building and classes of Institute, operation of heating, lighting and air-conditioning system;

7.11 Ensure vacations to students of Institute on time;

7.12 Support and develop the activity and initiation of students;

7.13 Examine the requirements and needs of students;

7.14 Improve living conditions of students, namely dormitory, medical, sports facilities, canteens and so on;

7.15 The rights and obligations of Institute, as well as the companies and organizations that pay tuition fees are also determined by bilateral and tripartite agreements;

SECTION 3 ORGANIZING THE EDUCATIONAL TRAININGS AND REST TIME

Article 8. Credit system.

8.1 The procedure of educating will be organized on the basis of the credit system;

8.2 In order to complete the curriculum successfully their undergraduate education, the students must complete the credit (140-160) specified in the chosen curriculum;

8.3 Before the beginning of an academic year, the student must apply for the subject that s/he will be taught in a special application form

8.4 Information about disbursement of the relevant course credits should be given;

Article 9. Duration of academic year.

9.1. The academic year begins on September 2nd and lasts through August 31st of the following year.

9.2. The Institute's scientific council has the right to change the beginning of the academic year for a period not exceeding 2 months.

9.3. The academic year is divided into two semesters:

9.3.1. First semester: September 2nd, including 16 weeks of theoretical training and 6 weeks of winter holidays.

9.3.2. Second semester: winter vacation begins the day after the end, including 16 weeks of theoretical training and 14 weeks of summer vacations.

9.4. Seasonal semesters, preparation weeks, and re-submission procedures may also be available during the winter and summer vacations.

Article 10. Types of occupations. Lessons schedule. Duration of the lesson.

10.1. The Institute offers the following forms of training: lectures, seminars, practical courses, control lessons, training, practical work, laboratory work, control, colloquium, consultation, master class, independent work,

practice, course work (course project), (diploma work), research and research activities of students, as well as other activities provided in the curriculum.

10.2. The syllabus is compiled for a semester or another period, depending on the type of student, the form of study, teaching, approved by the Vice Rector for academic affairs, and sent to the students through the appropriate channels.

10.3. All types of training and forms of education for students are determined in accordance with the Institute's Charter within the norms established by the Institute's scientific council. The national curriculum is updated according to the working curriculum and the training schedule as part of the main curriculum.

10.4. Academic hours duration - 50 minutes. After the academic hour finishes a 10 -minute break is given.

10.5. Students are allowed to enter the classroom at the beginning of the lesson and leave the classroom upon the end of the class only with the permission of the teacher.

10.6. It is not allowed to involve students in matters not related to mastering the curriculum other than those provided in the syllabus, including the structural units of the Institute.

10.7. As soon as the learning process begins, the peace and order required for the learning process should be maintained in all learning spaces and the area.

10.8. It is impossible to interrupt the lesson, enter the audience during the lesson (including strangers), except the emergency cases.

Article 11. Organizing the days off.

11.1. The Institute's students are provided with the current legislation of the Republic of Uzbekistan, documents of the President of the Republic of Uzbekistan and these days off.

11.2. If the institution has the funds and / or the material and technical base, it can provide students with full rest in sports and leisure camps, as well as providing preferential conditions for rest houses, sanatoriums, excursions and tourism activities.

11.3. During the weekends, laboratory and practice classes may be required as needed.

SECTION 4 THE SYSTEM OF ASSESSING STUDENTS' KNOWLEDGE

Article 12. Examination. Types of conducting examinations. Checking and declaring written works.

12.1 Minimum two examinations are held in each semester.

12.2 An examination may be conducted as a test, written or in other forms. The organization of the examination is decided by the heads of the current department and the department of educational and methodological affairs.

12.3 The questions and variants of the examinations have been made by the professor-teachers of the particular department two weeks before the examination.

12.4 The number of the test papers and variants mustn't be fewer than 25 tests. The language of the questions is chosen according to the language of the subject.

12.5 The questions which are made for written form of examinations (exercises, tests, drawings, tables, graphs, etc.) may be consisted of 3-10 in each variant.

12.6 It is necessary to include minimum 400 questions in test based examinations. The correct answer should be given/ticked in each variant.

12.7 Test questions and variants have to be given to the head of the department of educational and methodological affairs by the responsible teacher-professor.

12.8 The questions and variants of the written form of the examinations are printed as paper version by the department of educational and methodological affairs.

12.9 The questions of the test based examinations are given to the Center of Information Technologies for rechecking by the Department of Educational Affairs.

12.10 Sharing the ready-made questions other people partly/fully, showing, discussing before the examination is strongly prohibited. In case of identifying current situations, it can be cause of annulment of the job contracts between employee and employer.

12.11 Results of the test based examinations will automatically appear on the screen of the computer immediately after finishing their tests.

12.12 The written works that were done by students will be coded by the department of educational and methodological affairs and given to teacher-professors for assessment at the same examination day.

12.13 Checking and assessing the writing works should be done in three days.

12.14 Writing comments for each checked and assessed writing work as required.

12.15 The results of the assessed written works are saved into electronic resources by the department of educational and methodological affairs.

12.16 The results of the examinations will be released to students by the Heads of the courses within seven days from the examination day.

Article 13. The rights of taking an examination.

13.1 The students who missed 20% of the main hours of the particular course without any serious reasons will not be allowed to take the final examination.

13.2 The student who missed the final examination without any serious reasons will be estimated as FAILED by this particular subject.

Article 14. The order of conducting the examination.

14.1 Exams are held according to the dates mentioned in the syllabus. It is prohibited to conduct an exam during the lesson.

14.2 Exams are strictly held on confirmed dates and the place according to the schedule. Changing exam dates and places without permission is prohibited.

14.3 Exams are conducted by invigilators whose names are confirmed in the list. Those who are not on the list are strictly prohibited to enter exam rooms.

14.4 Students are allowed to enter exam rooms only after being checked according to the list given by educational affairs and 30 minutes before the exam. Students who are not on the list are not allowed to enter the exam room.

14.5. Before taking the exam, the student must present the ID card, the passport or its substitute document to the proctor. A student who does not submit an ID card or ID will not be allowed to the exam.

14.6. If the documents are found to be fraudulent or counterfeit, the student will be expelled from the exam in the event that a student is found to have replaced another, their dismissal will be automatic.

14.7. The student entering the auditorium to take the exam should not have any other items except the pen he / she uses to write. Use of mobile phones and other communication and telecommunication equipment are prohibited in the auditorium.

14.8. Students who arrive after the exams, i.e. late, are allowed to take the exam only with the permission of the administration of the Institute (Rector and / or Vice-Rector for Academic Affairs).

14.9. In the following cases, an appropriate act shall be drawn up and a student removed from the examination, and disciplinary action shall be considered:

- a) bring, use or attempt to use mobile phones, technical equipment, "cribs", etc. for exams;
- b) talk to others, exchange papers, gestures, help or ask for help during the exams;
- c) interrupts or interferes with students and supervisors during the exam.

14.10. Disqualification of a student is equivalent to the one who received an "unsatisfactory" mark on the subject.

14.11. Before the exams, the supervisor in charge of the auditorium will distribute written work options and special written worksheets to students. Students can submit additional materials as needed. Students will check the options they have received and the integrity of their written work sheets.

14.12 In case of any questions or needs during the examination, the student will not hesitate to raise his hand to the inspector.

14.13. Toilets will be available during the exam, but students who have left the classroom for more than 10 minutes will not be allowed back in the auditorium.

14.14. When the time set for the exam is over, the students will stop receiving their written work sheets. When time is over, a specific computer program is automatically disabled during tests.

14.15. At the end of the exam, written worksheets, signed lists of students, drawn-up statements and redundant worksheets will be returned to the Training and Methodology Unit by the Controller.

Article 15. Evaluation system.

15.1. Assessments are made for each subject, taking into account the attendance and learning of students. Students' knowledge is assessed as follows:

Level Ball Rating

A + 95 - 100 points. 4.5 OUTSTANDING

A 90 - 94 points. 4.0

B + 85 - 89 points. 3.5 VERY GOOD

B 80 - 84 points. 3.0

C + 75 - 79 points. 2.5 GOOD

C 70 - 74 points. 2.0

D + 65 - 69 points. 1.5 CONDITIONAL PASS

D 60 - 64 points. 1.0

F 59 and below 0.0 FAIL

15.2. The Student Assessment System consists of 20 semesters, midterm exams (50%) and final exams (50%) for each subject (except for foreign language) during the semester.

15.3. Assessment system for foreign languages (Korean, English and Russian) is following:
- completing assignments and attending classes - 30%;

- midterm exam - 20%;

- final exam - 50%.

15.4. The criteria for completing assignments are determined by the teacher independently.

15.5. Credits are recognized as closed if the student has a "D" or higher.

15.6. The student's GPA (Grade Point Average) is calculated by the ratio of the cumulative credit scores for each subject to the total amount of credits for the given semester.

15.7. The student's CGPA (Cumulative Grade Point Average) is calculated by the arithmetic mean of the GPA of the corresponding semesters.

15.8 A student must have a CGPA of at least 1.00 to complete their studies the Institute and have a minimum D rating in the subjects they are taught.

15.9 A student with a GPA between 4.00 and 4.50 with a CGPA score of at least 2.00 is assigned HIGH HONOURS.

15.10 A student with a GPA between 3.00 and 3.99 and a CGPA of at least 2.00 will be awarded HONOURS.

15.11 A student with a GPA between 1.00 and 2.99 and a CGPA of at least 1.00 will be awarded a score SATISFACTORY.

15.12 A student with a GPA between 0.00 and 0.99 will be awarded UNSATISFACTORY. The student will be issued an "academic alert". A student who has been given a warning will need to re-take the courses they have failed.

15.13. A student with a certificate of IELTS 7 or above is exempt from English language with a maximum A + in this subject.

16. Retaking exams and additional exams.

16.1. A student who is unable to take the exam due to illness or other excuses must complete the additional exam application and obtain the approval of the Vice Rector for Academic Affairs to complete the exam on a separate schedule. Otherwise, a student's rating on the subject will be evaluated as "unsatisfactory" (FAIL).

16.2. Intermediate and final exams, as well as the repetition schedules, are developed by the Academic Methodology Department and approved by the Vice Rector for Academic Affairs.

16.3. Students who receive "unsatisfactory" marks (FAIL) as a result of the final evaluation will be given a one-time admission on the subject

16.4. The student has the right to re-study in the relevant subject during the relevant semester or seasonal semester if he / she does not pass the appropriate re-examination on the subject or wants to raise his / her rating.

16.5. Recurrence is based on a separate fee from the basic contract amount. To do this, the student must write a separate application form and sign an additional contract with the Institute.

16.6. The cost of re-training is based on the amount of the contract awarded, depending on the course duration (number of credits). The contract amount of a subject is determined by the following formula:

Contract amount of discipline =

In the relevant field semester contract amount

Discipline credits

* 0.5 *Total amount of semester credits

16.7. Evaluation system of students is implemented in accordance with Article 15

of these Rules.

SECTION 5 INSURANCE AND MEASUREMENT

Article 17. Incentives for academic achievement.

17.1. The following incentives are provided for students, trainees, doctoral students and researchers:

- announcement of gratitude;
- awarding with honorary diplomas;
- rewarding with valuable gifts;
- payment of incentive payments;
- establishment of one-time scholarships;
- awarding the title of winner;
- granting of privileges or discounts on contract payment based on the decision of the founders' meeting, etc.

17.2. Incentives are carried out on the recommendation of the head of the corresponding department by order of the Rector of the Institute and are communicated to students, students, doctoral students and researchers. A copy of the Order Share is stored in the personal profile of the person being promoted.

17.3. Incentives in the form of financial incentives are determined by the proposal of the financial and economic manager, provided that the Institute has the appropriate funds.

17.4. The educational process, whose students have achieved good results in scientific research, is recommended for scholarships of the Institute.

17.5. Scholarships, discounts or incentives are provided by a special commission created by decision of the general meeting of the founders of the Institute.

Article 18. Responsibility for violation of academic discipline.

18.1. One of the following disciplinary measures can be applied to students for violation of the rules provided for by these Rules, the Rules of residence of students (if applicable) and other internal rules of the Institute:

- warning;
- rebuke;
- removal of students from the Institute

18.2. Disciplinary action is taken after the student has received a letter of explanation. Failure to provide an explanatory letter in a timely manner or the form of an act, will not deprive the Institute of its disciplinary sanction.

18.3. Disciplinary action is applied to students no later than one month from the date of the cause of such action and no later than six months from the cause of such action.

18.4. A disciplinary sanction is issued by order of the Rector of the Institute at the request of the head of the relevant faculty (together with an explanatory note, an act, etc.).

18.5. Disciplinary orders will be communicated to students by their respective supervisors. Information about the disciplinary action is entered on the student's personal sheet.

Article 19. Exclusion from student ranks.

19.1. Students may be expelled from the Institute in the following cases:

- a) at its discretion;

- b) in case of transfer to another higher educational institution;
- c) for health reasons (based on a medical certificate);
- d) for violation of the internal rules of the Institute;
- e) during the check, whether the documents are, and if there is someone who entered to the place of someone;
- e) delay in payment of tuition fees;
- j) in connection with the imprisonment of a court;
- h) student's non-communication with the Institute for one month without a reason
- i) due to death.

19.2. During the military leave, recovery of health, pregnancy and childbirth, as well as child care, the student can be granted academic leave in accordance with the legislation of the Republic of Uzbekistan.

19.3. Exclusion of students for reasons of sickness, vacations and academic vacations shall not be permitted.

Article 20. To return to Institute, transfer to other faculty, transfer of students from other universities to the Institute.

20.1. The restoration of a former student expelled from the Institute is carried out on the recommendation of the selection committee at the request of the former student on the orders of the Rector of the Institute.

20.2. Transfer of students from one faculty of the Institute during the admissions committee is carried out in accordance with the order of the Rector of the Institute, at the request of the student, in agreement with the leaders of the faculty. In this case, the student must present the difference in loans (credits), which were changed during the semester. Payment for the development of subjects (credits) is made in accordance with paragraph 16.6 of these Rules.

20.3. The procedure for transferring students studying in other higher educational institutions to the Institute is carried out in accordance with the Regulation on the Procedure and Rules for Admission of Students to the Yeuju Technical Institute in Tashkent.

SECTION 6 ORDER OF EDUCATION IN INSTITUTIONAL BUILDINGS

Article 21. Responsibility.

21.1. Vice Rector (manager) as well as the heads of educational directions (faculties) are responsible for the necessary fixed and movable equipment (furniture, educational equipment, average temperature, light, etc.) in educational buildings.

21.2. Administrators of laboratories and classrooms, methodologists are responsible for the preparation of teaching aids for educational and laboratory equipment.

21.3. The Rector of the Institute together with other authorized members of the Institute provides security, equipment, equipment and other property of the Institute, as well as the necessary procedures in the educational and residential premises of the Institute.

21.4. Responsibility for the protection of buildings, property, fire and sanitary services of the Institute on behalf of the Rector of the Institute are assigned to the employees of the Department of Public Security, Technical Maintenance and the Economic Department.

21.5. On holidays and weekends, as well as in exceptional cases, a separate schedule for the work and storage of property in the premises of the Institute, in educational buildings and apartments, as well as in the duties of responsible officials, can be set.

21.6. Dates and hours of reception of the Rector and Vice Rectors (managers) of the Institute are posted on the information stands and the website of the Institute.

Article 22. It is prohibited in the premises of the Institute, including in educational institutions.

- 22.1. Running around the building and the auditorium during training and breaks, speaking loudly, making noise.
- 22.2. Smoking tobacco and electronic cigarettes.
- 22.3. Alcohol, toxins, psychotropic and drug addiction.
- 22.4. Use of profanity and / or behavior that is contrary to public order.
- 22.5. Conducting religious ceremonies, including prayer.

SECTION 7 CURRENT PAYMENT

Article 23. Make a payment.

- 23.1. The student must pay the appropriate contract fee for each semester at the time indicated in the contract.
- 23.2. The cost of the contract is announced before the start of the school year.
- 23.3. In some cases, exceptions may be extended by the Institute.
- 23.4. According to the written request of the payer, the Institute has the right to make appropriate changes and additions to the terms of payment of the contract by mutual agreement with the payer.

Article 24. Student fees are paid from student ranks.

- 24.1. In the case of a student's dismissal for violation of the Institute's internal rules, the Institute will not pay for tuition during the current semester.
- 24.2. In case of voluntary refusal of the student, the amount of money will be returned in the prescribed manner, including the duration of training.
- 24.3. The exclusion of a student from the student body does not relieve the student of the obligation to pay for educational services provided by the Institute.

SECTION 8. FINAL REGULATIONS

Article 25. Validity.

- 25.1. These Rules come into force from the date of approval of the order by the Institute Rector.

Article 26. Making changes.

- 26.1. Changes and additions to these Rules are made by the order of the Rector of the Institute.