



# **UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY**

## **REGULATION ON THE ALUMNI ENGAGEMENT AND PROFESSIONAL DEVELOPMENT UNIT**

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## ABSTRACT

### REGULATION ON THE ALUMNI ENGAGEMENT AND PROFESSIONAL DEVELOPMENT UNIT OF THE UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

This Regulation defines the legal status, main tasks, rights and duties, organizational structure, as well as the functional responsibilities of the staff in the [Alumni Engagement and Professional Development Unit](#) of the University of World Economy and Diplomacy (UWED).

The Unit is a structural unit of the University and is subordinate to the [Vice-Rector for Digital Transformation and Economy](#). It carries out its activities in accordance with the current legislation of the Republic of Uzbekistan, Government decisions, and internal regulations of the University.

The primary activity of the Unit is aimed at supporting students and graduates in their professional development, organizing internships, [career events](#), and assisting with employment. Key areas of activity include the development and coordination of internship and professional practice programs, the organization and conduct of career events such as Career Days, [employer sessions](#), and alumni meetings. The Unit also provides support to students and graduates [in employment](#), including consulting on resume writing and interview preparation.

The Unit actively involves employers and [external partners](#) to expand internship and employment opportunities, as well as develops cooperation with international organizations. An important task is the monitoring of graduate employment and the evaluation of the effectiveness of the activities conducted. The Unit also collects and analyzes feedback from students, graduates, and employers to improve the programs.

In addition, the Regulation defines the functional duties of the staff, such as the [Head of the Unit, Chief Specialist](#), and Leading Specialist, who are responsible for organizing and coordinating events, as well as interacting with external partners and university departments.

This Regulation shall enter into force from the date of their approval, and any amendments and additions thereto shall be approved by the [Academic Council of the University](#).

## ANNOTATSIYA

### JAHON IQTISODIYOTI VA DIPLOMATIYA UNIVERSITETI BITIRUVCHILAR BILAN ISHLASH VA KASBIY RIVOJLANISH SEKTORI TO'G'RISIDAGI NIZOM

Ushbu Nizom Jahon iqtisodiyoti va diplomatiya universitetining [Bitiruvchilar bilan ishlash va kasbiy rivojlanish sektori](#) (keyingi o'rinlarda "Sektor" deb ataladi)ning huquqiy maqomi, asosiy vazifalari, huquq va majburiyatlari, tashkiliy tuzilmasi va xodimlarining funksional vazifalarini belgilaydi.

Sektor universitetning strukturaviy bo'limi bo'lib, [Raqamli transformatsiya va iqtisodiy masalalar bo'yicha prorektoriga](#) bo'ysunadi. U o'z faoliyatini O'zbekiston Respublikasi qonunlari, hukumat qarorlari va universitetning ichki normativ hujjatlari asosida amalga oshiradi.

Sektorning asosiy faoliyati talabalar va bitiruvchilarga kasbiy rivojlanish, stajirovka tashkil etish, karyeraga oid tadbirlar o'tkazish va ishga joylashish bo'yicha yordam berishdan iborat. Asosiy faoliyat yo'nalishlari quyidagilardan iborat: stajirovka va kasbiy amaliyot dasturlarini ishlab chiqish va muvofiqlashtirish, [karyeraga oid tadbirlarni](#) (Karyera kunlari, [ish beruvchilar bilan uchrashuvlar](#) va bitiruvchilar bilan uchrashuvlar) tashkil etish va o'tkazish. Shuningdek, sektor talabalar va bitiruvchilarga [ishga joylashish bo'yicha yordam beradi](#), shu jumladan, rezyume tayyorlash va suhbatlarga tayyorlanish bo'yicha maslahatlar beradi.

Sektor [ish beruvchilar va tashqi hamkorlarni](#) stajirovka va ishga joylashish imkoniyatlarini kengaytirish uchun jalb qiladi va xalqaro tashkilotlar bilan hamkorlikni rivojlantiradi. Sektorning muhim vazifalaridan biri bitiruvchilarning ishga joylashishini monitoring qilish va amalga oshirilgan tadbirlarning samaradorligini baholashdir. Shuningdek, Sektor talabalar, bitiruvchilar va ish beruvchilardan olingan fikrlarni to'plab, dasturlarni yaxshilash uchun tahlil qiladi.

Bundan tashqari, Nizomda Sektor xodimlarining funksional vazifalari, jumladan, [bo'lim boshlig'i](#), [bosh mutaxassis](#) va yetakchi mutaxassislar tomonidan tashkil etiladigan va muvofiqlashtiriladigan tadbirlar hamda tashqi hamkorlar va universitet bo'limlari bilan o'zaro aloqalar belgilangan.

Ushbu Nizom tasdiqlangan kundan boshlab kuchga kiradi va unga kiritilgan o'zgarishlar va qo'shimchalar universitet [Akademik Kengashi](#) tomonidan tasdiqlanadi.

## АННОТАЦИЯ

### ПОЛОЖЕНИЕ О СЕКТОРЕ ПРОФЕССИОНАЛЬНОГО РАЗВИТИЯ И РАБОТЫ С ВЫПУСКНИКАМИ УНИВЕРСИТЕТА МИРОВОЙ ЭКОНОМИКИ И ДИПЛОМАТИИ

Настоящее Положение определяет правовой статус, основные задачи, права и обязанности, организационную структуру, а также функциональные задачи сотрудников [Сектора профессионального развития и работы с выпускниками Университета мировой экономики и дипломатии \(УМЭД\)](#).

Сектор является структурным подразделением Университета и подчиняется [Проректору по цифровой трансформации и экономике](#), осуществляя свою деятельность в соответствии с действующим законодательством Республики Узбекистан, решениями Правительства и внутренними нормативными актами Университета.

Основная деятельность сектора направлена на поддержку студентов и выпускников в их профессиональном развитии, организации стажировок, [карьерных мероприятий](#) и содействии трудоустройству. К ключевым направлениям деятельности подразделения относятся разработка и координация программ стажировок и профессиональных практик, организация и проведение карьерных мероприятий, таких как Дни карьеры, [сессии с работодателями](#) и встречи с выпускниками. Также подразделение оказывает [поддержку студентам и выпускникам в трудоустройстве](#), включая консультации по вопросам составления резюме и прохождения собеседований.

Сектор активно вовлекает работодателей и [внешних партнёров](#) для расширения возможностей стажировок и трудоустройства, а также развивает сотрудничество с международными организациями. Важной задачей является мониторинг трудоустройства выпускников и оценка эффективности проведённых мероприятий. Подразделение также осуществляет сбор и анализ отзывов от студентов, выпускников и работодателей с целью совершенствования программ.

Кроме того, в Положении определены функциональные обязанности сотрудников подразделения, таких как [руководитель, главный специалист](#) и ведущий специалист, которые отвечают за организацию и координацию мероприятий, а также взаимодействуют с внешними партнёрами и университетскими подразделениями.

Настоящее Положение вступает в силу со дня его утверждения, а вносимые в него изменения и дополнения утверждаются [Академическим советом Университета](#).

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## 1. General Provisions

1.1. These Regulations are developed in accordance with the Law of the Republic of Uzbekistan No. LRU-637 of 23 September 2020 “[On Education](#)”, Resolution of the President of the Republic of Uzbekistan No. RP-4139 of 29 January 2019 “[On measures to improve the effectiveness of personnel training and fundamental and applied research in the field of political science](#)”, Resolution of the President of the Republic of Uzbekistan No. RP-330 of 23 July 2022 “[On measures for the systemic reform of the activities of the University of World Economy and Diplomacy](#)”, as well as the [Academic Charter](#) of the University.

1.2. The [Alumni Engagement and Professional Development Unit](#) of the University of World Economy and Diplomacy (hereinafter referred to as the “University”) carries out its activities in accordance with the Constitution and laws of the Republic of Uzbekistan, resolutions of the Oliy Majlis, decrees and resolutions of the President, resolutions of the Cabinet of Ministers, orders of the relevant ministries, orders of the Rector of the University, decisions of the University Council, these Regulations and other normative legal acts.

1.3. These Regulations define the organizational and legal framework of the activities of the **Alumni Engagement and Professional Development Unit** (hereinafter referred to as the “Unit”).

1.4. The Unit is a structural subdivision of the University and operates within the institutional governance framework of the University.

1.5. The Unit reports directly to the [Vice-Rector for Digital Transformation and Economic Issues](#), who exercises oversight into the Unit’s activities and reports to the Rector.

## 2. Purpose

2.1. The purpose of these Regulations is to establish an institutional framework governing alumni engagement, professional development, and employability support at the University.

**2.2.** The Unit is established to support students and graduates in acquiring professional competencies, gaining practical experience, and developing skills required for successful integration into the national and international labour markets.

**2.3.** Through the implementation of these Regulations, the University seeks to strengthen cooperation with employers and alumni, promote structured internship and career development opportunities, and ensure systematic tracking of graduate outcomes.

**2.4.** The activities regulated by these Regulations contribute to the enhancement of the quality and relevance of academic programmes by incorporating labour market analysis, employer feedback, and alumni engagement into the University's quality assurance and programme review processes.

**2.5.** The purpose of the Unit's activities also includes fostering sustainable links between the University, its graduates and external stakeholders, thereby supporting the University's strategic objectives in education, professional training and institutional development.

### **3. Scope and Target Groups**

**3.1.** These Regulations apply to all activities carried out by the Unit within the framework of the University.

**3.2.** The scope of these Regulations covers institutional measures aimed at supporting employability, professional development, internship placement, employer engagement, alumni involvement, and graduate outcomes tracking.

**3.3.** The target groups of these Regulations include students at the University enrolled in Bachelor's, Master's and Doctoral degree programmes, irrespective of their field of study or mode of education. Engagement of students enrolled in Master's and Doctoral degree programmes may be carried out in coordination with the [Office of Postgraduate Education](#), in accordance with internal arrangements of the University.

**3.4.** These Regulations also apply to graduates and alumni of the University who participate in alumni engagement activities, professional development initiatives, mentoring programmes, career events or graduate outcome surveys organised or coordinated by the Unit.

**3.5.** These Regulations apply to employers and partner organisations from the public and private sectors, as well as international institutions, that are involved in internships, employment, career events, or other forms of cooperation with the University.

**3.6.** The scope of these Regulations further extends to academic units of the University, including faculties, departments and programme teams, insofar as they participate in or cooperate with the Unit in the implementation of alumni engagement, professional development and employability-related activities. In carrying out its functions, the Unit operates in close coordination and cooperation with the **Office of Academic and Faculty Affairs, the Office of Students Admission and Registration, the Office of Transformation and Strategic Development, the Office of International Academic Cooperation, the Office of Postgraduate Education, the Digital Transformation Center, the Digital Education and Startup Acceleration Center, the Strategic Investments Unit**, as well as the University's **schools** and **departments**.

## **4. Definitions**

**4.1.** For the purposes of these Regulations, **career services** shall mean a set of organised institutional activities aimed at supporting students' and graduates' employability, career planning and professional development.

**4.2. Professional development** shall refer to activities designed to enhance practical skills, professional competencies and labour market readiness of students and graduates, including trainings, workshops, mentoring initiatives and career-oriented events.

**4.3. An internship (traineeship)** shall mean a structured period of practical training undertaken by students as an integral part of the educational process,

aimed at consolidating theoretical knowledge and developing practical skills and professional competencies in real working conditions, conducted in cooperation with external organisations and in accordance with the [University's Academic Charter](#).

**4.4. A qualifying internship** shall mean a compulsory component of the educational process conducted in a professional or organisational environment, intended to reinforce theoretical knowledge and ensure the acquisition of practical skills and competencies by Bachelor's degree students of the University.

**4.5. A host organisation** shall mean a public authority, organisation or institution, irrespective of its form of ownership, which accepts students referred by the University for the purpose of completing an internship.

**4.6. A Qualifying Internship Programme** shall mean an officially developed and approved document regulating the procedure, objectives, content and requirements for the completion of qualifying internships by Bachelor's degree students of the University. The Programme is developed in accordance with the legislation of the Republic of Uzbekistan and serves as the primary guideline for organising, implementing and monitoring the internship process.

The Qualifying Internship Programme forms an integral part of these Regulations and is provided in the **Appendices**.

**4.7. An Internship Diary** shall mean an official document maintained by a student during the internship period, reflecting tasks performed, skills acquired and learning outcomes achieved, and serving as a component of the internship assessment and evaluation framework (See **Appendix 4**).

**4.8. An international internship (internship abroad)** shall mean an internship undertaken by students in foreign enterprises, institutions or organisations based on bilateral agreements between the University and host organisations, coordinated with the Ministry of Foreign Affairs of the Republic of Uzbekistan in accordance with the procedure established by [the legislation](#)

[of the Republic of Uzbekistan.](#)

**4.9. Stakeholder feedback** shall mean structured information collected from students, alumni, employers and academic units for the purpose of evaluating and improving alumni engagement, professional development and employability-related activities (See **Appendix 3**).

## **5. Governance and Responsibilities**

### **5.1. Responsible Unit**

**5.1.1.** The implementation of these Regulations is entrusted to the [Alumni Engagement and Professional Development Unit](#) of the University of World Economy and Diplomacy.

**5.1.2.** The Unit operates as a structural subdivision of the University and reports directly to the Vice-Rector for Digital Transformation and Economic Affairs, who exercises overall supervision of the Unit's activities and reports to the Rector.

### **5.2. Structure and Roles**

**5.2.1.** [The organisational structure](#) of the Unit includes the following positions: **Head of the Unit, Chief Specialist, and Leading Specialist(s).**

**5.2.2.** The position of Head of the Unit is the senior managerial position responsible for strategic leadership, coordination and development of the Unit's activities. In the absence of an appointed Head of the Unit, the functions of the Head may be performed by the Chief Specialist on the basis of an internal administrative order.

**5.2.3. The Head of the Unit**, where appointed, shall be responsible for overall planning and coordination of alumni engagement and professional development activities, ensuring alignment with the University's strategic objectives, and reporting on the Unit's performance to the Vice-Rector.

**The responsibilities of the Head of the Unit include:**

- coordination and communication with external stakeholders, including employers, alumni, partner organisations and public institutions;

- oversight of cooperation agreements and partnership initiatives related to internships, employability and alumni engagement;
- coordination of strategic initiatives and priority areas of the Unit's activities;
- ensuring effective interaction between the Unit and University management;
- preparation and presentation of reports, analytical materials and summaries on the Unit's activities for consideration by the Vice-Rector, the Academic Council, in accordance with established procedures.

**5.2.4. The Chief Specialist** shall be responsible for the operational management of the Unit's activities, including coordination of internships, career events and alumni initiatives, interaction with faculties, departments and partner organisations, and preparation of analytical materials and reports.

The responsibilities of the Chief Specialist include:

- coordination of the implementation of qualifying internships in accordance with approved programmes;
- coordination of the development, updating and application of internship-related documentation, including Internship Diaries;
- consolidation and analysis of information collected by Leading Specialist(s) on graduate employment, internships and career activities;
- coordination of interaction between academic units, host organisations and other structural units of the University;
- coordination of the planning, organisation and implementation of career-related events, including Career Days, employer sessions, guest talks, alumni meetings and other professional development activities.

**5.2.5. The Leading Specialist(s)** shall support the implementation of the Unit's activities by providing organisational, administrative and communications support, including event organisation, interaction with students and alumni, and data collection.

The responsibilities of the Leading Specialist(s) include:

- creation and maintenance of graduate and alumni databases;

- collection and dissemination of information on job vacancies, internship opportunities and labour market demands;
- organisational support for Career Days, job fairs, employer sessions and alumni events;
- collection and initial processing of internship documentation, including Internship Diaries and host organisation evaluations;
- preparation of information and materials for publication on the University's official website and other communication channels;
- support of data collection for monitoring graduate outcomes and employability indicators.

### **5.3. Functions and Responsibilities of the Unit**

**5.3.1.** The Unit is responsible for organising and coordinating alumni engagement, professional development and employability-related activities in accordance with these Regulations (See **Appendix 1**).

**5.3.2.** The Unit shall develop, update and coordinate **Qualifying Internship Programmes**, as well as related methodological and regulatory documentation, and submit such programmes and materials for consideration and approval by the Academic Council in accordance with established University procedures.

**5.3.3.** The Unit shall organise, coordinate and monitor the implementation of **internships, Qualifying Internships, and international internships (internships abroad)** for bachelor's degree students, including the allocation of internship placements, interaction with host organisations (including foreign host organisations), and coordination with faculties and academic departments.

**5.3.4.** The Unit shall ensure the administration and supervision of the internship process, including the use, collection and review of **Internship Diaries** (the template of which is set out in **Appendix 4**), final internship reports and host organisation evaluations, in accordance with approved

internship programmes and internal regulations.

**5.3.5.** The Unit shall organise and coordinate **career development activities**, including Career Days, employer sessions, guest talks, alumni meetings, mentoring initiatives and other professional development events, in cooperation with internal and external stakeholders (See **Appendix 2**).

**5.3.6.** The Unit shall establish and maintain cooperation with employers, alumni and partner organisations for the purposes of internships, career events, mentoring and graduate employment support.

**5.3.7.** The Unit shall collect, analyse and systematise data related to participation in career activities, internship implementation and outcomes, and graduate employment, and shall prepare analytical, summary and reporting materials for submission to the Vice-Rector, the Academic Council, as well as for internal use by the University administration.

**5.3.8.** In the implementation of qualifying internships, the Unit operates in close cooperation with Deans' offices and academic departments. Cooperation with Deans' offices is primarily carried out in matters related to the organisation, scheduling and coordination of qualifying internships, while cooperation with academic departments focuses on the development and updating of Qualifying Internship Programmes, as well as on the academic supervision and assessment of students' internship performance, including the evaluation conducted by academic staff of the respective departments.

## **6. Core Services**

6.1. The Unit provides the following core services aimed at supporting students' professional development, employability, alumni engagement and cooperation with employers (See **Appendix 1**):

- **Career guidance**, including consultations on CV and cover letter preparation, interview skills, career planning and professional orientation, as well as dissemination of information on labour market requirements and employer expectations, *thereby* supporting students' preparedness for employment and

informed career decision-making;

- **Skills workshops and trainings**, organised with the involvement of representatives of employer organisations and other external stakeholders, focusing on the development of practical and applied professional competencies, *thereby* enhancing students' job-relevant skills and awareness of industry practices;

- **Internship placement and monitoring**, including the organisation, coordination and supervision of both regular internships and qualifying internships conducted as part of academic programmes, in accordance with approved internship programmes and internal regulations, *thereby* ensuring structured practical training and the application of theoretical knowledge in real work environments;

- **Career events**, including Career Days, Career Weeks, employer sessions, guest talks and alumni meetings, aimed at facilitating interaction between students, alumni and employers, *thereby* strengthening professional networking and exposure to potential career paths;

- **Employer partnership development**, including the establishment and maintenance of cooperation with employers through memoranda of understanding and other partnership arrangements, as well as monitoring the implementation of such agreements in the areas of internships, employability and alumni engagement, *thereby* supporting sustainable access to internship and employment opportunities;

- **Digital career platform administration**, including the joint administration and maintenance of the University's career platform [career.uwed.uz](https://career.uwed.uz) in cooperation with the Digital Transformation Center, ensuring the availability and regular updating of information related to internships, vacancies and career events, *thereby* improving accessibility of career-related information and services;

- **Graduate tracking and surveys**, including the annual collection and analysis

of data on graduate employment outcomes following graduation, using surveys and internal data sources for analytical, reporting and quality assurance purposes, *thereby* informing institutional decision-making and continuous improvement of academic programmes and career services.

*For the purposes of graduate tracking, **employment outcomes are monitored monthly during the first twelve (12) months following graduation.***

A graduate shall be considered “employed” if he or she is engaged in paid employment, including full-time or part-time work, self-employment, or entrepreneurial activity. Graduates continuing their studies are recorded as a separate category, unless they are simultaneously engaged in paid employment.

Graduate employment data are collected *through structured outreach, including surveys, telephone follow-ups and internal University data sources.* The response rate is calculated as the proportion of graduates who provide valid employment information out of the total number of graduates contacted during the monitoring period. Data quality and reliability are ensured through internal consistency checks, periodic updates of graduate records and follow-up verification, where necessary.

## **7. Employer Engagement Model**

**7.1.** The Unit implements employer engagement through a structured and systematic model aimed at ensuring sustainable cooperation between the University and external partners in the areas of internships, professional development and graduate employability.

**7.2.** Cooperation with employers is established with the following types of partner organisations:

- public sector institutions and government bodies;
- banks and financial institutions;
- law firms and legal advisory organisations;
- international organisations and foreign partner institutions;

- private sector companies and business entities.

**7.3.** Employer engagement is implemented through the following formats:

- guest lectures and professional talks;
- masterclasses and skills-oriented training sessions;
- internships and qualifying internships;
- recruitment and career-related events.

**7.4.** Cooperation with employer partners is carried out in accordance with the following workflow:

- **outreach**, including identification of potential partners and initiation of communication;
- **agreement**, including the conclusion of memoranda of understanding or other cooperation arrangements;
- **implementation**, including the organisation and delivery of joint activities;
- **evaluation**, including collection of feedback and assessment of partnership outcomes.

## **8. Data Collection and Privacy**

**8.1.** The Unit collects and processes data necessary for the implementation of its functions related to professional development, internships and graduate employability.

**8.2.** The data collected by the Unit includes information related to students' participation in qualifying internships and career activities, internship implementation and outcomes, and graduate employment information available to the University.

**8.3.** Data is collected primarily from the following sources:

- internship documentation, including Internship Diaries, final internship reports and related materials submitted by students in accordance with approved Qualifying Internship Programmes;
- feedback and evaluations provided by host organisations and partner institutions, including written references and confirmation letters related to

internship performance;

- surveys and feedback collected from current students, where applicable, in relation to internships and career-related activities;
- internal records of the Unit, maintained in the course of organising internships and career events.

**8.4.** Access to collected data is granted on a role-based basis and limited to authorised staff members of the Unit and other relevant University units in accordance with their functional responsibilities.

**8.5.** Collected data is stored for a period determined by internal University regulations and is used exclusively for analytical, reporting and quality assurance purposes.

**8.6.** Data collection, storage and processing are carried out in accordance with the **UWED Data Collection and Student Progression Policy**.

## **9. Quality Assurance and Continuous Improvement**

**9.1.** The Unit ensures the quality and effectiveness of its activities using feedback mechanisms and continuous improvement practices.

**9.2.** Following major career events, professional development activities and internship cycles, the Unit collects feedback and conducts short internal evaluations based on available information, including feedback from students, host organisations and internal stakeholders.

**9.3.** On an annual basis, the Unit reviews the outcomes of its activities in cooperation with faculties and relevant academic units, with a focus on internships, career events, employer engagement and graduate employability.

**9.4.** Based on the results of evaluations and annual reviews, improvement actions are identified and recorded in an internal Improvement Plan. The findings and proposed improvement actions are first submitted to the [Office for Academic and Faculty Affairs](#) and subsequently to the [Academic Council](#) for consideration. Decisions on improvement actions are formalised through the relevant meeting minutes and resolutions.

**9.5.** Implemented improvements may result in updates to Qualifying Internship Programmes, adjustments to internship organisation and monitoring procedures, enhancement of career events and services, and development or expansion of the employer and partner network.

## **10. Reporting and Publication**

**10.1.** The Alumni Engagement and Professional Development Unit prepares an **annual internal report (see Appendices)** on its activities and outcomes, for submission to the Rectorate through the Vice-Rector and to the Academic Council for consideration.

**10.2.** A summary of selected activities and outcomes of the Unit is published on the University's official website or other communication channels, subject to internal decisions of the University.

**10.3.** The Unit maintains evidence of its activities for internal monitoring, reporting and quality assurance purposes. Such evidence includes analytical reports, programmes of career events, records of internships, lists of partner organisations and other relevant documentation.

**10.4.** Supporting materials and templates related to the implementation of these Regulations are provided in the Appendices, which constitute an integral part of this Policy.

## Appendix 1. Service Portfolio of the Alumni Engagement and Professional Development Unit

[The Alumni Engagement and Professional Development Unit](#) provides a portfolio of services aimed at supporting students' professional development, employability, alumni engagement and cooperation with employers.

The services listed below are implemented in accordance with these Regulations and are subject to periodic review and improvement.

### GENERAL SERVICE STANDARDS

**Access and Eligibility.** The services of the Unit are available to all students of the University, including Bachelor's, Master's and PhD students, as well as alumni, on an equal access basis.

**Channels of Communication.** Students and other stakeholders may access the services of the Unit through the following channels:

- official University email communication;
- the University's digital career platform ([career.uwed.uz](http://career.uwed.uz));
- in-person consultations at the Unit's premises;
- participation in scheduled events and activities.

**Response Time.** The Unit aims to respond to student and stakeholder inquiries within **three (3)** working days, subject to workload and the nature of the request.

**Consultation Appointments.** Individual career consultations are provided upon prior registration through the designated [communication channels](#).

Consultations are scheduled on a first-come, first-served basis or in accordance with announced schedules.

**Vacancy and Internship Processing Standards.** Internship and vacancy announcements received from employers are subject to basic content review and moderation by the Unit. Approved opportunities are published on the University's [digital career platform](#) and the [Unit's official communication channels](#) within a reasonable timeframe following receipt. The Unit may

decline or request clarification of postings that do not comply with University policies or ethical standards.

## **SERVICE PORTFOLIO**

### **1. Career Guidance Services**

[Career guidance services](#) include individual and group consultations aimed at supporting students in career planning and preparation for employment. These services cover CV and cover letter preparation, interview skills development, professional orientation and dissemination of information on labour market requirements and employer expectations.

### **2. Skills Development Workshops**

The Unit organises [skills development workshops](#) and training sessions with the involvement of representatives of employer organisations and other external stakeholders. These activities are focused on developing practical, applied and transferable skills relevant to the labour market.

### **3. Internship Placement and Monitoring**

The Unit organises, coordinates and monitors internship placements for students, including both regular internships and qualifying internships conducted as part of academic programmes. This service includes coordination with host organisations and academic units, administration of internship documentation and monitoring of internship outcomes.

### **4. Career Events**

The Unit organises and coordinates career-related events, including Career Days, [Career Weeks](#), employer sessions, guest talks and alumni meetings. These events facilitate interaction between students, alumni and employers and support exposure to professional environments and career opportunities.

### **5. Employer Partnership Development**

The Unit establishes and maintains [cooperation with employers and partner organisations](#) through memoranda of understanding and other partnership arrangements. This service supports sustainable collaboration in the areas of

internships, career events, mentoring initiatives and graduate employment.

## **6. Digital Career Platform Support**

The Unit participates in the administration and content management of the University's career platform [career.uwed.uz](https://career.uwed.uz) in cooperation with the Digital Transformation Center. The platform supports the dissemination of information related to internships, vacancies and career-related activities.

## **7. Graduate Tracking and Data Collection**

The Unit conducts graduate tracking and collects data related to internship implementation, participation in career activities and available graduate employment outcomes. Collected data is used for analytical, reporting and quality assurance purposes in accordance with university regulations.

## **Final Provision**

This Service Portfolio forms an integral part of the Regulation on the Alumni Engagement and Professional Development Unit and may be updated in accordance with changes in institutional priorities and operational needs.

## Appendix 2. Annual Event Calendar and Implementation Framework

This calendar outlines the annual cycle of activities of the [Alumni Engagement and Professional Development Unit](#). Specific dates and formats may be adjusted annually in accordance with academic schedules and institutional priorities.

### Annual Activity Calendar

Period	Key Activities	Outputs / Evidence	Responsible Role (Owner)
<b>September</b>	Review of annual activities; analysis of summer internships (3rd year); preparation of analytical reports	Analytical summary of qualifying internships; internal review notes; draft improvement proposals	<b>Head of the Unit</b> (overall coordination) <b>Chief Specialist</b> (analysis and reporting)
<b>October</b>	Guest lectures, masterclasses and HR sessions; preparation for career events; employer negotiations	Event agendas; lists of speakers and employers; attendance records	<b>Leading Specialist(s)</b> (organisation) <b>Chief Specialist</b> (coordination with employers)
<b>November</b>	Career Week; guest lectures; employer meetings; signing of memoranda	Career Week programme; list of participating employers; attendance lists; student and employer feedback summaries	<b>Head of the Unit</b> (oversight) <b>Chief Specialist</b> (external coordination) <b>Leading Specialist(s)</b> (event delivery)
<b>December</b>	Preparation for pre-graduation qualifying internships; negotiations with public authorities and companies; interviews	Lists of host organisations; interview schedules; placement summaries	<b>Chief Specialist</b> (placement coordination) <b>Leading Specialist(s)</b> (documentation)
<b>January</b>	Issuance of internship referrals; allocation of students to internship placements	Internship referral letters; allocation lists	<b>Leading Specialist(s)</b> (administration) <b>Chief Specialist</b> (verification)
<b>February - April</b>	Qualifying internships for 4th-year students; ongoing monitoring and coordination	Internship diaries; monitoring notes; correspondence with host organisations	<b>Leading Specialist(s)</b> (monitoring) <b>Chief Specialist</b> (coordination with faculties)
<b>Throughout</b>	HR sessions, employer	Event agendas;	<b>Leading</b>

<b>the year</b>	meetings and professional talks (at least twice per month)	attendance lists; brief activity summaries	<b>Specialist(s)</b> (organisation) <b>Chief Specialist</b> (stakeholder coordination)
<b>April</b>	Preparation for upcoming Career Week; employer outreach and coordination	Draft programme; employer confirmation lists	<b>Chief Specialist</b> (planning) <b>Leading Specialist(s)</b> (outreach)
<b>May</b>	Career Week for graduating students; guest talks by employers; soft skills trainings; career fairs	Career Week materials; participation lists; feedback summaries	<b>Head of the Unit</b> (overall coordination) <b>Leading Specialist(s)</b> (implementation)
<b>June</b>	Guest lectures; preparation for qualifying internships for 3rd-year students	Event materials; draft internship plans	<b>Leading Specialist(s)</b> (preparation) <b>Chief Specialist</b> (coordination)
<b>July</b>	Qualifying internships for 3rd-year students (5 weeks)	Internship documentation; monitoring records	<b>Leading Specialist(s)</b> (monitoring) <b>Chief Specialist</b> (liaison with host organisations)
<b>August</b>	Annual review of activities; preparation of employment reports; development of proposals	Annual internal review report; employment data summary; improvement proposals	<b>Head of the Unit</b> (review) <b>Chief Specialist</b> (analysis and drafting)

### Final Note

This Annual Event Calendar and Implementation Framework forms an integral part of the Regulation on the Alumni Engagement and Professional Development Unit and serves as a planning, coordination and reporting tool. The calendar is reviewed and updated annually.

## Appendix 3. Employer Feedback Form Template

This Employer Feedback Form is used to collect feedback from employer and partner organisations participating in career events, internships, guest lectures and other professional development activities organised by the [Alumni Engagement and Professional Development Unit](#) of the University of World Economy and Diplomacy.

The feedback collected through this form is used for analytical, reporting and quality assurance purposes and contributes to the improvement of alumni engagement, professional development activities and employer cooperation.

### Section 1. Organisation Information

#### 1. Name of the organisation

#### 2. Sector of activity (public sector / private sector / international organisation / other)

#### 3. Position and contact details of the respondent (optional)

- **Consent for Data Processing.** By completing this form, you consent to the processing of your personal data in accordance with the University's privacy policy.
- **Option for Anonymous Response.** If you prefer to remain anonymous, you may leave this section blank. Your feedback will still be valuable and considered in the review process.
- **Retention Period and Purpose of Data Use.** The data provided will be stored for up to [X months/years] and used solely for the purpose of improving employer engagement and career services.

### Section 2. Event or Activity Details

#### 4. Type of activity participated in:

- Career Day / Career Week
- Guest lecture or masterclass
- Internship or qualifying internship
- Recruitment event

- Other (please specify)

## 5. Date and title of the event or activity

### Section 3. Evaluation of Students

Criteria	Rating (1-5)	N/A (if not observed)
<b>Preparedness and Engagement (General Competencies)</b>	1 = Needs improvement, 5 = Excellent	<input type="checkbox"/>
<b>Assessment of students' professional knowledge relevant to the activity (Professional Competencies)</b>	1 = Needs improvement, 5 = Excellent	<input type="checkbox"/>
<b>Assessment of students' soft skills (communication, teamwork, professionalism)</b>	1 = Needs improvement, 5 = Excellent	<input type="checkbox"/>
<b>Assessment of students' technical skills relevant to the activity</b>	1 = Needs improvement, 5 = Excellent	<input type="checkbox"/>
<b>Assessment of students' critical thinking and problem-solving skills</b>	1 = Needs improvement, 5 = Excellent	<input type="checkbox"/>

### Section 4. Overall Experience and Cooperation

#### 9. Overall satisfaction with participation in the event or activity

(Very satisfied / Satisfied / Neutral / Dissatisfied)

#### 10. Would your organisation be interested in further cooperation with the University?

- We are interested in further cooperation;
- We are interested under certain conditions;
- We would like to receive more information;
- We are not considering cooperation at this time.

#### 11. Areas of potential future cooperation (internships, guest lectures, recruitment, mentoring, other)

### Section 5. Comments and Recommendations

#### 12. Comments, suggestions or recommendations for improving cooperation with the University (open-ended)

#### Final Provision

This Employer Feedback Form Template forms an integral part of the

Regulations on the Alumni Engagement and Professional Development Unit. The form may be implemented in digital format, including through online survey tools, and updated as necessary. Aggregated findings are reviewed annually and inform the Unit's Improvement Plan and relevant programme review discussions.

## Appendix 4. Internship diary



# MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF UZBEKISTAN UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

## INTERNSHIP DIARY

**Student's Full Name**.....

**Year of Study and Group**.....

**Field of Study**.....

**Internship Supervisor (University)**.....

**Internship Supervisor (Host Organisation)**.....

**Tashkent – 2026**

## General Guidelines for the Completion of the Qualifying Internship

### CONTENT OF THE QUALIFYING INTERNSHIP

1. The completion of the **Qualifying Internship** is a compulsory component of the educational process for students of all stages of study at the **University of World Economy and Diplomacy** (hereinafter referred to as the “University”). The **Qualifying Internship** constitutes an integral part of the educational process aimed at reinforcing theoretical knowledge, ensuring the acquisition of practical skills and competencies in real working conditions, and facilitating the collection of materials related to the topic of the final stage of the educational programme.

The Qualifying Internship is implemented in accordance with the **Qualifying Internship Programme**, developed and approved by the University, taking into account the approved academic plans.

A **qualifying internship** shall mean a compulsory component of the educational process conducted in a professional or organisational environment, intended to reinforce theoretical knowledge and ensure the acquisition of practical skills and competencies by Bachelor’s degree students of the University.

During the period of the Qualifying Internship, the student studies the activities of ministries, organisations and institutions, including their advanced professional practices, and on this basis prepares for independent professional activity.

Students who have successfully completed all examinations and assessments provided for in the approved academic plan of the University are eligible to undertake the Qualifying Internship.

2. Prior to commencing the Qualifying Internship, the student shall obtain from the respective academic department to which he or she is assigned the Qualifying Internship Programme, as well as the relevant assignments related to the final stage of the educational programme.

3. For the purpose of completing the **Qualifying Internship** in accordance with the established procedure and ensuring the effective use of the internship period, the student shall familiarise himself or herself with the **Qualifying Internship Programme**, the content of the planned activities, recommended methodological guidelines and specialised literature.

4. During the period of the Qualifying Internship, the student shall comply with the following requirements:

a) fully complete the tasks provided for in the **Qualifying Internship Programme**;

b) strictly comply with the internal regulations of the respective ministry, enterprise, institution or organisation (Host Organisation);

c) acquire a comprehensive understanding of the full scope of activities of the Host Organisation, including its operational procedures, methods of

work, interaction with other organisations, structural divisions, and the normative legal acts regulating its activities;

d) study the document management processes applied within the Host Organisation;

e) in addition to studying professional activities during the internship, collect the necessary materials for the final stage of the educational programme and, in cooperation with the Internship Supervisor appointed by the Host Organisation, address matters related to the preparation of the final academic work;

f) be accountable to the authorised representative of the Host Organisation for the work performed and the results achieved during the internship period;

g) regularly record in the Internship Diary the activities carried out on a daily basis, including professional, economic and legal awareness activities, presentations, consultations and meetings;

h) prepare a written final internship report upon completion of the internship period and obtain confirmation from the Internship Supervisor at the Host Organisation;

i) upon completion of the internship, return in a timely manner any equipment, specialised literature and documents provided for the internship period.

5. Upon completion of the Qualifying Internship, the student shall submit a written internship report to the Academic Supervisor appointed by the University.

The written internship report on the outcomes of the completed Qualifying Internship shall contain a concise description of the activities performed by the student within the respective ministry, organisation, enterprise or institution (Host Organisation). The report shall include information on the organisational structure and activities of the Host Organisation, as well as the practical knowledge and competencies acquired by the student during the internship period. It shall also reflect the students' observations, analytical reflections and proposals, as well as any professional or community-related activities carried out during the internship. The report shall be accompanied by samples of documentation used within the Host Organisation during the internship period. Such materials shall be compiled and submitted as an annex to the written internship report.

For the preparation and formalisation of the written internship report, the student shall be granted **three (3)** days following the completion of the Qualifying Internship.

Upon completion of the internship period, the Internship Supervisor appointed by the Host Organisation shall review and confirm the Internship Diary maintained by the student.

*Note: The written internship report shall be submitted together with the duly completed Internship Diary and the compiled annex containing samples of documentation collected during the internship period.*

6. The Internship Supervisor appointed by the Host Organisation shall not assign to the student any tasks that are not provided for in the **Qualifying Internship Programme**.

7. The assessment of the Qualifying Internship shall be equated to academic course assessments in higher education and shall be evaluated under the **100-point** grading system. The results of the Qualifying Internship assessment shall be taken into account in determining the student's overall academic performance, including eligibility for scholarships.

8. A student who receives an unsatisfactory grade for the Qualifying Internship, or who fails to participate in the internship without valid reasons, shall be considered as having academic indebtedness and, by order of the Rector of the University, shall be retained in the same year of study.

9. In cases where a student is unable to participate in the Qualifying Internship during the scheduled period due to valid reasons, the period for completion of the Qualifying Internship may, by order of the Rector of the University, be rescheduled to another period within the academic year (semester), typically during the vacation period.

10. A graduating student who has not fully completed the requirements of the Qualifying Internship Programme shall not be admitted to the Final State Attestation.

**CONFIRMATION BY THE HOST ORGANISATION REGARDING  
THE STUDENT'S INTERNSHIP PERIOD**

**I. Student** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Arrived at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ 202\_\_.

**II. Appointed as Internship Supervisor at the Host**

Organisation: \_\_\_\_\_

**III. Commenced the Qualifying Internship:**

“ \_\_\_ ” \_\_\_\_\_ 202\_\_

Signature \_\_\_\_\_

Official Seal

**IV. Completed the Qualifying Internship:**

“ \_\_\_ ” \_\_\_\_\_ 202\_\_

Signature \_\_\_\_\_

Official Seal





















