

THE UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY



THE UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY ACADEMIC REGULATIONS

TASHKENT-2024

UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

ACADEMIC REGULATIONS

Chapter 1. General Provisions

These regulations are developed in accordance with the Law of the Republic of Uzbekistan "On Education" dated September 23, 2020, the Decree of the President of the Republic of Uzbekistan No. 60 dated December 24, 2021, "On Additional Measures to Ensure Academic and Organizational-Managerial Autonomy of State Higher Education Institutions," the Decree of the President of the Republic of Uzbekistan No. 61 dated December 21, 2021, "On Measures to Grant Financial Autonomy to State Higher Education Institutions," the Decree of the President of the Republic of Uzbekistan No. 3795 dated June 21, 2018, "On Measures for the Radical Improvement of the University of World Economy and Diplomacy," and the Decree of the President of the Republic of Uzbekistan No. PQ-330 dated July 23, 2022, "On Measures for Systematic Reform of the University of World Economy and Diplomacy." It also aligns with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 824 dated December 31, 2020, "On Measures to Improve the Organization of the Educational Process in Higher Educational Institutions," the State Education Standard of the Republic of Uzbekistan, and other legislative and legal documents governing the activities of the University of World Economy and Diplomacy (UWED).

Chapter 2. Key Terms

The following key terms and definitions are used in these regulations:

- GPA (Grade Point Average): The average score of a student's academic performance in a program, calculated using the following formula:

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

in this:

K - number of credits assigned to each course;

U - grade obtained by the student in each course.

- Academic mobility: The ability for students of a higher education institution to study at another institution, either within the country or abroad, for a certain period.

- Mobility program: An academic mobility program organized based on an agreement on education between two or more higher education institutions.

- Credit: A unit of measurement representing the student's academic workload in a specific subject, expressed in whole or fractional numbers according to the rules.

- Credit transfer: The process of transferring and recognizing credits earned in one higher education institution by another institution to ensure academic mobility.

- Personal educational trajectory: A path chosen by a student that enables them to acquire knowledge in a sequential manner and achieve the competencies they desire. The educational trajectory is formed according to institutional documents and guidelines. Different educational trajectories lead to the same qualification.

- Educational program: The set of core characteristics (volume, content, planned outcomes) of the educational process implemented for a specific bachelor's or master's program, including the

organizational and pedagogical conditions, general requirements for course syllabi, and necessary informational resources and methodological guidance for the organization and delivery of education.

- Educational program catalog: Information about the higher education institution, the credit-module system, available bachelor's programs, master's specialties, services and resources, course syllabi, and descriptions of specific elements of educational programs.

- Learning outcomes: The skills and abilities that a student acquires upon successful completion of the educational process, confirmed by grades and reflecting the qualification level attained.

- Academic workload: The total number of hours required for a student to achieve the expected learning outcomes through various activities such as lectures, practical sessions, seminars, lab work, coursework, internships, and independent study.

- Registrar's office: A department responsible for managing the educational process by using the "Moodle" and "HEMIS" information systems, forming databases of professors, staff, students, and educational information, enrolling students, and calculating their academic progress and credits.

- Educational elements: Components of the educational program designed to help students achieve learning outcomes and master the knowledge specified in the program.

- Transcript: A document in a prescribed format that lists the courses taken, the corresponding credits earned, and the grades received in both letter and numerical formats for a specified period of study.

- Academic calendar: A calendar showing the schedule of educational and assessment activities throughout the year, including holidays (vacations and public holidays).

- Elective courses: A list of courses approved by the educational institution from which students can choose, within a defined credit limit, to form their own individual study plans.

- Assessment criteria: A set of conditions used by a teacher to systematically evaluate a student's academic performance in a specific subject or topic.

- Prerequisites: A list of courses that contain the knowledge and skills necessary to master the subject being studied.

- Syllabus (course outline): A document that includes a description of the subject being studied, the expected learning outcomes, a brief summary of the course content, topics and duration of each session, independent study tasks, a list of academic resources, consultation schedules, an assessment plan, and the criteria and rules for grading.

Chapter 3. Structure of the Educational Program

1. The structure of the educational program for the academic year consists of one or more modules comprising educational elements, and is approved by the University Council. The program may include classroom activities, scientific projects, independent learning, internships, and other educational components.

2. The total academic workload for all types of classroom and extracurricular activities in both bachelor's and master's programs is set at 60 credits per academic year, or 30 credits per semester. One credit corresponds to 25 academic hours in the first year and 30 academic hours in the second

to fourth years. The number of credits in the educational program is indicated based on the academic workload. For full-time (daytime) study, classroom activities range between 22 to 32 academic hours per week under the credit-module system.

3. Specific requirements for students to successfully complete the educational program and acquire the necessary qualifications are clearly defined. The rules for mastering the program are expressed in terms of credits assigned to different stages of education.

4. Detailed information on UWED's educational program catalog, learning conditions, and current updates is posted on the website (www.uwed.uz) at least one month before the start of the academic year.

5. Professors responsible for the educational program must ensure that teaching and assessment processes are aligned with the expected learning outcomes specified in the program. The constructive alignment between teaching, assessment, and learning outcomes is a key requirement for educational programs. Professors must ensure the coherence between teaching and assessment processes and the outcomes outlined in the program.

6. Educational programs consist of the following:

- Mandatory courses;
- Elective courses;
- Internships and final state certification.

7. Starting from the 2024-2025 academic year, philosophy (4-6 credits), society and religion (2 credits), and physical education and sports (2 credits) will be added to the university curriculum.

8. University class schedules:

Year	University class schedules
1st and 3rd-year students	8:30AM-13:00PM
2nd and 4th-year students	13:30PM-18:00PM
Master's students	16:40PM-19:35PM

9. The academic period at UWED typically lasts 15 weeks each semester and includes theoretical lessons.

3.1. Bachelor's Degree Programs

10. The duration of the academic year is up to 36 weeks, with 30 weeks dedicated to the academic period, 2 weeks for course registration, and 4 weeks for assessments.

Duration of study	Total weeks	Total credits	Total academic hours: (2024/2025)
4 year	204	240	6,000 (1st year), 7,200 (2nd, 3rd, and 4th years)

11. The duration of the academic year is carried out according to the academic schedule, with additional changes made by the decision of the UWED Academic Council.

12. The ratio of classroom learning to independent learning in bachelor's programs is 40/60, except for language and practical courses, where it is 60/40.

13. Monitoring of the educational process is conducted to assess the achievement of the set learning outcomes, the amount of academic work, and their validity.

14. Ensuring the effectiveness of educational quality includes verifying that the bachelor's and master's degree programs offered by UWED meet the descriptions and requirements set by competent organizations.

15. To enhance the quality of education and promote competition among professors, students are given the opportunity to select their professors for specific courses, as decided by the UWED Academic Council. Students can register for the professor's classes via the educational management information system (EMIS) portal during the first week of the semester.

16. Starting from the 3rd year, students are no longer divided into Uzbek or Russian groups, and professors are allowed to teach in any language (Uzbek, Russian, or English).

17. Classes at UWED are conducted according to the academic schedule, with each academic hour lasting 45 minutes or two academic hours lasting 80 minutes without a break. Practical and seminar sessions are usually conducted in academic groups of 25-30 students; lecture sessions are held in larger groups of 50-200 students (streams), and foreign language classes are organized in smaller groups of 12-18 students.

18. Starting from the 2024/2025 academic year, the academic process will be managed using the "HEMIS" and "Moodle" electronic systems. Students will interact with professors through the "Moodle" system or their official email. Responses to students' inquiries must be provided within 5 business days.

19. A Faculty Academic Board consisting of five members is established by the rector's order in each faculty to address students' academic and daily life issues and make relevant decisions. This board meets every two weeks and is chaired by a faculty professor. The board addresses strategic academic matters, qualification requirements, improvements in academic standards, and student appeals related to academic and scientific activities.

20. From the 3rd year onwards, a pilot group of students, selected based on their proficiency in English, will be formed, where all classes are conducted in English.

21. Students holding international English language certificates (IELTS 7.5, TOEFL iBT 105, CEFR C1 [70 points] or higher) are permitted to choose another foreign language (German or French) as their primary elective language.

22. Lectures are delivered by professors with academic titles or degrees. In necessary cases (such as a large volume of lectures or a shortage of professors, associate professors, or senior lecturers), teachers without academic titles or degrees may be permitted to give lectures up to 300 hours per academic year by decision of the UWED Academic Council.

23. The quality of lectures and seminars conducted by professors is regularly reviewed under the supervision of the Department of Quality Control of Education.

24. The effectiveness of professors' work is assessed based on the KPI criteria established to fulfill the tasks outlined in the Presidential Decree No. PQ-330 dated July 23, 2022, "On Measures for Systematic Reform of the University of World Economy and Diplomacy."

3.2. Master's Degree Specializations

For full-time (daytime) study, the maximum workload for classroom activities and scientific work can be set at 36 academic hours per week (including 30 hours of theoretical classes and 6 hours of various assessments such as midterm exams, final exams, and projects).

Study Duration	Number of Weeks	Number of Credits	Academic Hours
1 year	50	60	1800
2 year	100	120	3600

25. In the master's program, the ratio of classroom to independent learning is 30-40% for classroom hours and 60-70% for independent study hours (excluding professional internships and final qualification work).

The rules for conducting students' scientific research and preparing their master's dissertations, as well as the rules for completing professional internships, are determined by UWED. Each master's student is assigned a scientific supervisor with an academic degree or title in their field of study. If necessary, additional scientific advisors may be appointed for specific disciplines.

Supervision of master's dissertations is provided by professors or doctors of science for up to 10 students, or by associate professors, candidates of science, and practitioner-specialists for up to 7 students. The completion of this work is determined by university orders, the student's work schedule, and the submission of the master's dissertation for defense. The final state certification for master's students takes the form of a dissertation defense.

Chapter 4. Planning and Monitoring the Academic Process

26. The academic process includes a combination of educational and assessment activities. Educational activities involve the organization of all types of classroom lessons, internships, and independent work. Assessment activities evaluate students' mastery of knowledge in their chosen courses and their results.

27. The academic process is planned using a student-centered approach that considers educational standards, in open dialogue between students, employers, faculty, and administration. This process includes discussions on the needs and preferences of both students and employers. All stakeholders can participate in discussions regarding the creation and mastering of the educational program, with student representatives having voting rights.

28. The planning of the academic process includes the following steps:

- Creating an academic calendar that reflects educational activities;
- Developing curricula and forming a catalog of elective courses;
- Preparing syllabi for courses;
- Forming each student's individual educational trajectory in accordance with the curriculum and list of elective courses;
- Preparing the class schedule for academic groups.

29. The number of credits a student can accumulate during a semester includes both mandatory and elective courses listed in the curriculum. The composition of mandatory and elective courses and the number of credits assigned to each is determined by UWED's Educational-Methodological Department. Students may independently choose elective courses within the limits of their personal educational trajectory.

30. Starting from the 2024/2025 academic year, the average annual teaching load for professors will be set at 700 hours. Of this, classroom teaching hours are distributed as follows: 200-

250 for professors, 300-350 for associate professors, 400-450 for senior lecturers, 450-500 for lecturers, and 500-550 for assistant lecturers.

Chapter 5. Student Assessment and Grade Conversion

31. Student assessment in bachelor's and master's programs, including joint programs and professional internships for retraining, coursework, subject (interdisciplinary) state certification, final qualification work, as well as scientific research, pedagogical work, and master's dissertations in the master's program, follows the assessment criteria outlined in these regulations.

32. Students must be given clear information about their individual assessment schedules. If a professor plans to introduce additional assessments (e.g., tests) outside the regular schedule, this must be explicitly stated in the syllabus; otherwise, such actions will be considered a violation of the assessment procedure.

33. The student assessment procedure includes written, oral, practical work, projects, portfolios, and assessments that reflect and confirm the student's achievements within the course or module.

34. Credit transfer is carried out by comparing the grading conversion table of the university with the corresponding table from another higher education institution.

35. The maximum possible value a student can accumulate during a semester is divided into 60% for current assessments and 40% for final examinations.

The student's academic performance in each subject is evaluated as follows:

Grading System

Grade	Level of Achievement	Achievement Percentage (%)
5	Excellent	90-100
4	Good	70-89
3	Satisfactory	60-69
2	Unsatisfactory	0-59

36. Students' knowledge is assessed based on the following criteria:

- If a student's achievement in a subject is below 60% ("2"), they are considered academically deficient. Students must complete the tasks assigned for current assessments and final exams, which will be graded by the professors.

- If a student's achievement in a subject is 59.5% or higher, it is rounded to 60%, and they are given a grade of "3" (satisfactory), meaning they are not academically deficient.

- If a student's achievement in a subject is 59.4% or lower, it is rounded to 59%, resulting in a grade of "2" (unsatisfactory), and the student is considered academically deficient.

5.1. Current Assessment

37. Student knowledge is assessed through both current assessments and final exams. The current assessment includes lectures, practical lessons, seminars, midterm tests, and independent study assignments, all of which are graded by the course instructor to evaluate the student's knowledge and practical skills.

38. The student's level of achievement in each subject is recorded in whole numbers in grading records throughout the semester and is then converted to the GPA system and uploaded to the HEMIS system.

39. Based on the subject's specifics, the course instructor must conduct interim assessments after completing relevant sections of the syllabus to evaluate students' knowledge and skills during the learning process.

40. The type and schedule of interim assessments are indicated in the syllabus. Interim assessments and student evaluations are conducted by the course instructor responsible for teaching the subject.

41. For subjects worth 2 credits, interim assessments may not be required. Professors must enter the results of student assignments into the electronic system within 5 working days.

42. All grades must be recorded electronically by the course instructor, and any grades not reflected in the system will not be considered. Attendance and current assessments must be entered into both the HEMIS and Moodle systems by the course instructor after each lesson, and attendance must be recorded within 24 hours of the class's completion in both systems.

43. All student assignments must be submitted electronically within the deadlines specified in the syllabus, and the submission deadlines must be announced to students. In cases of valid excuses (pregnancy, childbirth, surgery, illness, death of close relatives, etc.), students are granted a one-time extension. Re-submission of assignments is not allowed.

5.2. Final Exam

44. After the completion of course lessons, the final exam is conducted to determine students' learning outcomes (achievement level) in the form of written work (case studies, essays, responses to questions), either on a computer (via Moodle) or in written format in designated classrooms.

45. The final exam is held to assess the achievement level of students' learning outcomes in a subject.

46. In some cases, final exams may not be required due to the nature of the subject. In such cases, the head of the department must apply to the Educational-Methodological Department before the start of the academic year, and a corresponding order must be issued.

47. The schedule for final exams is developed by the Registrar's Office and approved by the First Vice-Rector for Academic Affairs. Students are not allowed to take more than one final exam per day.

48. The maximum score that can be achieved in the final exam must account for 40% of the total course grade.

49. At the end of each semester, final exams for two subjects per course will be centrally organized by the Registrar's Office, while final exams for other subjects will be organized by the relevant departments in coordination with the Registrar's Office throughout the semester. The list of subjects for centrally organized final exams is approved by the Faculty Council before the start of the academic year and submitted to the Registrar's Office.

50. The process of conducting final assessments, overseeing them, and evaluating student knowledge in these assessments is organized by the Registrar's Office.

51. A minimum of 200 questions and assignments for the final assessment must be developed by the relevant department's professors and uploaded to the "Moodle" electronic system 25 working days before the end of the course.

52. The Department of Quality Control of Education continuously monitors the implementation of final assessments. If any violations in the procedure for conducting the final assessment are proven, the results of the assessment may be annulled, and the assessment can be retaken after a report is submitted to the First Vice-Rector for Academic Affairs.

53. Students must bring a valid form of identification (passport/ID card/student ID/driver's license) to the designated exam location on the scheduled date and time for the final assessment. Otherwise, the student will be considered absent, and the final exam grade will be recorded as "0."

54. Students are not allowed to bring any papers, phones, laptops, books (except for codes authorized by department heads), notebooks, calculators, or similar items to the final exam.

55. During the final exam, students are prohibited from communicating with each other, showing answers on the computer to other students during tests, or enlarging the font size beyond the standard for copying answers.

56. If there are spelling errors in the exam questions, students may notify the exam proctor only after completing the test. Students are not allowed to approach the proctor during the exam, except in cases of technical errors (e.g., duplicate questions).

57. If a student does not fully answer the questions within the allotted exam time, the unanswered questions will be marked as "Unanswered" and will receive a score of "0."

58. If violations of exam rules are discovered during the final assessment, the proctor will document the violation, and the student will be removed from the exam, receiving a grade of "2" (unsatisfactory). The student will then have to retake the course.

59. A student who does not take the final exam is considered academically deficient.

60. If a student allows another student (or person) to take the final exam on their behalf, or attempts to do so, the proctor will document the case, and both students will be expelled.

61. Students removed from the final exam based on documented violations will not be allowed to retake the exam and must retake the course.

62. Student assessment records are kept in three original copies (one for the department, one for the Registrar's Office, and one for the dean's office) and are stored for five years before being transferred to the university archive according to established procedures.

5.3. Appeals for Final Assessments

63. If a student is dissatisfied with the result of the written final assessment, they have the right to submit an appeal through the electronic system to the Appeals Committee, organized by the Registrar's Office and the dean of the faculty, within 24 hours of the announcement of the grade. Appeals submitted outside the electronic system will not be considered.

64. A student who receives a grade of "2" (unsatisfactory) for a final assessment must submit an application to the Registrar's Office within 24 hours after the announcement of the grades.

65. The Appeals Committee is formed from professors and experts in the relevant subject area.

66. The Appeals Committee consists of a chair (who did not participate in the student's evaluation) and at least three members from the professors of the relevant subject. The student's appeal will be reviewed by the committee within two working days.

67. The student has the right to participate in the review of their appeal by the Appeals Committee.

5.4. Retaking Courses and Reassessments

68. The fee for retaking a course is determined based on the cost per credit, which is calculated by dividing the total tuition fee for the academic year by the number of credits planned for that year.

69. A student who is academically deficient in a subject may retake the course for an additional fee within the academic year.

70. If at least 5 students apply to retake the same course, a group is formed. If there are 1-4 students, the possibility of organizing a remote (online) retake course will be considered, depending on the university's resources, and this will be discussed in the Educational-Methodological Council.

71. Students have the right to transfer the amount paid for retaking a course to another course, apply it toward the tuition fee for the next year, or request a full refund.

72. A student who misses more than 70 academic hours (for any reason) within one month must retake the course.

73. Students who are required to repeat a course due to insufficient GPA must apply to the Registrar's Office for continuation of their studies in the next academic year.

74. The retake process (trimester) is organized as follows:

- The student submits an application to the Registrar's Office indicating their intent to retake the course before the start of the trimester.
- The Registrar's Office forms groups of students who need to retake courses.
- Students make the required payment.
- The Registrar's Office issues an order for the retake (trimester), attaching the class schedule and student lists.
- Classes for the retake (trimester) are conducted according to the set schedule.
- Student performance during the retake (trimester) is evaluated according to the existing system.
- Payments made by students who fail to attend the retake (trimester) without valid reasons will not be transferred to future trimesters.
- Professors teaching in the retake (trimester) will be compensated on an hourly basis.

75. If a student improves their grade through a retake or reassessment, and the new grade exceeds 60%, only a "passing" score will be recorded in the assessment log. However, students who retake the final assessment or course due to valid reasons (such as childbirth, surgery, or force majeure) will have their full grade recorded.

76. Students who need to retake the final assessment or course due to childbirth, surgery, or force majeure are entitled to one free retake.

77. Based on a recommendation from the faculty deans, students who are orphans or have a Group I or II disability and need to retake a course due to various reasons may be granted a 75% discount for the retake, subject to approval by the Educational-Methodological Council and issued by the Rector's order.

5.5. Criteria for Assessing Student Knowledge

78. Student knowledge is evaluated based on the following criteria:

- A grade of 5 (excellent) is given if the student can independently draw conclusions, make decisions, think creatively, reason independently, apply knowledge in practice, understand and explain the essence of the subject (topic), and demonstrate a thorough understanding of the subject.

- A grade of 4 (good) is given if the student can reason independently, apply knowledge in practice, understand and explain the essence of the subject (topic), and demonstrate a good understanding of the subject.

- A grade of 3 (satisfactory) is given if the student can apply knowledge in practice, understand and explain the essence of the subject (topic), and demonstrate a basic understanding of the subject.
- A grade of 2 (unsatisfactory) is given if the student has not mastered the subject, does not understand its essence, and lacks a general understanding of the subject.

Chapter 6. Dismissal, Reinstatement, and Progression of Students

79. A student who misses 25% or more of the allocated classroom hours for a subject (equivalent to 2 sessions for a 2-credit course, 5 sessions for a 4-credit course, or 7 sessions for a 6-credit course) without a valid reason will be dismissed from that subject. The student will not be allowed to take the final exam and will be considered as having not earned the necessary credits for that subject. A student who is not permitted to take the final exam is considered academically deficient.

80. If a student misses more than 18 hours of classes without a valid reason during the academic year, they must submit an explanation letter to the faculty dean. If the absences exceed 36 hours, the student will receive a warning from the dean. If the absences exceed 54 hours, a reprimand will be issued by the university, and if the absences reach 74 hours, the student will be expelled.

81. A medical certificate (Form 095 with QR code) must be submitted to the Registrar's Office within 3 working days after the student's treatment has concluded. If the student is unable to return to classes due to valid reasons, an electronic copy of the medical certificate must be submitted to the dean's office; otherwise, it will not be considered.

82. In cases where technical errors occur on the part of the university during the academic process, all issues will be resolved in favor of the student.

83. Academically deficient students may retake subjects during vacation periods or in lower-year semesters. They are required to pay for retaking the subjects based on the number of credits they need to complete and the base contract fee. These students are allowed to retake subjects at their own expense during the current academic year.

84. Grant-funded students who are academically deficient will not receive a stipend until all deficiencies are cleared. Students who have not cleared deficiencies in prerequisite subjects will not be permitted to attend classes in related advanced subjects.

85. Students with academic deficiencies at the end of the semester will not be expelled. However, students repeating a year will only pay for the subjects they need to retake. There is no limit to the number of times a student can repeat a year under a contract. The total period of study is set at 8 years for bachelor's programs and 4 years for master's programs from the time of admission to the 1st year.

86. Students may be expelled from the university for the following reasons:

- Voluntary withdrawal;
- Health-related issues;
- Violations of UWED's internal regulations;
- Academic dishonesty;
- Failure to fulfill contractual obligations;
- Sentencing to imprisonment by court order;
- Death.

87. Students who are expelled will receive an academic transcript from UWED. Expelled students have the right to be reinstated in accordance with established procedures. However, students expelled in the same academic year may not be reinstated during that year.

88. Reinstated students can continue their studies only under a paid contract.

89. The process of completing the differences in study plans (for example, due to curriculum changes) is carried out during the semester when the relevant subjects are taught or during retakes, at the student's own expense. During this period, the student can register for the differing subjects, master their programs, and take the final exams.

90. Students are progressed from one course to the next based on their GPA. To advance, the student must have a GPA of 2.6 or higher.

91. A student who does not meet the GPA requirement for advancement will be required to repeat the relevant course. Reinstatement and transfer of students are also based on their GPA. If the GPA is 2.6 or higher, the student will be reinstated in their current course; if the GPA is lower than 2.6, the student will be reinstated in a course appropriate to their academic progress and subject differences.

92. A student with academic deficiencies in up to 3 subjects during a semester has the right to retake those subjects within the same semester, after paying for the courses according to the contract. If the student is deficient in 4 or more subjects, they must pay the full contract amount for that semester. However, the student is not required to retake the credits they already earned in the previous semester.

93. According to the legislation of the Republic of Uzbekistan, a student has the right to be reinstated or transferred to another institution. The credits earned by the student prior to dismissal are fully recognized.

Chapter 7. Transcript and Grading Record

94. A transcript (academic certificate) is an official document reflecting the student's academic performance, listing the completed courses, credits earned, and grades received. This document is essential for academic mobility.

95. The transcript serves as a supplementary document to the diploma, mainly displaying the student's grades throughout their studies.

96. The transcript includes:

- The name and address of the university;
- The years the student attended;
- The names of all courses completed during the semesters;
- The number of credits earned;
- The grades received;
- The student's GPA.

97. Professors assess students' current, midterm, and final exams through the Moodle and HEMIS electronic systems.

98. Professors have 3 working days to assess and record the grades for assignments and tasks.

99. The Registrar's Office generates the electronic grading record, which is signed by the head of the Registrar's Office, the professor who conducted the assessment, the department head, and the dean of the faculty.

Chapter 8. Academic Mobility and Credit Recognition

100. The following documents are used to ensure academic mobility and credit recognition by the university:

- Course catalog;
- Officially approved learning agreement;
- Transcript;
- Certificate.

These documents reflect the learning outcomes and serve as the basis for recognizing and transferring credits within higher education institutions.

101. The credits earned by a student under the UWED educational program are considered equivalent to the credits earned at another higher education institution, provided they align with the established learning outcomes.

102. A student, based on a recommendation from their home institution, submits the necessary documentation for academic mobility to the receiving higher education institution. The home institution provides the student with an official transcript.

103. The learning outcomes set by the partner institution abroad must correspond to or complement the learning outcomes of UWED's educational program. The academic performance during the mobility period is evaluated, and the credits are recognized according to these regulations.

104. The learning agreement must clearly specify the set of academic elements the student will complete at the receiving institution and how they will be integrated into the home institution's program. The credits earned during the study abroad period (3-6 months or 1-3 years) must be proportional to the duration of the study. The home institution recognizes the credits earned by the student during the mobility period (either fully or partially). Upon returning to UWED, the student will be promoted to the next year or retained in the current year, depending on the credits earned during the mobility period. For students participating in mobility programs, a one-time retake of subjects with differences will be organized free of charge.

105. The higher education institution registers the student in accordance with the established form to complete the planned educational elements of the academic mobility program and ensures that the student has the opportunity to master these elements during the mobility period.

106. Within the framework of joint educational programs with partner universities, it is not necessary to conclude separate learning agreements for academic mobility.

107. During the academic mobility period, the student's knowledge level indicators, in accordance with the learning agreement, are accepted based on the grading conversion table (Appendix 2) that converts the grading system of one institution to another.

108. The internship agreement is a tripartite agreement signed by the student, the higher education institution, and the receiving organization. To ensure the transparency and validation of the knowledge gained during the internship, the receiving organization must issue a certificate confirming the completion of the internship.

109. Student exchange agreements between higher education institutions are based on the following criteria:

- Clear descriptions of the programs, including learning outcomes, credits, teaching and learning approaches, and assessment methods;

- Ensuring the quality of education in accordance with national systems.

110. The credits earned in comparable educational programs at another institution replace the corresponding credits in the student's home institution. The documents reflect the learning outcomes, which serve as the basis for UWED to recognize and transfer credits.

111. To organize short-term academic mobility and recognize its results, three parties— the student, UWED, and the receiving institution—must agree on the program. This agreement must be formalized in a learning contract signed by all three parties before the mobility period begins.

112. The learning agreement should define the set of educational elements the student will complete at the receiving institution and how they will integrate into the main program of the home institution. The number of credits earned must be proportional to the duration of study abroad. A student must successfully complete a full-time program of 60 credits per academic year or a proportional amount of credits (e.g., 30 credits in one semester).

113. The receiving institution must register the visiting student for the planned educational elements and confirm that these elements can be fulfilled during the mobility period.

114. Once the agreement is signed by all three parties, changes may only be made with the consent of all parties involved.

115. The agreed mechanisms of mobility within joint programs are confirmed by partner institutions, and the rules for recognizing credits are published. A learning agreement is not necessary for joint programs, as credits earned at the partner institution will be automatically recognized if the agreed rules and conditions are met.

116. The receiving institution must provide an academic transcript to the student and the home institution as soon as possible after the results are announced, within the timeframe agreed upon by both institutions.

117. Once the student has successfully completed all educational components included in the learning agreement and confirmed by the receiving institution's transcript, UWED must fully recognize and transfer the earned credits to the student's main program and apply them toward the student's specialization. UWED must clearly show how the learning elements earned abroad are integrated into the main program and convert them if necessary. All this information must be reflected in the academic record (or its equivalent document or database).

118. Institutional measures must be put in place to assess the educational elements not successfully completed by the student at the receiving institution. The student must be informed about such measures in advance.

119. The diploma supplement is designed to provide transparent information on the graduate's achievements. Thus, the educational elements successfully completed abroad will be reflected in the diploma supplement or an equivalent academic transcript or mobility document, listing the name of the courses in the local language, the partner institution, and the credits and grades earned.

Chapter 9. Ensuring Quality of Education

124. The assurance of educational quality and effectiveness involves the following steps:

- Prior to the start of the new academic year, the preparation status of faculties and departments is evaluated. This includes checking qualification requirements, academic plans, course

syllabi (programs), the workloads of departments and professors, the readiness of classrooms, and the class schedules.

- At the end of each semester, monitoring results and suggestions for addressing shortcomings are submitted to the administration.

- Based on approved documents, the organization of the educational process, the logical coherence of these processes, the clear articulation of course objectives and goals in the syllabi, and the alignment of teaching methods and technologies with course topics and student needs are analyzed.

- The development and implementation of educational and methodological plans for departments are reviewed according to the personal work plans of professors and instructors.

- The availability of educational materials and additional resources uploaded by the responsible professors on the "Moodle" platform for students to engage in quality independent study is evaluated.

125. The quality and effectiveness of education are monitored and controlled.

126. The department collects feedback from students regarding lectures (professors' lessons) through surveys (feedback) on the Moodle platform at the end of each semester, and an analytical report is submitted to the administration.

127. A group of specialists, formed by the Quality Control Department, evaluates the lessons conducted by professors to ensure they are in accordance with the approved syllabus (study program), assessing whether the professor has prepared presentation materials (presentations, questionnaires, handouts, visual aids, etc.) for the class and whether the professor clarifies issues that arise during the lesson, as well as the use of modern teaching methods.

128. The findings from the analysis of lesson quality by the group of specialists will influence the evaluation of professors' KPI. If the analysis results in three consecutive negative evaluations, the university administration may be notified, and the employment contract with the professor may be terminated.

Chapter 10. Courses and Syllabus

129. The educational program is divided into mandatory components and phases, formed by the participants in the educational process. The mandatory components include subjects and practical activities that ensure the formation of universal and general professional competencies.

130. Seven working days before the start of the academic year, students are given the opportunity to choose elective subjects, and introductory lessons (presentations) are organized by the relevant professors to provide detailed information about the subjects. Video presentations are also uploaded to the electronic system.

131. The list of elective subjects (up to 25% of the total number of general subjects) is announced in the UWED electronic (Moodle) system by the deans' offices one week before the academic year begins. Students can freely choose their electives during the first week of the academic year. If a student does not register for elective subjects by the set deadline, they will be assigned by the dean's office based on the number of students.

132. After the registration process for elective subjects is completed, the completion of those subjects becomes mandatory. All students must participate in the elective subjects, regardless of any academic deficiencies. The Registrar's Office takes organizational measures to ensure the elective subject selection process and monitors the process.

133. The syllabus is a guide developed by professors for students, outlining all topics and assignments planned for the semester. Each task and assignment's contribution to the overall grade is indicated in percentages in the syllabus.

134. The syllabus includes:

- Course description;
- Prerequisites;
- Course objectives;
- Learning outcomes;
- Independent study and assignments;
- Reading materials;
- Hours/credits;
- Course structure;
- Assessment criteria;
- Academic requirements.

Chapter 11. Registrar's Office

124. The Registrar's Office is established to manage the academic processes and student assessment separately, ensuring the automatic electronic management of student academic records and the organization of final exams.

125. The Registrar's Office is dedicated to helping students achieve high-level knowledge, skills, and competencies in their chosen field of study, and it includes the following functions:

- Developing the academic schedule and ensuring its timely implementation;
- Organizing student course registration;
- Forming academic groups;
- Overseeing current and final assessments, as well as the final state certification;
- Creating and regularly updating the academic database;
- Storing student records until archiving;
- Generating transcript forms (via the HEMIS system) and entering student data;
- Managing statistics on the student body.

126. The Registrar's Office reports directly to the First Vice-Rector for Academic Affairs.

127. Modifications or additions to the student's individual academic trajectory may be made before each academic year. Students can change their chosen courses within the first week of each semester.

128. Based on the student's personal academic trajectory, the Registrar's Office forms academic groups and informs students if a course does not have enough enrollees, prompting the need to change their trajectory. Once the academic groups are formed, the Registrar provides the relevant faculty with the information needed to develop the class schedule.

129. The Registrar's Office determines the date and time for each student's registration, which is typically based on the student's GPA and completed contract payments. The registration for first-year students begins after academic and career orientation activities.

130. The first-year student registration process includes the following steps:

- The course tutor receives login credentials for the students from the Registrar's Office;
- The tutor explains the educational process to the students, familiarizes them with the academic program, provides login details, and teaches them how to use the student portal;

- Students attend introductory presentations led by professors about the compulsory and elective courses, then register for courses via the student portal;
- Students identify their class schedules through the student portal and begin attending classes.

Chapter 12. Field Training, Professional Internships

131. The purpose of practical training is to reinforce theoretical knowledge and skills, as well as to develop professional competencies and abilities. It includes academic and production-based training.

132. Types of practical training:

- Professional internship;
- Scientific-pedagogical internship.

133. The professional internship is organized based on agreements established between UWED and host organizations. The contract outlines the subject of the agreement, the rights and obligations of both parties, the procedure for organizing and conducting the internship, the duration of the contract, the conditions for termination, and the parties' responsibilities.

134. The First Vice-Rector for Academic Affairs is responsible for the overall management of the organization and implementation of professional internships.

135. The department head and internship supervisor are responsible for ensuring that the student fully follows the internship plan and program. The main document regulating the activities of students and internship supervisors is the internship program.

136. The internship program must align with the qualification requirements of the field of study (specialization) and the content of the subjects in the working curriculum. It should take into account the specific characteristics of the field and the latest advancements in science and production.

137. The internship program consists of the following key sections:

- The objectives and tasks of the internship;
- The content of the internship;
- The internship plan and schedule;
- Internship assessment criteria;
- Internship report requirements;
- Methodological guidelines for completing the internship, including references to primary and additional literature, relevant materials, and documents to support the consolidation of knowledge gained during studies.

138. The teaching load of UWED's faculty assigned as internship supervisors is calculated according to the university's established time norms for professors' academic workloads.

139. Before the internship begins, UWED's rector issues an order specifying the type, duration, location, and financial support for the internship, as well as the list of students and supervisors participating in the internship. The order also includes the designation of personnel responsible for overseeing the internship process and ensuring that accommodation is provided to the students.

140. UWED's Academic and Methodological Department organizes the internship and coordinates its logistical and academic support in collaboration with the Finance Department, department heads, and faculty deans.

141. Based on bilateral agreements between UWED and host organizations, students may complete their internships in foreign companies, institutions, or organizations.

12.1. Supervision of Professional Internships

142. The responsibilities of UWED's "Internship, Workplace Learning, and Professional Development Monitoring" department for organizing and conducting professional internships include:

- Arranging for all types of internships at the receiving enterprises, organizations, or institutions.
- Establishing agreements with host organizations for professional internships for the upcoming academic year.
- Officially notifying host organizations in writing about the internships.
- Preparing draft orders for professional internships for each undergraduate program and master's specialization.
- Analyzing the processes of organizing professional internships at companies, institutions, and organizations, reviewing the results, and submitting issues and proposals to UWED's leadership.
- Studying advanced international and national experiences in organizing internships and preparing recommendations for their implementation.

143. The responsibilities of UWED's relevant academic departments for organizing and conducting professional internships include:

- Submitting the internship program and schedule for approval two months before the internship begins.
- Publishing and providing students with a complete set of internship documents.
- Coordinating students' travel to and from their internship locations in collaboration with department heads and deans.
- Monitoring the implementation of the internship schedule and program at host organizations, ensuring students submit reports, and organizing report defenses.
- Presenting an annual report to the relevant faculty council on the completion of internships.

144. The responsibilities of the UWED-assigned professional internship supervisor include:

- Participating in the allocation of students to their internship locations.
- Providing instructions on the procedures for conducting internships and safety regulations to students before their departure.
- Visiting the host organization in advance, if necessary, to ensure preparations are made before the students' arrival.
- Preparing a detailed schedule and work plan with the host organization for the entire internship period.
- Ensuring students have the necessary materials, such as the internship schedule, program, and daily log.
- Monitoring students' travel to and from their internship locations.
- Maintaining regular contact with the host organization's internship supervisor to track students' performance.
- Ensuring students adhere to the internship schedule and complete their daily logs, while offering methodological assistance and, if necessary, visiting the internship sites.
- Guiding students on preparing their internship reports and providing recommendations.
- Participating in the defense and evaluation of students' internship reports.
- Providing suggestions for improving the internship process to the department head when necessary.

145. A professor's supervision of professional internships is recorded based on UWED's rector's internship order, the student's internship log, and reports, as well as the official grading documentation.

146. The responsibilities of the host organization for organizing the professional internship include:

- Signing agreements with higher education institutions regarding the internship of students.
- Granting students the status of "intern" during the internship.
- Assisting in organizing the internship and appointing a qualified and experienced supervisor to work with the intern.
 - Providing financial incentives to responsible staff supervising the interns, depending on available financial resources.
 - Offering the necessary instructions on occupational health and safety, and teaching students safe work methods if needed, with the relevant documentation.
 - Granting access to existing literature, technical resources, and documents to the students.
 - Ensuring working conditions that promote the effectiveness of the internship according to the internship program.
 - Informing the university administration if the student violates internal labor regulations.
 - Addressing liability issues in the case of an accident during the internship, according to legal regulations.
- Providing suitable temporary accommodations for students, if required by the agreement.
- If there are vacancies related to the student's field of study, the host organization may temporarily employ the student during the internship, and potentially offer full-time employment after graduation.

147. The responsibilities of the host organization's internship supervisor include:

- Explaining health and safety procedures and internal regulations to the students.
- Allocating students to specific organizational units and introducing them to the structure, operations, and particularities of the workplace.
 - Instructing students on the proper use of materials related to the internship program.
 - Advising students on production technologies.
 - Organizing joint visits to nearby companies, institutions, or organizations.
 - Monitoring the daily completion of the internship log.
 - Ensuring students adhere to work hours.
 - Recording both positive and negative feedback on the students' performance in the internship log.
 - Arranging meetings between the interns and organization leaders to discuss technological processes and seek solutions to production-related issues.
 - The host organization's supervisor is prohibited from assigning the intern tasks unrelated to the internship program.

12.2. Rights and Responsibilities of Students During Professional Internships

148. A student has the right to:

- Familiarize themselves with the location, schedule, program, and procedure for the professional internship in advance;
- Provide feedback on the organization and implementation of the internship;
- Receive necessary information regarding the professional internship;
- Review methodological materials for the internship and seek guidance from internship supervisors.

149. The student is obligated to:

- Complete all tasks outlined in the internship program in full and with quality, according to the schedule;
- Maintain a daily and orderly internship log;
- Follow the instructions of the internship supervisors assigned by UWED and the host organization;
- Submit all required documentation related to the internship on time;
- Adhere to the host organization's internal work rules and regulations;
- Present and defend their internship report at a department meeting within the designated timeframe.

12.3. Phases of Professional Internships

150. Professional internships are divided into three phases: preparation, main, and final stages.

151. During the preparation phase, on the first day of the internship, a meeting is held between UWED's assigned internship supervisor and the host organization's supervisor. In this meeting, students are introduced to the internship schedule, program, goals, objectives, and the work they will undertake. Students are also instructed on how to maintain their internship log. Upon arrival at the host organization, students familiarize themselves with the structure, activities, and characteristics of the organization during the first days of the internship.

152. In the main phase, students work directly at the host organization, following the internship schedule and program. During the final phase, students analyze and evaluate the results of their work during the internship.

12.4. Conclusion of the Professional Internship

153. At the end of the internship, the student submits a written report prepared according to the internship program, along with their signed internship log, to the UWED-assigned supervisor within the timeframe specified by the department meeting minutes.

154. The assessment of the student's internship performance takes place within the relevant department. The dean, department head, a representative from the educational-methodological department, and the host organization's internship supervisor may participate in the evaluation process.

155. The grade received for the internship is considered when advancing the student to the next course. A student who receives an unsatisfactory grade or fails to attend the internship without a valid excuse is considered academically deficient and will be held back in their current course by order of the UWED rector.

156. If the student is unable to participate in the internship due to valid reasons, the internship period may be postponed to another time (usually during a break) within the academic year, as determined by the UWED rector's order.

157. During the final meeting at the host organization, the student's internship performance is discussed, and the possibility of employment is considered. Based on the meeting's outcomes, the organization's leadership may decide to offer the student a position within the organization, either filling a vacant role or in new positions created as part of the organization's strategic development programs.

12.5. Financial Provision

158. Regardless of whether the student receives a salary during the internship, they retain their right to receive a scholarship as per the established procedure.

159. The host organization may choose to provide material or moral incentives to the supervisor appointed by the organization for overseeing the student's internship.

160. Guidelines and instructions for the professional internships, specific to UWED's undergraduate and master's programs, are developed and approved in accordance with educational legislation and this Regulation.

CHAPTER 13. FINAL STATE ATTESTATION

13.1. General Provisions

161. The final state attestation is mandatory for all graduates and is conducted after the full completion of the academic program. Students who successfully (completely) complete their academic program in their field of study (specialty) are allowed to take the final state attestation exams.

162. The final state attestation consists of one of the following:

- A state exam in specialty (foreign language) subjects related to the field of study;
- The completion and defense of the final qualification work (bachelor's thesis or master's dissertation).

163. The final state exams are conducted in either oral or written form.

164. The graduating student selects a topic from those proposed by the departments and justifies its relevance. The topics for the final qualification works (for bachelor's students) are determined by the relevant specialty department and approved by the rector's order.

165. The content, volume, and structure of the final qualification work (master's dissertation) are defined by the specialty departments.

166. The final state attestation for graduates of UWED is carried out by final state attestation commissions, established for each academic field or specialty according to the academic calendar.

13.2. Final State Attestation Exams

167. The final state attestation exam for specialty subjects (foreign language) should assess the student's level of understanding of the material outlined in the curriculum, based on the essential content defined in the state educational standard.

168. The interdisciplinary final state attestation for the field of study should take into account both the content requirements of the subjects and the qualification requirements for the graduate as set out in the field-specific professional standards.

169. The UWED Academic Council may decide to include additional final state attestation exams, such as interdisciplinary or foreign language exams, in the final state attestation process.

170. The final state attestation exams are conducted in accordance with the schedule set in the Academic Calendar.

171. UWED develops the final state attestation programs and assessment criteria with the participation of experienced professors and educators. These programs and criteria are approved by the Educational-Methodological Council and made available to students at least three months before the start of the final state attestation.

13.3. Final State Attestation Commission

172. The composition of the final state attestation commissions includes up to 50% of UWED's academic staff, as well as highly qualified specialists from enterprises, organizations, institutions, and leading professors and scientists from other higher education institutions or from the Uzbek Academy of Sciences.

173. Candidates for chairpersons of the final state attestation commissions are nominated from among experienced scholars or practitioners by department heads and deans, and they are approved by the rector's order at the beginning of the graduation semester for a period of one calendar year. The same person cannot serve as chairperson for more than one consecutive term.

174. According to the decision of the UWED Academic Council, the final state attestation for graduates may include a state exam in a foreign language or specialty subject, or it may be conducted in the form of a defense of the final qualification work (master's dissertation), considering the capabilities and preferences of the graduates. This must be reflected in the graduates' academic plans.

175. The final state attestation commission consists of nine members, including professors and specialists. Representatives from supervisory boards, local self-governing bodies, parents or legal guardians, and employers may participate as observers on a voluntary basis.

176. The main tasks of the final state attestation commission are as follows:

- To conduct a comprehensive assessment of the graduate's knowledge, skills, and abilities in accordance with the requirements of the state educational standards;
- To determine whether to award the graduate a bachelor's (or master's) degree based on the results of the final state attestation;
- To analyze the commission's activities and develop proposals for improving the preparation of highly qualified graduates.

177. The final state attestation commission operates in accordance with this Regulation, as well as other documents aimed at ensuring compliance with the requirements of the state educational standards for the preparation of graduates.

178. The process of the final state attestation exams is recorded on video, and the recordings are stored in the respective specialty department for one year.

13.4. The procedure for conducting the final state certification

179. Before the start of the final state certification examinations, the first vice-rector for academic affairs holds a meeting with the chairpersons of the commissions to discuss the level of preparedness of the commissions, the duties of the chairpersons and members, the requirements for graduates, and discipline and order.

180. The final state certification (defense of the graduate qualification work/master's thesis) is organized in an oral format. Students are provided with the necessary conditions for preparation and consultation before the exams.

181. Only students who have fully mastered the curriculum and earned all the credits (credit units) stipulated in the curriculum and who have fully paid their tuition fees are allowed to take the

final state certification. Graduates of UWED (University of World Economy and Diplomacy) are required to pass the final state certification after fully mastering the relevant education programs.

182. Final state certification exams or the defense of graduate qualification work (master's thesis) or mandatory state exams are held in open sessions of the commission, with the participation of at least two-thirds of the members. If the chairperson is absent, the deputy chairperson leads the session.

183. The performance in all types of certification exams included in the final state certification is determined according to a whole number point system and converted into a percentage. Results are announced on the same day after the minutes of the meeting of the final state certification commission are formalized.

184. Plagiarism is not allowed in any type of certification exam included in the final state certification. If such a case is detected, the grade given to the graduate by the state certification commission will be annulled.

185. Based on the results of the final state certification exams, the final state certification commission decides whether to award the graduate the degree of bachelor or master in the relevant field (specialty). Decisions of the commissions are made by open voting, with the majority of the votes of those present at the meeting. In case of a tie, the chairperson's vote is decisive.

186. After successfully passing the final state certification included in the final certification, a UWED graduate is awarded a diploma of higher education corresponding to the degree and its supplement.

187. A graduate who has achieved high results in mastering the course programs and obtained "excellent" grades in at least three-fourths of all subjects in the curriculum (and "good" in other subjects) and "excellent" grades in the final state certification exams will be awarded an "honors" diploma.

188. A student who does not pass the final state certification exam is excluded from the student body after the expiration of the study period. Based on their application, they are granted the right to retake the final state certification exam within the next 4 years.

189. A student who did not pass the final state certification exam can apply to the rector of UWED to retake the final state certification exam after the start of the next academic year. However, the student is not allowed to retake the final state certification exam more than twice per academic year.

190. Permission to retake the final state certification exam is formalized by the rector's order. If the student does not pass the final state certification within 4 years, they will be issued an academic transcript, and they may be re-enrolled in the final year of study under the contract payment system.

191. Students who missed the final state certification exams for valid reasons may be admitted to the final state certification exams scheduled for another date before the conclusion of the final state certification commission's work, by order of the rector.

192. Graduates who are dissatisfied with their grades during the final state certification have the right to appeal to the Appeal Commission within three days of the announcement of the final state certification results. The Appeal Commission is established by order of the rector of UWED to review graduates' appeals.

193. The Appeal Commission consists of five members, including scientific and pedagogical staff of UWED (up to 40% of the total composition of the Appeal Commission), qualified specialists in the relevant field, and experienced professors and researchers from related higher education institutions.

194. Individuals who participated in the work of the final state certification commission during the current year cannot be included in the Appeal Commission. The Appeal Commission delivers its conclusion to the graduate within one day.

Chapter 14. Requirements for Graduate Qualification Paper

195. Graduate qualification work must include legal, economic, and political research related to the development, organization, planning, and management of education, with scientifically based conclusions and proposals on how to solve the problems.

196. The quality of the graduate qualification work is evaluated based on its scientific rigor, the relevance of the chosen topic, and the student's ability to demonstrate creative approaches to independent work.

197. While working on the graduate qualification work, students should focus on the following:

- Being familiar with scientific methods for studying and understanding reality;
- Having a deep understanding of the essence and significance of the fundamental changes taking place in our country;
- Studying the decrees of the President, decisions of the Cabinet of Ministers, and normative legal documents related to improving the quality of personnel and the necessary reforms in this area;
- Understanding the essence of the topic under study through scientific literature and other sources;
- Being familiar with methodologies for conducting independent scientific research;
- Gathering and processing all data related to the topic being studied and opening the topic through specific examples;
- Effectively using the recommendations of research institutions and local and foreign literature, while applying various scientific methods during research;
- Ensuring the scientific level of the work is high and that the topic is sufficiently relevant;
- Clearly presenting the issue being studied without plagiarism or unnecessary information;
- Ensuring logical connections between chapters and sections without increasing the volume of the work by overly long explanations;
- Analyzing the issue with specific evidence and numbers, while offering recommendations and conclusions based on the content of the work;
- Ensuring the proposed solutions are well-founded and assessing the criteria for their effectiveness, avoiding a purely factual presentation of the topic;
- Effectively using visual aids, such as tables, diagrams, charts, and graphs;
- Working systematically and purposefully on the topic, and adhering strictly to the deadlines for completing the graduate qualification work.

198. The student must also ensure that their final qualification work adheres to the established ethical guidelines, avoiding plagiarism, and properly citing all sources. The work should contribute original research, ideas, or solutions.

14.1. Objectives and Tasks of the Final Qualification Paper

199. The final qualification work is the culmination of a student's academic journey and demonstrates the theoretical knowledge and practical skills acquired during their studies, as well as their readiness for professional work in their chosen field.

200. The objectives and tasks of completing the final qualification work are as follows:

- To consolidate, systematize, strengthen, and expand the theoretical and practical knowledge acquired by students in their field of study.

- To apply the acquired knowledge to solve specific scientific, legal, economic, and political tasks.

- To develop students' ability to work independently, enabling them to research and analyze problems that require solutions.

- To encourage creativity and responsibility in students as they move through the process of setting a research problem and completing it with concrete results and recommendations.

14.2. Choosing the Topic of the Final Qualification Paper

201. One of the most critical and responsible tasks that determine the success of the final qualification work is the selection of a research topic. The general requirement for topics is their relevance and connection to current industry needs and problems, reflecting contemporary trends and future development prospects in international relations and other areas.

202. The topic should have both theoretical and practical significance, covering the major tasks of advancing Uzbekistan's international relations, science, education, culture, and other important sectors. It should also reflect the current status of the problem and possible solutions for addressing it in the broader social context.

203. When justifying the relevance of a topic, the student should clearly explain why research in this area is necessary, which problems in education or related fields led to the need for the research, and how the expected results will contribute to solving the problem.

204. If a student shows potential for further scientific research, the selected topic could also serve as a basis for future master's or doctoral dissertations.

205. Topics for final qualification works are determined by specialized departments and must be approved by the Academic Council of UWED. It is recommended that the topics be updated by 20-30% each academic year.

206. Graduating students have the right to choose their final qualification work topic. It is advisable for the supervisor to assist students in the selection process by not only providing a list of recommended topics but also explaining the essence of each topic, the possibility of exploring it in-depth, and the sources of information available to students.

14.3. Supervision of the Final Qualification Paper

207. Supervisors for final qualification works are appointed from among UWED's professors, associate professors, or research staff, as well as highly qualified specialists from other institutions.

208. The choice of a scientific supervisor should aim to ensure the student's continued success in their scientific career. Therefore, the selection of a supervisor should consider each professor's academic degree, title, professional activity, potential, pedagogical experience, and the results of previous scientific works completed under their guidance.

209. The responsibilities of the supervisor include:

- Assigning tasks to the student.
- Planning the timeline for completing the qualification work.
- Recommending key literature, archival materials, and other sources related to the topic.
- Regularly consulting with the student.
- Monitoring the progress of the work.
- Ensuring the quality and originality of the student's work, preventing plagiarism or repetition of topics.

210. The department responsible for the student's specialization defines the mandatory requirements for the final qualification work and provides methodological guidelines for its completion.

14.4. Completion of the Final Qualification Paper

211. The final qualification work is generally completed during the student's pre-graduation internship. The deadlines for the completion of the work are monitored by the academic and methodological department. After selecting a topic, the student must fill out a request and assignment sheet confirming their commitment to writing on that topic.

212. Before beginning their pre-graduation internship, students must work with their supervisor to create a detailed plan for the final qualification work. The plan should be thorough and cover all chapters and sections of the research. It should be drawn up in consultation with the supervisor and be comprehensive.

213. The primary materials for the final qualification work should be based on the student's pre-graduation internship and the information gathered during the research process. The final work should ideally be based on data from the last three years. Outdated or vague information is not permitted.

214. When collecting practical materials and statistical data, it is essential that they be relevant to the research topic and sufficient for deep analysis. The performance indicators and economic efficiency of the company being studied must be fully examined to prepare appropriate conclusions and recommendations for solving the problem.

215. The following sources should be used when completing the final qualification work:

- Economic and social literature relevant to all chapters of the work.
- Presidential decrees, Cabinet of Ministers' resolutions, ministry documents, and specialized literature.
- Regulations and guidelines.
- Published statistical data.
- Materials from scientific research institutions relevant to the topic.
- Newspapers and other periodicals.

14.5. Structure and Content of the Final Qualification Work

216. The specialized department determines the mandatory requirements for the qualification work and communicates these requirements to the students. During the preparation of the final qualification work, some changes to the chapters and questions may be made. The final qualification work is set to be around 13,000 words and consists of an introduction, 2-3 chapters, conclusion with recommendations, a list of references, and appendices. Each chapter is recommended to include 2-3 paragraphs. The overall length of the work is recommended to be 50-75 pages in manuscript form.

217. Each chapter is divided into paragraphs that fully reveal the essence of the topic and maintain a logical sequence. It is recommended that each chapter conclude with summaries of the main results that reveal solutions to the issues being studied.

218. The explanatory section (annotation) should briefly and concisely summarize the content of the qualification work. If necessary, the explanatory section may include graphs, images, sketches, diagrams, drawings, and other supplementary information. The explanatory section should not exceed 2-3 pages.

219. The defense of the final qualification work is evaluated based on the following criteria:

№	Evaluation Criteria	Percentage (%)
	Proper formatting of the final qualification work	5 (%)
	Compliance of content with the objectives, tasks, and plan	5 (%)
	Logical presentation and content of each chapter	10 (%)
	Effective use of financial and statistical reports	10 (%)
	Depth of economic analysis and use of relevant indicators	10 (%)
	Demonstration of independent thinking and identification of key problems	15 (%)
	Creative thinking, proposals for improving and solving issues	15 (%)
	Use of visual aids and modern pedagogical technologies during the defense	5 (%)
	Comprehensive presentation of results, supported by data, conclusions, and recommendations	15 (%)
	Clear and substantive responses to questions during the defense	10 (%)
Total		100 (%)

Chapter 15: Time Standards

120. The completion of professors' and instructors' annual personal work plans is continuously monitored by the department head, faculty dean, the head of the Language Teaching Center, the head of the Academic and Methodological Department, and the respective vice-rectors at the end of each semester.

121. The teaching load of professors and instructors at UWED is determined by the types of work specified in the time standards (Appendix 1) and calculated based on the qualification requirements for the positions of professors and instructors.

122. The continuous improvement of the scientific-pedagogical skills of professors and instructors is emphasized, ensuring students acquire in-depth theoretical knowledge, practical skills, and professional competencies. The department head is responsible for organizing teaching based on advanced pedagogical technologies and modern textbooks and defining specific tasks for academic-methodological and research work.

№	Work Type	Time Standard for Academic Workload	Determining Completion of Work Types
1.	Conducting lectures, practicals, seminars, individual, and laboratory classes.	1 hour per academic hour	Academic sessions are conducted continuously for two academic hours (80 minutes) as per the study plan. Practical and seminar classes are conducted with groups of up to 30 students, while lecture classes are held for combined groups of 50-200 students. Foreign, Russian, Uzbek, and second language classes are taught in small groups with up to 18 students. Conducted academic sessions are recorded in the electronic system.
2.	Conducting assessments, reviewing students' work, giving consultations, and performing interim and final assessments.	Interim assessment: 0.6 hours per student; Final assessment: 0.3 hours per student; Consultations: 2 hours per session.	Interim and final assessments are reflected in the relevant schedules. Written exam results are retained for 6 months. The assessment schedule is included in the syllabus and announced by the instructor at the start of the semester.
3.	Bakalavriat ta'lim yo'nalishi talabalari amaliyotiga rahbarlik qilish, ularning hisobotlarini tekshirish va baholash.	O'quv amaliyotiga rahbarlik qilish 1 akadem guruh uchun bir ish kuniga — 6 soat; ishlab chiqarish amaliyotiga rahbarlik qilish bir ish kuniga — 6 soat.	The workload for this activity should not exceed 20% of the total teaching load. Completion is determined by UWED orders, internship journals, and assessment records.
4.	Supervising and reviewing final qualification work (diploma projects, theses).	20 hours per student per academic year.	Up to 12 students per instructor per academic year. Supervision and reviews are confirmed by UWED orders and submission of the work for defense.
5.	Participation in the final state certification commission for the defense of final qualification work or master's theses.	0.4 hours per final qualification work; 0.8 hours per master's thesis.	Workload per day should not exceed 8 hours. Participation is confirmed by UWED orders and records of defense results. Hours are credited after commission work concludes. This work is not included in the annual workload.
6.	Supervising and advising on master's theses and research projects.	30 hours per student per academic year.	Professors or doctoral holders can supervise up to 10 students, associate professors and other experts up to 7 students. Completion is confirmed by UWED orders, student work plans, and submission of the thesis for defense.
7.	Preparing and delivering open, problem-solving, integrated lectures, and master classes.	5 hours for two academic hours of an open lecture or master class.	Confirmed by relevant plans and supporting documentation of the event.

**Appendix 2 to UWED Academic Regulations
Student Grading Scales Across Countries**

Grade	The USA %	Japan %	Russia %	South Korea %	The UK %	UWED (Uzbekistan) %	Grade (Uzbekistan)	
A+	97-100	90 – 100	87 – 100	95 – 100	75-100	97-100	5	Excellent
A	93-96			90 – 94	71-74	93-96		
A-	90-92			67-70	90-92			
B+	87-89	80 – 89	74 – 86	85 – 89	64-66	87-89	4	Good
B	83-86			80 – 84	61-63	83-86		
B-	80-82			57-60	80-82			
C+	77-79	70 – 79	60 – 73	75 – 79	54-56	77-79	3	Satisfactory
C	73-76			70 – 74	50-53	74-76		
C-	70-72			48-49	71-73			
D+	67-69	60 – 69	60 – 73	65 – 69	43-47	67-70	3	Satisfactory
D	63-66			60 – 64	40-42	63-66		
D-	60-62			38-39	60-62			
F	0-59	0 – 59	0 – 59	0 - 59	0-37	0-59	2	Unsatisfactory