



# UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

## Quality Assurance Handbook

2025/2026

Published by:  
Office of Human  
Resources (HR)

Approved by:  
Academic Council of UWED  
Minutes No. 6,  
30 January 2026

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### **1. Purpose**

This Policy establishes a fair, transparent, and merit-based recruitment process at UWED to ensure the appointment of competent administrative, managerial, and technical staff, in full alignment with the UWED Regulation on the Procedure for Recruitment of Administrative, Managerial and Technical Staff.

#### **1.1. Objectives:**

- ensure recruitment based on the qualification and competence requirements relevant to the job performance;
- standardise recruitment stages, documentation, and decision-making in line with the approved Regulation;
- safeguard equal opportunities, integrity, confidentiality, and non-discrimination;
- ensure proper onboarding, probation, and mentoring of newly hired staff.

### **2. Scope**

This Policy applies to the recruitment of:

- Administrative staff (academic services, student services, IT, library, finance, legal, HR, etc.);
- Managerial staff;
- Technical and support staff.

### **3. Legal and Regulatory Framework**

Recruitment at UWED is conducted in accordance with:

- The Labour Code of the Republic of Uzbekistan;

- The Law of the Republic of Uzbekistan “On Education”;
- The UWED Regulation on the Procedure for Recruitment of Administrative, Managerial and Technical Staff;
- UWED internal regulations (HR rules, ethics and integrity policy, anti-corruption policy);
- other applicable internal normative acts.

#### **4. Definitions**

This section includes the following key terms:

**Vacancy** – an approved unfilled staff position within UWED;

**Candidate** – an individual applying for a vacant position;

**Recruitment Commission** – a permanent body established by Rector’s order to conduct interviews and assessments;

**Qualification requirements** – the education, experience, and professional competence required for a position;

**Probation period** – an evaluation period after appointment, as defined by labour legislation.

#### **5. Governance and Responsibilities**

Rector / Vice-Rectors – approve staffing plans and final recruitment decisions;

Office of Human Resources (HR) – initiates recruitment, verifies documentation, ensures procedural compliance, and maintains records;

Structural Units (Deans / Heads of Departments) – identify staffing needs, participate in interviews, and provide feedback;

Recruitment Commission – conducts interviews and/or assessments, evaluates candidates, and records decisions;

Legal Affairs and Compliance Office – reviews contracts and ensures legal compliance.

#### **6. Policy Principles**

Recruitment at UWED is guided by:

- Transparency and fairness;
- Merit-based selection based on professional competence;
- Equal opportunities and prohibition of discrimination;
- Confidentiality and protection of personal data;

- Integrity and prevention of conflicts of interest;
- Accountability and proper documentation.

## **7. Procedures and Implementation**

### **7.1. Initiation of Recruitment**

- Recruitment is initiated by the Office of Human Resources based on approved vacant positions;
- A competition is conducted in stages as defined by the UWED Recruitment Regulation.

### **7.2 Vacancy Announcement**

Each vacancy announcement shall include:

- Position title;
- Main duties and responsibilities;
- Qualification requirements;
- List of required documents;
- Deadline for submission.

Announcements are published on:

- The UWED official website;
- Official social media pages;
- National labour platforms and relevant job portals.

### **7.3 Application and Documentation**

Candidates submit documents to HR, including:

- A personal information form (as per approved template);
- CV and documents confirming education and work experience;
- Certificates of qualification and foreign language proficiency (if applicable).

Personal data collected is limited to information necessary for recruitment purposes and is processed in compliance with data protection requirements.

### **7.4 Preliminary screening**

- HR conducts preliminary screening within three (3) working days;

- The assessment includes completeness of documents, qualification compliance, and professional competence.

## **7.5 Interviews and Assessment**

- An initial interview is conducted by the relevant structural unit;
- The final interview and/or practical assessment is conducted by the Recruitment Commission;
- Interviews may be conducted in the state language or, upon request, in a foreign language.

## **7.6 Decision, Contract**

- Decisions are taken by majority vote of the Commission;
- Results are recorded in official minutes;
- Candidates are notified within 5 (five) working days.

## **7.7 Employment Contract**

- Employment contracts are concluded in accordance with the Labour Code of the Republic of Uzbekistan;
- Contracts include the position, duties, salary, working conditions, rights and obligations;
- The contract enters into force upon signing by both parties.

## **7.8 Onboarding and Probation**

Before commencing work, the employee is introduced to:

- Internal regulations;
- The code of ethics;
- Job description;
- Occupational health and safety instructions.

A mentor may be assigned during the initial adaptation period.

## **8. Conflict of Interest and Ethical Safeguards**

- Members of the Recruitment Commission must not have conflicts of interest;

- Confidentiality of candidate information is strictly ensured;
- Violations are addressed in accordance with applicable legislation and internal rules.

## **9. Approval and Revision History**

This Policy is approved by the Academic Council of UWED and shall be reviewed every three (3) years or as required by changes in legislation or institutional regulations.