

## **University of World Economy and Diplomacy Internal Regulations (Internal Labor Regulations)**

These Internal Regulations (hereinafter referred to as “Regulations”) have been developed in accordance with the Labor Code of the Republic of Uzbekistan, the Law “On Education,” and other laws and by-laws related to higher education, and are a local normative document regulating relations related to labor, educational, scientific activities, and the educational process at the university.

### **Chapter 1. General Provisions**

1. The following basic concepts are used in these Regulations:

**employee** – citizens of the Republic of Uzbekistan who have reached the required age and entered into an employment contract with the university, as well as foreign citizens and stateless persons;

**employment contract** – an agreement between the employee and the university on performing work for remuneration in a specific specialty, qualification, or position, in compliance with internal labor regulations, based on mutual consent of the parties, as well as conditions established by labor legislation and other normative acts;

**faculty members** – employees hired for positions such as head of department, professor, associate professor, senior lecturer, lecturer, trainee teacher;

**doctoral student** – a person admitted to the university for basic doctoral studies or doctoral studies in accordance with established procedures;

**independent researcher** – a person admitted to the university as an independent researcher in accordance with established procedures;

**student (master’s student)** – a person admitted to the university in accordance with established procedures to receive education in a relevant specialty and who acquires knowledge and upbringing.

2. These Regulations are the main internal normative document regulating the internal labor order of the university, the duties of the university, administration, employees, students, master’s students, doctoral students, independent researchers, as well as procedures for hiring, modifying and terminating employment contracts, organizing the educational process, labor and academic discipline, working hours, rest time and its use, incentives for achievements in work and study, liability for violations of labor and academic discipline, internal order within university premises, and other legal relations arising between the employer and employees, doctoral students, independent researchers, and students.

## **Chapter 2. Conclusion, Amendment, and Termination of Employment Contracts**

### **1-§. Conclusion of an Employment Contract**

3. Labor relations between an employee and the university arise based on an employment contract concluded between them.

4. When hiring, the applicant must provide the following documents:  
passport or another document replacing it, indicating permanent or temporary residence registration;

work record book (except for those entering employment for the first time);

A military service card or a certificate confirming registration for military service for those obligated to serve;

A diploma or certificate proving higher or secondary special education or vocational training required for the specific position, and a certificate of recognition (nostrification) if the diploma was obtained in a foreign country;

Individuals applying for part-time work must submit a certificate from their primary place of employment instead of a work record book.

It is prohibited to require documents not specified by law.

If the passport or identification document is invalid, employment may be refused.

For personnel records, the following are submitted:

application form;

curriculum vitae;

reference (objective statement);

6 photographs (including electronic version).

5. After verifying the completeness of the documents specified in the second to sixth paragraphs of clause 4 of these Regulations, the applicant writes an application, which is registered in the university office. The application must indicate the applicant's full name (without abbreviations), and the position must correspond to the approved staffing schedule.

6. An employment contract between the employee and the employer shall include:

the position and workplace of the employee;

the duration of the employment contract;

the start date of work;

labor rights and obligations of the parties;

working hours and leave procedures;

terms of remuneration;

other conditions предусмотренные labor legislation.

If the duration is not specified, the contract is considered concluded for an indefinite term.

A fixed-term employment contract is concluded in accordance with labor legislation.

7. The employment contract shall be concluded in writing in at least two copies with equal legal force and provided to each party.

At the request of the employee, the contract may be concluded in a language understood by the employee and shall have equal legal force with the state-language version.

The contract shall indicate the addresses of the parties.

The contract shall be signed by the employee and the rector of the university and sealed with the official stamp.

8. The Human Resources Department registers employment contracts in the “Unified National Labor System” in accordance with Cabinet of Ministers Resolution No. 971 dated December 5, 2019, including electronic employment records.

9. A lawfully concluded employment contract enters into force from the date of signing. The employee begins work from the date specified in the contract. If not specified, work must begin no later than the next working day after signing.

10. A person admitted to work with the employer’s permission without proper formalization is considered to have an employment contract from the first day of work.

11. After concluding the contract, the employer issues an order of employment and acquaints the employee with it against signature.

12. The university has no right to refuse employment in the following cases:

a) Individuals invited to work by the employer;

b) People with disabilities, recent graduates, single parents with three or more children, or those approaching retirement age if they are directed to the institution by local labor authorities under a designated minimum number of jobs quota;

c) Pregnant women and individuals with children under the age of three;

d) other cases stipulated by law.

13. An employee has the right to request written justification from the employer if they are refused employment. The employer must provide a written explanation within three days. In the case of pregnant women and women with children under the age of three, the employer must provide written justification for refusing employment, even if the women do not request it. If employment is unlawfully denied, the employee has the right to file a complaint with a supervisory body or court.

14. When hiring, the employment contract may include a condition on a probationary period. If such a condition is not included, the employee is considered to have been hired without a probationary period. The condition on probation shall be reflected in the order of employment. For an employee hired on a probationary basis, the entry in the employment record book is made without indicating the probation condition.

The probationary period may not exceed three months. The exact duration of the probation (within the three-month limit) is determined by agreement of the parties to the employment contract. Either party may terminate the employment contract before the end of the agreed probation period by giving written notice to the other party at least three days in advance if the employer finds the employee’s

performance unsatisfactory, or if the employee does not wish to continue the employment relationship.

If neither party requests termination before the end of the probation period, the employment contract continues, and subsequent termination is allowed only on general grounds.

Periods of temporary incapacity for work and other justified absences are not included in the probation period.

During the probation period, the employee is fully subject to labor legislation and the working conditions established for university employees.

When transferring an employee to another position, a probation period is not allowed.

The probation period is not applied when concluding an employment contract with the following persons:

- pregnant women, as well as women with children under age of three;
- graduates of secondary specialized, vocational, and higher education institutions who are employed for the first time within three years of graduation;
- persons hired for a period of up to six months;
- persons referred to the university within the framework of established minimum employment quotas.

15. Employment at the university is carried out in accordance with the requirements of a duly approved regulation.

16. During hiring or when transferring an employee to another position with their consent, the university shall familiarize the employee with:

- the scope of job duties, rights, obligations, and terms of remuneration;
- these Regulations, the collective agreement, job description, and other documents related to employment activities;
- the University Code of Ethics;
- the university anti-corruption program (policy);
- the regulation on reporting cases of attempts to induce corruption-related offenses involving university staff, students, pupils, and doctoral candidates;
- occupational safety, labor protection, and industrial sanitation Regulations.

17. All employees who work more than five days at the university shall be issued a work record book by the Human Resources Department in accordance with the Instruction on the Procedure for Maintaining Labor Record Books (Registration No. 402, January 29, 1998), except for part-time workers.

In addition, in accordance with the Regulation on the registration of employment contracts, formation and maintenance of electronic labor record books in the interdepartmental software-hardware system “Unified National Labor System,” approved by Resolution No. 971 of December 5, 2019 of the Cabinet of Ministers of the Republic of Uzbekistan, electronic labor record books are formed and maintained in the “Unified National Labor System.”

18. The employer and university officials are not entitled to require an employee to perform work that is not part of their job duties, to engage in unlawful actions, or to perform actions that endanger life and health or violate human dignity and honor of the employee or others.

Relations with women in higher education institutions shall be based on the requirements of legislation, national traditions, and the principles of mutual respect.

## **2-§. Amendment and Termination of the Employment Contract**

19. Changes to employment conditions shall be carried out on the basis of the requirements of the Labor Code of the Republic of Uzbekistan.

20. An employee may perform work in several professions and positions alongside their main job specified in the employment contract during the established working hours.

21. Work in several professions and positions may be established for a definite or indefinite period. After the agreed period expires, the conditions established with the employee regarding work in several professions and positions shall be terminated. Work in several professions and positions and its termination shall be reflected in the employment contract and formalized by an order of the university rector.

22. An employment contract may be terminated only on the grounds предусмотренные by the Labor Code of the Republic of Uzbekistan and in accordance with the procedure established therein.

23. An employee intending to terminate the employment contract must notify the employer in writing by submitting an application two weeks in advance. The notice period begins on the day following the submission of the application, regardless of the date of its registration.

The application submitted by the employee shall be presented to the university rector no later than the day it is submitted or the following day.

If the employee's application is related to the impossibility of continuing work due to valid reasons, it shall be submitted to the university rector (or the acting person in the rector's absence) on the same day.

The following shall be considered valid reasons:

completion of military service;

admission to an educational institution;

retirement;

election to an elected position or appointment to positions included in the nomenclature (list of positions) of higher authorities;

the health condition of the employee or their close relatives requiring care, in accordance with a medical conclusion issued by TMEK or TMK;

other valid reasons preventing continuation of work in this position.

24. The employee has the right to submit an application for termination of the employment contract at any time, including during temporary incapacity for work, leave, or a business trip. All the listed periods shall be included in the notice period for termination of the employment contract.

During the notice period, the terms of the employment contract shall continue to be fulfilled by the parties in the usual manner.

25. An employment contract concluded for an indefinite term, as well as a fixed-term employment contract before its expiration, may be terminated at the initiative of the employer in the following cases:

when changes in the organization of labor in the university lead to a reduction in the volume of work, staff (positions), or the nature of work, or when relevant structural units are liquidated;

when the employee becomes unsuitable for the work performed due to insufficient qualifications or health condition;

when the employee systematically violates their labor duties (a repeated disciplinary offense within one year after disciplinary or material liability or other measures предусмотренные by labor legislation have been applied shall be considered a systematic violation);

when the employee commits a single gross violation of labor duties;

when another employee who is not working on a part-time basis is hired, as well as when the employment contract with part-time employees is terminated due to restrictions on part-time work;

when the employee reaches retirement age;

when the employee has the right to receive a state pension in accordance with legislation.

26. It is not permitted to terminate the employment contract at the initiative of the employer during the period of temporary incapacity for work or during leave предусмотренные by labor legislation and other normative acts, except in cases of complete liquidation of the institution.

27. A single gross violation that may lead to termination of the employment contract includes:

violation of executive discipline (failure to ensure timely and full implementation of tasks specified in decisions, decrees, orders, and instructions of the President of the Republic of Uzbekistan, Government resolutions and orders, and decisions, orders, and instructions of the Ministry of Foreign Affairs and the Ministry of Higher and Secondary Specialized Education);

absence from work without valid reasons (absence from work for more than 3 (three) hours continuously during a working day or cumulatively), and for faculty members - failure to start or attend classes according to the schedule within one working day;

coming to work under the influence of alcohol, narcotic (psychotropic) substances, or in another state of intoxication;

causing damage to or misappropriating university property in various ways (including theft);

abuse by the employee of official (service) duties (using granted powers contrary to official interests) and committing immoral acts discrediting the title of a university employee;

harassment of women, actions humiliating their honor and dignity, exerting pressure, committing violence, or otherwise violating their rights;

committing unjustified or immoral actions, including public statements in media or social networks that may damage the university's reputation and interests;

gross violation of safety, sanitation Regulations creating a threat to the life or health of employees, including oneself;

gross violation of regulations on preventing corruption offenses in the performance of duties, namely when the employee:

fails to report to management, anti-corruption units, or law enforcement authorities about attempts to involve them in corruption or known cases of similar violations by others;

receives money, valuables, gifts, loans, or services of a property nature directly or through intermediaries in exchange for performing or not performing certain actions using official position;

forces subordinate employees to make illegal decisions or commit corrupt acts;

obtains benefits or privileges by abusing position to avoid official payments;

fails to report crimes against governance, including abuse of office leading to corruption;

fails to inform higher authorities about abuse of power detected during inspections;

deliberately conceals or fails to disclose conflicts of interest, leading to improper performance of duties or violation of university interests.

28. Termination of an employment contract on the grounds specified in paragraph 27 without the consent of the university Labor union committee is not permitted, except in cases stipulated by law.

The Labor union committee must inform the employer in writing of its decision within ten days.

The employer may terminate the contract no later than one month after receiving consent.

29. Termination of the employment contract shall be formalized by an order of the employer.

The last working day shall be considered the day of termination. On that day, the university shall provide the employee with their employment record book, a copy of the termination order, and a final settlement.

### **Chapter 3. Working Time, Rest Time, and their use**

30. The time during which an employee must perform their labor duties in accordance with the work procedure or schedule or the terms of the employment contract shall be considered working time.

31. For university employees, the start and end of daily working time, as well as breaks for rest and meals, are established as follows:

daily – from 9:00 to 17:00;

daily lunch break – for employees from 13:00 to 14:00, for faculty members from 12:00 to 13:00 (on Wednesdays from 13:00 to 14:00).

Additionally, the working time of faculty members is established under a cumulative working time regime.

The general day off – Sunday.

32. If necessary, the workday schedule may be changed by order of the university rector in agreement with the Labor Union Committee.

33. Working time for employees is set at 40 hours per week; for faculty members, a reduced working time is established at 36 hours per week and is regulated according to the class schedule.

34. Faculty members carry out their activities during the working day on the basis of plans covering all types of educational, scientific-methodological, research, organizational-methodological, moral, and educational work.

35. The fulfillment by faculty members of the class schedule, work plan, and duty schedule is monitored by the Vice-Rector for Academic Affairs – Director of the Academic Lyceum under the university, as well as the relevant faculty dean and their deputy, and the head of the department.

36. A reduced working time is also established for the following employees:  
employees aged 16 to 18 – 36 hours per week;  
persons with disabilities of groups I and II – 36 hours per week.

37. By agreement between the employee and the employer, at the time of hiring or subsequently, part-time work, a shortened workweek, remote work, a flexible work schedule, or home-based work may be established.

At the request of a pregnant woman, a woman with a child under the age of 14 (or a child with a disability under 16), including a guardian of such a child, or a person caring for a sick family member, the employer shall establish part-time working hours in accordance with a medical conclusion, as well as in other cases provided by law.

38. Engagement of employees in work outside working hours shall be carried out in accordance with the procedure established by legislation.

39. The duration of annual leave, payment for it, its calculation, as well as the calculation of work experience granting the right to leave, shall be carried out in accordance with the procedure provided by legislation.

40. At the request of the employee, unpaid leave may be granted, the duration of which is determined by agreement of the parties, but shall not exceed a total of three months within a twelve-month period.

41. Annual basic leave shall be granted as follows:

for the first working year – after six months of work (except in cases provided by law);

for the second and subsequent working years – at any time of the working year in accordance with the leave schedule (except in cases provided by law).

The time for using leave established in the schedule may be changed by agreement between the employee and the employer.

42. At the written request of the employee, leave may be divided into parts. In this case, one part of the leave must be at least twelve working days.

43. Recall from leave is permitted only with the consent of the employee. The unused part of the leave shall be granted to the employee within the same working year or carried over to the next year in compliance with the Regulations on postponement of leave.



44. At the request of the employee, monetary compensation may be paid for the portion of annual leave exceeding the minimum duration (fifteen working days).

The employee must be notified of the leave period at least fifteen days before the start of the leave.

Payment for leave must be made no later than the last working day before the start of the leave.

45. Upon termination of the employment contract, including due to its expiration, at the request of the employee and in accordance with an agreement between the employee and the employer, annual leave may be granted with subsequent termination of the employment contract. In this case, the day the leave ends shall be considered the day of termination of the employment contract.

During the leave provided for in this clause, the employee shall not have the right to withdraw their application for termination of the employment contract at their own initiative if the notice period established by law or by agreement of the parties has expired.

#### **Chapter 4. Procedure for organizing education, labor, and academic discipline**

46. The academic year at the university, as a rule, begins on September 2. Educational activities are conducted according to class schedules prepared in accordance with curricula and study programs.

47. The class schedule is prepared for each semester on the university's electronic education platform, approved in the established manner, and sent before the start of the semester to students, professors and teachers, faculty dean's offices, and other units. In accordance with instructions from the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan, decisions of the University Council, and recommendations of the Educational-Methodological Department, elective classes may be included in the educational process according to a separate schedule.

48. Students are granted vacations twice during the academic year with a total duration of 8–10 weeks.

49. The duration of an academic hour at the university is set at 80 minutes. A 10-minute break is provided between classes (except for lunch break, which is 1 hour or 70 minutes in special cases).

50. If studies are organized in two shifts, the break between shifts is set at 40 minutes.

51. The academic year is divided into two semesters, each of which ends with the completion of student performance assessments.

52. To assist in public, organizational, and administrative work at the university and to effectively establish a student self-governance system, group leaders are temporarily appointed by the faculty dean's office until they are elected. Group leaders carry out their activities based on the University Charter, the Code of Ethics, these Regulations, and other internal regulatory documents of the university. Group leaders are elected at a general group meeting by open voting upon the

recommendation of the tutor. For first-year students, group leaders are temporarily appointed by the faculty dean and are later elected within one month at a general group meeting by open voting.

53. A group leader may be dismissed early upon their own request or for failing to properly perform assigned duties, or for actions that damage the reputation of the group leader, upon submission by the faculty dean. Group leaders perform the following duties:

- represent students at meetings;

- submit proposals to the faculty dean's office on improving educational and воспитational (educational-development) work;

- convey students' opinions to the faculty dean's office regarding the quality of teaching conducted by professors and teachers and the objective assessment of students' knowledge;

- submit proposals to the primary organization of the Uzbekistan Youth Union, the university labor union committee, or the faculty dean's office regarding rewarding students who actively participate in scientific and public activities of the university;

- submit proposals to the faculty dean's office, university Labor union committee, or Uzbekistan Youth Union primary organization regarding measures against students who fail to fulfill obligations set in these Regulations.

54. University management staff, professors, employees, doctoral candidates, and students must strictly comply with these Regulations, the University Charter, the University Code of Ethics, the university anti-corruption program (policy), regulations on reporting cases of attempts to induce corruption offenses, decisions of the University Council, rector's orders, job descriptions, regulations on structural units, and other internal normative documents.

55. In addition to the requirements specified in clause 54:

a) employees and students must:

- if a student cannot attend classes for a valid reason, immediately notify the faculty dean in writing personally or through a close relative and submit supporting documents (within 3 days);

- be informed about the university's operations and its leadership (rector, vice-rectors, faculty deans, department heads, heads of structural units);

- if an employee is absent for a valid reason, notify the head of the structural unit (faculty dean) or the HR department and submit supporting documents on the day of return to work;

- comply with safety techniques, industrial sanitation, fire safety Regulations, and regulations;

- not bring or remove equipment or unauthorized persons into/from university buildings and classrooms without permission from university management;

b) doctoral candidates (independent researchers) must:

- strictly comply with the state requirements for postgraduate education approved by Cabinet of Ministers Resolution No. 304 dated May 22, 2017, and regulations on postgraduate education;

have an individual work plan for preparing a doctoral dissertation and complete it fully and on time;

prepare the doctoral dissertation within the deadline and submit it to the Scientific Council for defense;

maintain regular contact with the assigned structural unit and participate in its activities;

inform the Department for Training of Scientific and Pedagogical Personnel and the head of the assigned structural unit if absent for valid reasons and submit supporting documents upon return;

be present at the university for 20 hours per week (excluding business trips, permitted foreign trips, and research conducted in other organizations based on official letters);

participate in conferences held at the university and other institutions, ensure execution of research-related documents from relevant organizations, and participate in drafting legislative documents;

complete tasks assigned by the rector, vice-rectors, deans, and heads of structural units in a timely and high-quality manner;

inform the supervising authority in cases such as performing state or public duties, temporary incapacity for work, eligibility for academic leave, or other valid reasons.

56. Financial support for students studying on a fee-contract basis may be provided in accordance with legislation.

57. Students coming to study from abroad or from distant cities and regions of the country may be accommodated in student dormitories based on commission conclusions and by order of the university rector according to established criteria.

58. Students apply for dormitory accommodation by submitting an application and attaching relevant documents. The application is reviewed in accordance with established procedures by a commission approved by the rector's order and based on defined criteria.

59. Students residing in dormitories are, as a rule, temporarily registered in accordance with established procedures.

60. Students living in dormitories have rights and obligations in accordance with the Dormitory Regulations, these Regulations, the Code of Ethics, and other local documents and contracts governing the use of dormitory rooms and facilities.

## **Chapter 5. Building Maintenance**

61. The Vice-Rector for Financial and Economic Affairs of the university is responsible for ensuring that educational buildings are equipped with necessary facilities (furniture, teaching equipment, etc.).

62. After working hours, the keys to rooms and classrooms are handed over, with a signature in a special logbook, to the security service employee assigned to the university who is responsible for ensuring building safety

## **Chapter 6. Encouragement for Achievements in Work and Study**

63. Employees are encouraged in the following forms:

nomination for state awards for special merits before the state and society through proposals submitted to the Ministry of Foreign Affairs or the Ministry of Higher and Secondary Specialized Education;

nomination for honorary certificates and other types of awards for outstanding performance in labor activities;

awarding employees and students who make a significant contribution to the effectiveness of the university and successfully complete assigned tasks on time with honorary certificates of the university rector and diplomas in various categories;

material incentives and gifts on the occasion of anniversary dates;

one-time bonuses on professional holidays;

bonuses and other forms of incentives on public holidays.

64. Salaries, additional payments, allowances, and other payments provided for by labor legislation are not considered types of incentives defined in these Regulations.

65. Students are encouraged for achieving high academic performance, participating actively in research work, and contributing to university social life in the following ways:

issuing letters of appreciation;

awarding monetary prizes or valuable gifts;

awarding honorary certificates, level-based diplomas, and diplomas in various categories.

In addition, from the student financial incentive fund, one-time financial incentives or material assistance may be provided in established amounts and procedures to especially talented students studying on both state grants and contract-based programs who are winners of international, republican, and university-level academic olympiads and sports competitions, as well as in special cases defined by the University Council criteria (such as the death of parents, disability, or social vulnerability).

66. Student incentives are carried out by order of the university rector based on submissions or recommendations from the Vice-Rector for Youth Affairs, the Office of Youth Affairs, faculty deans, the primary organization of the Uzbekistan Youth Union, the Advisory Council on Women's Issues, and the decision of the Scholarship Commission.

## **Chapter 7. Liability for violation of labor and academic discipline**

67. The university may apply the following measures to an employee for a first violation of labor discipline or if the offense was committed due to negligence:

warning;

deprivation of a one-time bonus (if provided for in local documents on awarding);

deprivation of incentives.

68. For violation of labor discipline, the university has the right to apply the following disciplinary sanctions to an employee:

reprimand;

a fine not exceeding 30% of the average monthly salary; in cases specified in clause 27 of these Regulations, a fine not exceeding 50% of the average monthly salary (deduction of fines from the employee's salary is carried out in compliance with labor legislation requirements);

termination of the employment contract.

The application of disciplinary sanctions not provided for in this clause is prohibited.

69. The application of disciplinary sanctions and corrective measures is carried out by order of the university rector. It is not allowed to apply both disciplinary and corrective measures for the same violation of labor discipline.

70. A fine as a disciplinary sanction may be applied regardless of whether a reprimand was previously issued to the employee for the same misconduct.

71. Before a disciplinary sanction is applied, a written explanation is required from the employee. The employee's refusal to provide an explanation does not prevent the application of a penalty for the misconduct. Such refusal is formalized by an official act.

When applying disciplinary sanctions, the severity of the misconduct, the circumstances in which it was committed, and the employee's previous performance and conduct are taken into account.

72. Disciplinary sanctions are applied immediately after the misconduct is discovered, but no later than one month from the date of discovery. The employee's period of illness or leave is not included in this one-month period.

73. A disciplinary sanction cannot be applied if six months have passed since the misconduct was committed, or two years if it was discovered as a result of an audit or inspection of financial and economic activities. The period of criminal proceedings is not included in this limitation period.

74. The employee is informed of the order imposing disciplinary sanctions, and a receipt is obtained. If the employee refuses to sign, this is documented by an official act.

75. Only one disciplinary sanction may be applied for each misconduct.

76. The duration of a disciplinary sanction may not exceed one year from the date it is imposed. If the employee is not subject to a new disciplinary sanction within this period, they are considered to have no disciplinary record after one year. In such cases, no separate order for removal of the sanction is issued.

77. A disciplinary sanction may be lifted before the expiration of one year at the initiative of the rector, at the request of the employee, or at the request of the employee's immediate supervisor. Early removal is formalized by order of the university rector.

78. An employee may appeal a disciplinary sanction in accordance with labor legislation.

79. If an employee causes direct material damage to the university or its property, they may also be held financially liable in accordance with the law, regardless of the disciplinary sanction applied.

80. While a disciplinary sanction is in effect, incentive measures may not be applied to the employee.

81. For violations of the requirements established in these Regulations, the University Code of Ethics, the university anti-corruption program (policy), regulations on reporting cases of attempts to induce corruption-related offenses, the University Charter, decisions of the University Council, rector's orders, job descriptions, regulations on structural units, and other local normative documents:

a) for students:

warning;

reprimand;

expulsion from the university;

if classes are missed without valid reason: more than 18 hours - a written explanation to the dean; more than 36 hours - a warning by dean's order; more than 54 hours - a reprimand by the university; more than 74 hours - expulsion from the university;

serious and intentional violations of internal Regulations of the university (fighting, insult, defamation, gambling, academic fraud, and other actions recognized as serious violations by the Ethics Commission), actions causing harm (damage) to others, as well as acts contrary to high standards of public morality, may result in reprimand or expulsion from the university.

b) for doctoral candidates:

reprimand;

expulsion from doctoral studies.

Disciplinary sanctions are applied within one month after the violation is discovered and within six months from the date of its commission (excluding periods of illness or leave of the student or doctoral candidate). Expulsion from the university (or doctoral studies) is not permitted during periods of illness, leave, academic leave, or maternity leave.

The duration of a disciplinary sanction may not exceed one year from the date it is imposed. If a student or doctoral candidate is not subjected to a new disciplinary sanction within this period, they are considered to have no disciplinary record after one year. In such cases, no separate order for removal of the sanction is issued.

A disciplinary sanction imposed on a student or doctoral candidate may be lifted before one year by order of the rector, based on a submission from the relevant dean, head of the master's department, or head of the scientific department, taking into account exemplary behavior, high academic performance, research activity, or active participation in university social life.

82. Students of the university may be expelled in the following cases in accordance with the requirements of the regulation approved by Resolution No. 578 of September 13, 2025 of the Cabinet of Ministers regulating admission processes to higher education institutions:

at their own request;

due to health deterioration;  
for violation of internal Regulations and ethical Regulations of the university;  
due to transfer to another educational institution;  
due to absence from classes for more than 74 hours without valid reason;  
in case of violation of admission procedures based on a court decision;  
if a student left for the next course and did not apply within the established period;  
if falsified documents were submitted to the admissions committee;  
for academic fraud;  
due to failure to fulfill contract obligations;  
in case of imprisonment by court decision;  
in case of death.

83. A student subjected to disciplinary action may appeal the legality and fairness of the sanction in accordance with the procedure established by law.

84. Information on disciplinary sanctions applied to a student is kept in their personal file.

85. When a student is expelled from the university, their personal documents and an academic transcript of the established form are issued, and a copy is placed in the personal file.

86. During periods of military service, health recovery, pregnancy and childbirth, as well as childcare leave, a student may be granted academic leave in accordance with the procedure established by law.

## **Chapter 8. Special Provisions**

87. In cases where quarantine or similar restrictions are imposed in accordance with legislation, and when an employee is unable to perform their job duties at the workplace (university premises), the employer may, with the employee's consent, transfer them to remote work, a flexible work schedule, or a work-from-home regime. In such cases:

equipment and/or technical tools necessary for the employee to perform their duties shall be provided by the employer upon the employee's written request, if necessary;

if equipment and technical tools provided by the employer are damaged due to the employee's fault, the resulting damage shall be compensated by the employee to the employer in accordance with applicable law;

if the employee uses personal equipment and/or technical tools, as well as communication means including the internet, to perform their duties, expenses shall be reimbursed by the employer in an amount not exceeding one base calculation unit;

in case of production necessity, the employer may transfer the employee back to the permanent workplace by notifying them one day in advance via communication means and issuing an order;

communication between the employee and employer via electronic document exchange shall be carried out in accordance with the university's internal regulations and other legal requirements;

an employee transferred to remote work (work from home) retains the right to annual leave according to the leave schedule, temporary disability benefits, and other rights provided by law and the university collective agreement.

Remote work is defined as a work method in which the employee performs their job duties specified in the employment contract outside the employer's premises, in a permanent workplace, area, or facility that is not directly or indirectly under the employer's control.

88. The right to transfer to remote work, a flexible schedule, or a work-from-home regime is primarily granted to pregnant women, elderly employees, persons with disabilities, and employees suffering from chronic illnesses.

89. When temporarily transferring an employee to remote work, the employer issues an order specifying the duration of the temporary remote work regime.

## **Chapter 9. Final provisions**

90. Reception of citizens by the rector and vice-rectors of the university is carried out in accordance with a schedule approved in the established procedure.

91. All newly hired employees and students are introduced to these Regulations by the Human Resources Department and acknowledge them by signing.

92. Each employee has the right to protect their rights established by legislation, these Regulations, other internal university documents, and the employment contract through means and methods provided by law. If an employee believes their rights have been violated, they have the right to apply to the employer independently or through the university Labor Union Committee. Such applications are reviewed in accordance with the established procedure, and the employee is informed of the outcome.

*\*This document is provided in English for informational purposes only. The original Uzbek version shall have legal force, and in the event of any discrepancy or inconsistency, the Uzbek version shall prevail.*