

**Charter
on the Academic Council
of the University of World Economy and Diplomacy**

This Charter is based on the Law of the Republic of Uzbekistan "On Education" dated September 23, 2020, the Presidential Decree No. PQ-3795 dated June 21, 2018, "On Measures to Radically Improve the Activities of the University of World Economy and Diplomacy," Presidential Decree No. PQ-4391 dated July 11, 2019, "On Measures to Introduce New Principles of Management in the System of Higher and Secondary Specialized Education," Presidential Decree No. PF-5847 dated October 8, 2019, "On Approval of the Concept for the Development of the Higher Education System of the Republic of Uzbekistan until 2030," as well as Presidential Decree No. PQ-60 dated December 24, 2021, "On Additional Measures to Ensure the Academic and Organizational-Managerial Independence of State Higher Educational Institutions," and Decree No. PQ-61, "On Measures to Grant Financial Independence to State Higher Educational Institutions." In accordance with Presidential Decree No. PQ-330 dated July 23, 2022, "On Measures for the Systematic Reform of the Activities of the University of World Economy and Diplomacy, " this Charter establishes the procedures for organizing the activities of the Academic Council of the University.

I. GENERAL PROVISIONS

1.1. The University of World Economy and Diplomacy functions as a permanent higher collegial body – the Academic Council (*hereinafter referred to as the Council*).

1.2. The Council operates in accordance with the Constitution and laws of the Republic of Uzbekistan, the decrees, orders, and instructions of the President of the Republic of Uzbekistan, the resolutions and directives of the Cabinet of Ministers of the Republic of Uzbekistan, the board resolutions and orders of the Ministry of Higher Education, Science, and Innovation, the University Charter, this Charter, and other relevant legal documents.

1.3. The Council conducts its activities based on principles of legality, transparency, independence, open discussion of issues, collegiality, and consideration of collective opinion.

1.4. The Council determines procedures for planning its work, preparing materials for deliberated issues, holding meetings, adopting resolutions, monitoring the implementation of adopted resolutions, and regulating operational processes.

1.5. The structure of the Council is approved by order of the Rector of the University of World Economy and Diplomacy. According to the Charter, the Council's structure includes: the Rector (Chairperson), the First Vice-Rector for Academic Affairs (Deputy Chairperson), vice-rectors (by virtue of position),

deans of faculties, heads of departments, and heads of structural divisions. Additionally, leaders of public organizations and representatives of other interested bodies may be invited as observers.

Other Council members are elected by secret ballot during general faculty meetings. The number of members elected from the teaching staff to the Council is determined by the Rector's order. Elected representatives of students and non-faculty staff, are also included in the Council's structure. The Council may also include distinguished scholars and experts of the university.

In the event of changes among university staff, the Rector may make adjustments to the Council's structure.

II. BASIC RIGHTS AND OBLIGATIONS OF THE COUNCIL

2.1. The purpose of the Academic Council is to ensure that the efforts and intellectual potential of the university community align with fulfilling the tasks specified in Presidential Decree No. PQ-330 dated July 23, 2022, "On Measures for the Systematic Reform of the University of World Economy and Diplomacy. " The Council's goal is to make decisions in the areas of education, research, spiritual-enlightenment, and finance, supporting the training of professionals and internationally competitive specialists with comprehensive knowledge, skills, and competencies that meet the requirements of the state educational standards for higher education.

2.2. The Academic Council of the University:

a) defines a strategy for developing the university's education system based on the extensive demand for international specialists and the needs of employers;

b) examines and ensures strict compliance with state educational standards, curricula, and programs, while establishing recommendations and directives for priority issues;

c) reviews reports on the educational, research, and spiritual-enlightenment activities of the faculties, the admissions results of the Institute of Advanced International Studies, the Diplomatic Academy, and the Academic Lyceum Admissions Commission, as well as the university's cooperative relationships with state and non-state organizations, and adopts relevant resolutions accordingly.

d) discusses and adopts relevant resolutions regarding the implementation of research and spiritual-enlightenment work plans, as well as issues related to the professional development and retraining of faculty members;

e) approves the university's annual and long-term development plans, discusses the outcomes of material and technical support and financial-economic activities, and adopts relevant resolutions;

f) submits proposals to the Supervisory Council on matters related to the establishment, closure, or restructuring of faculties and departments, as well as the initiation or cessation of new undergraduate programs and graduate specialties based on marketing service recommendations;

g) In accordance with Resolution No. 20 of the Cabinet of Ministers of the Republic of Uzbekistan dated February 10, 2006, "On the Procedure for Hiring Pedagogical Staff in Higher Educational Institutions on a Competitive Basis," as amended by Resolution No. 246 of the Cabinet of Ministers of the Republic of Uzbekistan dated August 25, 2015, "On Introducing Changes and Additions to Certain Resolutions of the Government of the Republic of Uzbekistan Regarding the Improvement of Efficiency and Quality of Pedagogical Activities," the Council conducts competitive selections for faculty positions;

h) reviews applications of candidates seeking the academic titles of Professor and Associate Professor and adopts resolutions on granting academic titles in accordance with established procedures;

i) discusses and establishes measures for the professional development and acquisition of new skills by faculty members;

j) discusses the availability of educational resources, the preparation and publication of new-generation textbooks and teaching aids, and educational-methodical complexes based on the application of innovative educational technologies;

k) recommends candidates for doctoral, base doctoral, and research positions at universities, approves their individual plans and dissertation topics;

l) recommends talented students and faculty members for internships at foreign higher education institutions;

m) nominates talented students and research scholars from the University for the Presidential State Scholarship and other named state scholarships of the Republic of Uzbekistan;

n) discusses and formulates recommendations for strengthening corporate partnerships with primary contracting organizations, enterprises, and institutions, enhancing the material and technical base, and improving the effectiveness of students' internships.

o) adopts resolutions on establishing collaborative relationships with higher education institutions in foreign countries;

p) reviews and adopts resolutions regarding the awarding of the title of Honorary Doctor of the University;

q) considers and submits recommendations to the Ministry regarding the conferral of diplomatic ranks to faculty and administrative-management staff of the University, the Diplomatic Academy, and The Institute of Advanced International Studies;

r) reviews matters related to the preparation, publication, and acquisition of the University's endorsement for textbooks, educational aids, and teaching- methodological guides;

s) adopts resolutions on implementing joint educational programs with leading foreign higher education institutions for undergraduate, graduate, and postgraduate programs;

t) establishes measures to improve safety protocols, workplace health and safety for students and staff of the university.

The Academic Council also reserves the right to discuss other issues within the university's authority that require collegial deliberation.

III. ORGANIZATION OF THE ACTIVITIES OF THE ACADEMIC COUNCIL

3.1. Development and Approval of the Academic Council's Plan

a) The Council's work plans are prepared annually, taking into consideration the university's operational plans, and are approved by the Rector following discussion with Council members.

b) The organization of the Council's activities is conducted in accordance with general principles and requirements. Council meetings are held regularly, once a month.

c) The plan outlines the specific content of issues submitted for the Council's discussion, the deadlines for their review, the Council members responsible for preparing these issues, the draft resolutions for the Council meetings, and the university's responsible structural units tasked with preparing other necessary materials.

3.2. Procedure for Drafting the Council's Work Plan

d) Vice-rectors, deans of faculties, heads of departments and divisions, and representatives from other interested institutions submit their proposals for inclusion in the draft work plan of the Council to the Council secretary in the prescribed format by June 1 each year;

e) The Council secretary consolidates the submitted proposals and feedback, drafts the work plan, and presents it to the Rector of the university by June 15 of the current year, after coordinating with the vice-rectors. Based on the Rector's instructions, the Council secretary revises the draft plan, which is then submitted for discussion at the first meeting of the Council in the new academic year;

f) Once the draft work plan is discussed and approved at the Council meeting, it is formally approved by the Rector of the university;

g) The Council secretary distributes the approved work plan to the vice-rectors, faculty deans, and heads of departments, who must introduce it to their staff within a week and ensure timely and precise execution of the scheduled activities.

3.3. The Council or its Chairperson reserves the right to make amendments to the approved plan and, if necessary, hold extraordinary meetings.

3.4. Proposals to remove issues from the plan or change their review dates are presented at the Council meeting by the persons responsible for those issues. In such cases, the responsible individual must submit a justification to the Council.

3.5. Overall supervision of the implementation of the Council's work plan is carried out by the Chairperson of the Council. At the end of the academic year, the Council Secretary prepares a report on the implementation of the work plan.

3.6. To facilitate a comprehensive and thorough discussion of items on the agenda, responsible individuals must submit all necessary materials and documents related to the issues to the Council secretary, both in written and electronic form, at least seven days before the meeting.

3.7. Draft resolutions and other materials on agenda items for the Council must be submitted to the Council secretary with the signatures of the university's vice-rectors responsible for these areas.

3.8. For agenda items in report form, a supporting memorandum on completed work and relevant materials must be attached to the draft resolution.

3.9. All materials related to educational-methodological and scientific-research issues to be discussed by the Council are initially reviewed by the appropriate scientific-methodological councils.

3.10. The person responsible for preparing an item for discussion must study all relevant laws and regulatory documents related to the topic in order to provide comprehensive background information to the Council.

3.11. Draft resolutions submitted for consideration by the Council must meet the following requirements:

- the rationale of the draft resolution must be clearly expressed;
- to prevent redundancy, previous resolutions on the matter should be considered in the drafting of the resolution;
- the draft resolution must clearly specify tasks assigned to executors with defined deadlines;
- the responsible person for overseeing the implementation of the resolution must be identified in the draft.

3.12. If amendments or annulment of previous resolutions are required, the individual responsible for preparing the matter must submit a memorandum to the Council Chairperson, specifying the title of the resolution section, protocol number, and date, along with a brief justification, and must also present the issue at the relevant upcoming Council meeting.

3.13. In cases where disagreements arise between the individual responsible for preparing the matter and other interested parties during the coordination process of a draft resolution or other documents, the head of the concerned party must provide written objections, proposals, and comments, briefly justified and attached to the draft resolution.

3.14. Issues not listed in the work plan may be included in the agenda for Council consideration with the permission of the Council Chairperson, based on a justification submitted by the individual proposing the issue.

3.15. The final version of the agenda for the upcoming Council meeting is determined by the Council Chairperson and prepared by the Council secretary. On the same day, the Council secretary provides Council members with the agenda for the upcoming meeting.

IV. HOLDING COUNCIL MEETINGS AND ADOPTING RESOLUTIONS

4.1. Once the materials are prepared according to the established work plan, the Council secretary prepares the meeting agenda and submits it to the Council Chairperson

for approval. If necessary, the Chairperson may propose to the Council to hold a closed session.

4.2. The date, time, location, and agenda of the Council meeting are determined by the Chairperson.

4.3. Upon receiving the agenda for the upcoming Council meeting, the Council secretary makes copies and distributes them to Council members. Sending the agenda to other recipients is coordinated with the Council Chairperson.

4.4. Before the start of each Council meeting, the Council secretary organizes the registration of participants. Once registration is completed, the secretary informs the Chairperson of the attendance of Council members and invited participants.

4.5. Invited participants may participate in discussions on relevant issues with advisory voting rights. With the permission of the Chairperson, they may engage in deliberations, express objections and proposals, and provide information on the issues and prepared document drafts under discussion.

4.7. The Chairperson opens the Council meeting, introduces Council members to the invited participants, organizes discussions (grants permission to speak, ensures adherence to the regulations, submits prepared document drafts and suggestions on the issues under discussion for voting, announces voting results, etc.), and announces inquiries, information, petitions, and proposals.

4.8. The Council meeting begins with the review and approval of the agenda and the procedure for conducting the meeting.

4.9. Speaking time is typically set at 15 minutes for presentations, up to 5 minutes for discussion participants, and up to 3 minutes for providing information. If necessary, the Chairperson may adjust the time limits for speakers.

4.10. Personal applications and reports submitted in writing to the Council may be presented to meeting participants at the end of the session or during the discussion by the Chairperson. Speeches on the issues under discussion are concluded at the discretion of the Chairperson, who then grants the presenter or co-presenter time to provide closing remarks.

4.11. Significant objections and proposals raised during the discussion must be reviewed. The results of the discussion are recorded in the meeting minutes by instruction of the Council Chairperson.

4.12. Audio recording, stenography, and video and photo recording are conducted by agreement with the Chairperson or based on a Council resolution.

4.13. The organization of audio recording, stenography, video, and photo recording is assigned to the Council secretary, who may involve staff from the university's information technology services.

4.14. Presentation texts and speeches by speakers must be submitted to the Council secretary upon conclusion of the Council meeting.

V. MONITORING THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

5.1. Direct oversight of the implementation of Council resolutions, based on the content of the assigned tasks, is entrusted to specific Council members designated as responsible for their execution, with all Council members collectively involved in ensuring implementation throughout their ongoing activities.

5.2. The Council continuously monitors the implementation status of its resolutions, hearing reports on the executed tasks from those responsible for oversight, including vice-rectors, faculty deans, heads of the monitoring and internal control departments, and other division leaders.

5.3. The Council regularly assesses its performance, analyzing the participation of Council members in preparing and implementing Council resolutions, and reviews the findings at Council meetings.

5.4. Individuals responsible for overseeing the implementation of specific resolutions are required to report regularly to the Council on the practical execution of resolutions adopted in the previous academic year.

5.5. Council resolutions are implemented through university orders, and the operational procedures of the Council are defined in its regulations, as approved by the Council.

VI. COUNCIL DOCUMENTS AND RECORD KEEPING

6.1. The Council Secretary is responsible for all Council documents and record keeping.

6.2. Detailed minutes are kept of all Council activities, with all relevant documents attached. The preparation and submission of the minutes for the Chairperson's signature must be completed within 10 days.