

Internal Regulations of the University of World Economy and Diplomacy (Internal Labor Regulations)

*Approved by the order of the Rector
of the University of World Economy and Diplomacy
No. 291-K dated June 16, 2022*

These Internal Labor 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 regulations related to higher education. These regulations govern the labor, educational, scientific activities, and educational processes at the university and are considered a local normative document.

Chapter 1. General Provisions

1. The following key terms 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 to perform certain work in a specific specialty, qualification, or position, under the internal labor regulations, and based on mutually agreed conditions in accordance with labor laws and other normative documents.

- **Faculty members** – Employees hired for positions such as department head, professor, associate professor, senior lecturer, lecturer, and trainee lecturer.

- **Doctoral student** – A person admitted to a doctoral program or postgraduate research at the university following the prescribed procedures.

- **Independent researcher** – A person admitted to independent research at the university in accordance with established procedures.

- **Student (Master's student)** – A person admitted to the university for education in a specific specialty and receiving scientific and educational training.

2. These Regulations govern the internal labor order of the university, the rights and responsibilities of the university, administration, employees, students, master's students, doctoral students, and independent researchers. They also regulate the procedures for hiring, amending, and terminating employment contracts, organizing the educational process, maintaining labor discipline, work schedules, rest periods, recognition of achievements, responsibility for breaches of labor and study discipline, and other legal matters related to the relations between the university and its employees, doctoral students, independent researchers, and students.

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

Section 1. Conclusion of Employment Contract

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

4. When applying for a job, the following documents must be provided:

- A passport or another document proving identity with the permanent or temporary address.
- A 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.
- Requiring documents not specified in the legal acts is prohibited. If the applicant's passport or other identity documents are invalid, they may be refused employment.
- To maintain personnel records and form a database of information, the newly hired employee must submit the following documents to the HR department:
 - Application form.
 - Autobiography.
 - Curriculum vitae.
 - 6 photographs (including a digital version).

5. After verifying the completeness of the documents listed in clause 4, the applicant writes an application, which is registered at the university's office. The application must include the applicant's full name, and the position being applied for must match the title indicated in the staff list.

6. An employment contract is concluded between the employee and the employer specifying:

- The position and workplace of the employee.
- The duration of the employment contract.
- The start date of work.
- The labor rights and responsibilities of the parties.
- The work hours and vacation provisions.
- The remuneration system.
- Other conditions as specified by labor laws.

If the contract does not specify a fixed duration, it is considered to be an indefinite-term contract. Fixed-term employment contracts are concluded in accordance with labor laws and other normative documents.

7. For every employee being hired (including those employed part-time), the employment contract must be concluded in at least two written copies, both having the same legal force. Each party retains one copy of the contract for safekeeping.

Upon the employee's request, the employment contract (agreement) can be drafted in a language they understand, and it will have the same legal force as the contract written in the state language.

The contract must specify the addresses of the parties involved and be signed by both the employee and the rector of the university.

The rector's signature must be certified with the university's official seal.

8. The HR department of the university registers the employment contracts in the "Unified National Labor System" interagency software complex, in accordance with the regulation on the procedure for registering employment contracts and managing electronic labor records, approved by the Cabinet of Ministers of the Republic of Uzbekistan on December 5, 2019, under Decision No. 971. This system records the employment relations (the conclusion, modification, and termination of employment contracts, formation, and maintenance of labor records, etc.) between the employee and the employer.

9. An employment contract concluded in accordance with legal acts comes into force from the day it is signed by the parties. The employee must start fulfilling their work duties from the date specified in the contract. If the start date is not specified, the employee must begin work no later than the next working day after the contract is signed.

10. If an individual is allowed to start working without formal documentation, the employment contract is considered concluded from the first day the individual starts working, with the employer's permission.

11. After concluding the employment contract, the employer issues an order confirming the employee's hiring, in accordance with the terms of the contract, and the employee must sign to acknowledge this order.

12. The university cannot refuse to hire 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. The employment contract may include a provision for a probationary period, which must be explicitly stated. If no such provision is included, the employee is considered hired without probation. The probation condition is also noted in the employment order. The entry in the employee's work record will not indicate the probation period.

The probation period cannot exceed three months. The exact duration of the probation period, within the three-month limit, is agreed upon by the parties in the employment contract. Before the probation period expires, either party may terminate the contract with a three-day written notice.

If neither party requests to terminate the contract before the end of the probation period, the contract remains in effect, and termination is only possible under the general grounds for contract termination.

Periods of temporary incapacity to work and other justified absences from work do not count toward the probation period.

During the probation period, all provisions of labor laws and working conditions that apply to regular university employees also apply to the employee on probation.

A probation period is not allowed in the following cases:

- Pregnant women and women with children under the age of three.
- Graduates entering employment for the first time within three years after graduating from a vocational school or higher educational institution.
- Employees hired for a period of less than six months.
- Individuals hired under the designated minimum number of jobs quota for the university.

15. Hiring employees at the university is conducted according to the requirements set out in an approved regulation.

16. During the hiring process or when an employee is transferred to another position with their consent, the university must inform the employee about:

- Their assigned job duties, rights, and responsibilities, as well as conditions for work and remuneration.
- These regulations, the collective agreement, job description, and other documents related to the employee's professional activities.
- The university's Code of Ethics.
- The university's anti-corruption policy.

- The university's notification procedure for reporting cases of corruption attempts made by staff, students, or other members of the university community.
- Rules on occupational safety, technical safety, and industrial hygiene.

17. Every employee who works at the university for more than five days (except for part-time workers) must be provided with a labor book, as per the guidelines on maintaining labor books (List No. 402, January 29, 1998).

Additionally, electronic labor books must be formed and maintained in the "Unified National Labor System" interagency software complex, as stipulated by the regulation approved by the Cabinet of Ministers of the Republic of Uzbekistan on December 5, 2019 (Decision No. 971).

18. The employer and the university's officials cannot demand that the employee perform tasks outside of their labor duties, engage in illegal actions, or undertake activities that endanger their life and health, or that of others, or actions that humiliate their dignity or honor. Relations with women in higher education institutions must be based on legal requirements, national traditions, and mutual respect.

Section 2: Changing and Terminating the Employment Contract

19. Changes to employment conditions must comply with the Labor Code of the Republic of Uzbekistan.

20. An employee may perform duties related to multiple positions or professions during their regular work hours, as specified in the employment contract.

21. Working in multiple positions or professions may be established for a specified or indefinite period. After the agreed period ends, the terms for holding multiple positions are terminated. The terms and termination of working in multiple positions are reflected in the employment contract and formalized by an order from the university rector.

22. The employment contract can only be terminated based on grounds specified in the Labor Code of the Republic of Uzbekistan and in accordance with the procedures outlined therein.

23. The employee must notify the employer in writing at least two weeks in advance if they wish to terminate the employment contract. The notification period begins the day after the application is submitted, regardless of when it is registered.

The employee's application must be presented to the university rector no later than the day following its submission.

If the resignation is due to valid reasons, the application must be submitted to the rector (or their deputy if the rector is unavailable) on the same day.

Valid reasons include:

- Military service.
- Admission to an educational institution.
- Retirement.
- Election or appointment to a position within a higher government body.
- The health of the employee or their dependents, as certified by a medical commission.
- Other valid reasons that make it impossible for the employee to continue working.

24. The employee has the right to submit a resignation application at any time, including during temporary incapacity, leave, or business travel. These periods count towards the two-week notice period.

During the notice period, both parties must continue to fulfill the terms of the employment contract as usual.

25. The employment contract, whether concluded for an indefinite period or a fixed term, may be terminated by the employer before the end of the term in the following cases:

- Changes in the organization of work at the university, resulting in a reduction in staff or changes in the nature of the work, or the elimination of structural divisions.
- The employee is found unfit for their work due to a lack of qualifications or health issues.
- The employee repeatedly violates their labor duties (if, within one year of a previous disciplinary or material responsibility, or after other measures were applied for violations, the employee commits another disciplinary offense).
- A serious single violation of labor duties.
- The employment contract of a part-time employee is terminated due to the hiring of a full-time employee or changes in conditions that limit part-time work.
- The employee reaches retirement age.
- The employee is entitled to a state pension under applicable laws.

26. An employment contract cannot be terminated by the employer during the employee's temporary incapacity for work or during periods of leave provided for in labor laws and other legal documents, except in cases where the institution is being entirely liquidated.

27. The following actions, when committed as a single gross violation, may result in the termination of an employment contract:

- Violation of execution discipline: Failure to implement the duties established by decisions, decrees, orders, and instructions of the President of Uzbekistan, Government decisions, as well as resolutions, orders, and instructions of the Ministry of Foreign Affairs and the Ministry of Higher and Secondary Specialized Education.

- Unjustified absence: Being absent from work without a valid reason for more than three hours during a workday, or for academic staff, failing to start or attend scheduled classes according to the timetable.

- Being under the influence: Coming to work under the influence of alcohol, drugs, or other intoxicating substances.

- Damage or theft: Causing damage to or embezzling university property, including theft.

- Abuse of authority: Misusing one's official duties or powers for personal gain, engaging in unethical behavior, or actions that tarnish the reputation of a university employee.

- Harassment or violence: Engaging in harassment, violating the dignity of women, exerting pressure, committing violence, or infringing upon women's rights.

- Damaging the university's reputation: Engaging in actions that may harm or undermine the university's professional reputation and interests through baseless or unethical conduct, including public statements in the media or social networks.

- Health and safety violations: Grossly violating safety and sanitation rules, posing a threat to one's own life or health or that of others.

- Corruption-related violations: Violating the procedures established for preventing corruption, such as:

- Failing to report any cases where a person approaches the employee with the intent of engaging in corruption-related actions, or failing to report similar violations committed by other employees to the department head, the anti-corruption division, or law enforcement.

- Accepting money, valuable securities, material goods, gifts, loans, or services from individuals in exchange for performing or refraining from certain actions.

- Coercing subordinates into making illegal decisions or engaging in corrupt actions.

- Using one's position to receive material benefits, exemptions, or privileges, including avoiding mandatory payments for services provided to citizens.

- Failing to report violations related to abuse of authority or corruption during inspections or reviews conducted by the institution.

- Deliberately concealing or failing to disclose conflicts of interest, leading to improper fulfillment of job duties or harm to the university's lawful interests.

28. The employer is not permitted to terminate an employment contract with an employee on the grounds mentioned in Section 27 without obtaining the consent of the university's trade union committee, except in cases stipulated by law.

The trade union committee must provide the employer with a written decision on the matter within ten days from the date of the employer's formal request.

The employer is then entitled to terminate the employment contract within one month from the date the trade union committee agrees to the termination.

29. Termination of the employment contract is formalized through an order issued by the employer.

The last working day is considered the date on which the employment contract is terminated. On this day, the university provides the employee with their labor book and a copy of the termination order and settles all financial obligations.

Chapter 3. Work and Rest Time, and their Utilization

30. Work time refers to the period during which the employee is expected to perform their duties according to the work schedule or employment contract.

31. The daily work schedule for university employees, as well as their lunch and break times, are as follows:

- Work hours: 9:00 AM to 5:00 PM each day.
- Lunch break: 1:00 PM to 2:00 PM for staff, and 12:00 PM to 1:00 PM for academic staff (on Wednesdays, from 1:00 PM to 2:00 PM).

For academic staff, the work schedule may vary depending on teaching and other duties.

The standard rest day is Sunday.

32. If necessary, the work schedule may be modified by an order from the university rector, in agreement with the trade union committee.

33. The standard work week for university employees is 40 hours. For academic staff, the work week is reduced to 36 hours, and their work time is organized according to the teaching schedule.

34. Academic staff must carry out all teaching, methodological, research, and organizational duties, as well as moral and ethical educational tasks, according to the work plan.

35. The teaching schedule, work plan, and other duties of academic staff are monitored by the Vice-Rector for Academic Affairs (who also serves as the Director of the University's Academic Lyceum), faculty deans, deputy deans, and department heads.

36. Employees under the age of 18 and individuals with Group I or II disabilities are entitled to a shortened work week of 36 hours.

37. With mutual agreement between the employee and the employer, part-time work, remote work, or a flexible work schedule can be established, either at the time of employment or later.

The employer is required to offer part-time work for pregnant women, parents of children under 14 years old (or under 16 if the child has a disability), and those

caring for a sick family member, based on medical advice and in other cases provided for by law.

38. Employees may be required to work overtime only in accordance with the procedures set by law.

39. The length, payment, and calculation of annual leave, as well as the calculation of work experience for leave eligibility, are determined by labor laws.

40. At the request of the employee, unpaid leave may be granted, with the duration determined by mutual agreement between the parties, but it must not exceed a total of three months in any twelve-month period.

41. Annual paid leave is granted as follows:

- For the first year of employment, after six months of service (except in cases specified by law).

- For the second and subsequent years, according to the leave schedule, at any time during the work year (except in cases specified by law).

The time of leave specified in the schedule may be changed by mutual agreement between the employee and employer.

42. Upon the employee's written request, leave may be divided into parts. However, one part of the leave must be at least 12 working days.

43. An employee can only be recalled from leave with their consent. The unused portion of the leave must be granted to the employee during the same work year, or it can be carried over to the next year in accordance with the rules for postponing leave.

44. At the request of employees, monetary compensation may be provided for the part of the annual leave that exceeds the minimum duration (15 working days).

Employees must be notified of their leave at least 15 days before the start of the leave.

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

45. When an employment contract is terminated, including upon the expiration of the contract, the employee may, by mutual agreement with the employer, take their remaining annual leave, after which the employment contract will be terminated. In this case, the day after the leave ends will be considered the date the employment contract is terminated.

During the period of leave, as described in this section, the employee cannot withdraw their application for the termination of the contract if the notice period set by law or agreed upon by the parties has already expired.

Chapter 4. Organization of Education, Work, and Academic Discipline

46. At the university, the academic year, as a rule, begins on September 2. Educational activities are conducted according to schedules designed in accordance with academic plans and curricula.

47. Class schedules are prepared for each semester and published on the university's electronic education platform. These schedules are approved and communicated to students, professors, faculty deans, and other relevant departments before the start of the semester. Additional classes may be incorporated into the academic process based on directives from the Ministry of Higher and Secondary Specialized Education of Uzbekistan or recommendations from the university's Educational-Methodological Department.

48. Students are entitled to two breaks during the academic year, with a combined total duration of 8–10 weeks.

49. The duration of an academic hour at the university is set at 80 minutes. There is a 10-minute break between classes, except for lunch breaks, which last either 1 hour or 70 minutes.

50. If the university operates on a two-shift system, there must be a 40-minute break between shifts.

51. The academic year is divided into two semesters, each concluding with the assessment of students' progress and achievements.

52. To facilitate student participation in administrative and organizational work and to establish an effective student self-governance system, group leaders are appointed by the faculty dean to serve temporarily until they are elected.

Group leaders carry out their duties based on the University Charter, the "Code of Ethics," these Regulations, and other internal university documents. Group leaders are elected by an open vote at a general group meeting upon the recommendation of the tutor. In the first year, group leaders are appointed by the faculty dean for a temporary period and are then elected within one month through an open vote at the group's general meeting.

53. Group leaders may be dismissed ahead of time based on their own request or if they fail to fulfill their responsibilities satisfactorily or engage in behavior that damages the reputation of group leaders. Such dismissals can be initiated by the faculty dean's proposal.

Responsibilities of Group Leaders

Group leaders are responsible for:

Representing students at meetings.

- Proposing improvements to the educational process to the faculty dean.
- Conveying students' feedback on the quality of teaching and assessment to the faculty dean.
- Recommending students who actively participate in university scientific and public activities for recognition by the university's Youth Union, the trade union committee, or the faculty dean.
- Reporting students who fail to meet their obligations to the faculty dean, the trade union committee, or the Youth Union.

54. University administrators, professors, other staff, doctoral students, and students must strictly adhere to the following:

- University Charter.
- University Code of Ethics.
- University's Anti-Corruption Program (Policy).
- Regulations on reporting attempts to induce corrupt activities involving university employees, students, and doctoral candidates.
- Decisions of the University Council.
- Rector's orders, job descriptions, and other local regulatory documents.

Section 55. In addition to the requirements outlined in Section 54, the following obligations apply:

a) For staff and students:

- If a student cannot attend classes due to valid reasons, they must immediately notify the faculty dean in writing, either personally or through a close relative, and submit supporting documents within three days.
- Staff must notify their department head or the Human Resources Department if they cannot come to work due to valid reasons and must submit supporting documents upon their return.
- Compliance with safety rules, production sanitation regulations, and fire protection standards is required.
- Bringing unauthorized equipment or individuals into classrooms or university buildings is prohibited without the approval of university management.

b) For doctoral students (independent researchers):

- Adherence to the State Requirements for Postgraduate Education and the Regulations on Postgraduate Education, approved by the Cabinet of Ministers of the Republic of Uzbekistan in Decision No. 304, dated May 22, 2017.
- Having an individual work plan for preparing a doctoral dissertation and completing it fully and on time.
- Preparing the doctoral dissertation in a timely manner and presenting it to the Scientific Council for defense.
- Maintaining regular contact with the assigned department and participating in activities related to the department's work.

- If unable to attend classes for valid reasons, doctoral students must inform the Scientific-Pedagogical Department and the assigned department head and submit supporting documents upon their return.

- Spending 20 hours per week at the university, except when on approved business trips or other permitted leave.

- Participating in conferences at the university or other institutions, as well as fulfilling research-related tasks and assisting in preparing legislative proposals when requested by relevant authorities.

- Timely and high-quality completion of assignments from the university rector, vice-rectors, faculty deans, and department heads.

- Informing their superiors about any actions taken in the interest of the state or society, temporary incapacity to work, or circumstances that justify the need for academic leave.

56. Students studying on a payment-contract basis can receive financial support according to the procedures established by law.

57. Students coming from abroad or distant cities and regions within the republic may be accommodated in student dormitories based on established criteria, following the commission's decision and the relevant order of the university rector.

58. To apply for dormitory housing, students must submit a written application along with relevant documents. The application is reviewed by the commission, which has been approved by the rector's order, and is evaluated based on established criteria.

59. Students residing in dormitories are temporarily registered according to established procedures.

60. Students living in dormitories are granted the rights and must fulfill the obligations outlined in the Regulations on Dormitory Residence, the Code of Ethics, these Regulations, and local documents governing the use of dormitory rooms and equipment.

Chapter 5. Building Maintenance

61. The vice-rector for financial and economic affairs is responsible for ensuring that educational buildings are properly equipped with necessary furniture, educational tools, and other materials.

62. After working hours, the keys to rooms and classrooms must be handed over to the university's security personnel, who are responsible for ensuring building safety. This process should be documented in a special logbook.

Chapter 6. Rewards for Achievements in Work and Study

63. Employees may be rewarded in the following ways:

- Nomination for state awards for distinguished service to the state and society, with a proposal submitted to the Ministry of Foreign Affairs or the Ministry of Higher and Secondary Specialized Education.
- Recommendation for honorary certificates and other awards for exemplary service.
- Recognition by the rector through honorary certificates and diplomas in various categories for contributing significantly to the university's efficiency and completing assigned tasks on time.
- Monetary rewards and gifts on anniversary dates.
- One-time bonuses for professional holidays.
- Other forms of rewards related to holiday celebrations.

64. Salaries, additional payments, bonuses, and other payments stipulated by labor laws are not considered part of the university's reward system.

65. Students who achieve high academic results, participate in scientific research, and contribute to the university's social life can be rewarded in the following ways:

- Announcements of gratitude.
- Cash prizes or valuable gifts.
- Diplomas of distinction and awards in various categories.

In addition, from the student incentive fund, special one-time financial support or material assistance may be provided to talented students who are winners of international, national, or university-level competitions, or those who are in need of social protection due to specific circumstances (such as the death of parents, disability, or financial hardship), as determined by the University Council's criteria.

66. Students are rewarded based on recommendations from the vice-rector for youth affairs, the Department of Spiritual and Moral Education, faculty deans, the primary organization of the Uzbekistan Youth Union, the Women's Issues Advisory Council, or by the decision of the Scholarship Commission. The final decision is made by the rector through an official order.

Chapter 7. Accountability for Violations of Work and Academic Discipline

67. For the first instance of a work discipline violation or for negligent conduct, the university may apply the following measures:

- A warning.
- Revocation of a one-time bonus (if outlined in local reward documents).
- Denial of rewards.

Section 68. For violations of work discipline, the university has the right to impose the following disciplinary actions:

1. Reprimand.
2. A fine not exceeding 30% of the average monthly salary.
3. A fine not exceeding 50% of the average monthly salary for violations specified in Section 27 (the deduction of fines from wages must comply with labor laws).
4. Termination of the employment contract.

Disciplinary actions not specified in this section are prohibited.

69. Disciplinary measures and sanctions are applied through an official order from the university rector. Both a disciplinary measure and a sanction cannot be applied simultaneously for the same violation of labor discipline.

70. A fine may be imposed as a disciplinary measure, regardless of whether the employee has previously received a reprimand for the same violation.

71. Before imposing a disciplinary measure, the employee is required to submit a written explanation. If the employee refuses to provide one, this refusal does not prevent the imposition of the disciplinary measure. The refusal must be documented.

When applying the disciplinary measure, the severity of the violation, the circumstances in which it was committed, and the employee's prior work and behavior must be taken into account.

72. Disciplinary measures must be applied immediately after the violation is discovered, but no later than one month from the date of discovery. The period during which the employee is on sick leave or vacation is not included in this time frame.

73. No disciplinary measure can be applied after six months from the date the violation occurred, or two years if the violation was identified during a financial audit or inspection. This period excludes time during which criminal proceedings are conducted.

74. The order regarding the disciplinary measure must be communicated to the employee, and a written acknowledgment must be obtained. If the employee refuses to sign, this must be documented accordingly.

75. Only one disciplinary measure can be applied for each specific violation.

76. The duration of a disciplinary measure cannot exceed one year from the date it is imposed. If no further violations occur within this period, the employee is

considered to have no disciplinary record after one year. No official order is required to remove the disciplinary measure after this period.

77. Disciplinary measures may be removed before the end of the one-year period on the initiative of the rector, at the request of the employee, or at the recommendation of the employee's direct supervisor. This removal must be formalized by an official order from the rector.

78. Employees may appeal disciplinary measures in accordance with the procedures outlined in labor laws.

79. If an employee directly causes damage to the university or its property, they may be held materially responsible in accordance with the law, in addition to any disciplinary measures imposed.

80. While a disciplinary measure is in effect, the employee is not eligible for any rewards or incentives.

81. Employees, students, and doctoral candidates are accountable for violations of the university's Code of Ethics, the university's anti-corruption policy, and other internal regulations. The following sanctions may be applied:

- a) For students
 - Warning.
 - Reprimand.
 - Expulsion from the university.
 - Students who miss 10 to 26 hours of classes without a valid reason may receive an official warning from the dean.
 - Missing 28 to 32 hours without a valid reason may result in a reprimand.
 - Serious violations of internal regulations or acts that cause significant harm to others or violate high ethical standards may result in expulsion.

- b) For doctoral candidates:
 - Reprimand.
 - Expulsion from the doctoral program.

Disciplinary measures must be imposed within one month of discovering the violation and no later than six months after the violation occurred, excluding time spent on sick leave or academic leave.

The duration of a disciplinary measure for students or doctoral candidates cannot exceed one year. If no further violations occur within this period, the disciplinary record is considered cleared after one year, and no official order is required to remove it.

Disciplinary action applied to a student or doctoral student may be lifted before the completion of one year, based on their exemplary behavior, high academic

performance, involvement in scientific research, or active participation in the university's social life. This can be done on the recommendation of the relevant faculty dean, head of the master's department, or the head of the academic department, by order of the rector.

82. Students may be expelled from the university under the rules established by the "Regulations on the Transfer, Reinstatement, and Expulsion of Students from Higher Education Institutions," approved by the Cabinet of Ministers of Uzbekistan in Resolution No. 393 dated June 20, 2017, in the following cases:

- a) At their own request;
- b) Due to transfer to another educational institution;
- c) For health reasons (based on a medical commission report);
- d) For violations of academic discipline, the University's Code of Ethics, or these Regulations;
- e) For missing more than 74 hours of classes without valid reasons within one semester;
- f) For failing to pay tuition fees on time (for students studying on a paid-contract basis);
- g) If the student is sentenced to imprisonment by a court;
- h) If it is found that the student violated the examination process based on a court decision (students expelled for this reason will not be reinstated);
- i) Due to death.

83. A student who has been subject to disciplinary action may appeal against the legality and fairness of the applied penalty according to the procedures established by law.

84. Information on disciplinary actions taken against a student is stored in their personal file.

85. When a student is expelled from the university, they are provided with their personal documents and an official transcript. A copy of this transcript is placed in their personal file.

86. During military service, medical recovery, pregnancy, childbirth, and childcare leave, students are entitled to academic leave in accordance with the established legal procedures.

Chapter 8. Special Provisions

87. In cases where an employee cannot perform their duties at their workplace (university premises) due to quarantine or similar restrictions, the employer may transfer the employee to remote work, a flexible schedule, or a home-based work mode, with the employee's consent, under the procedures set by law. In such cases:

- The necessary equipment and/or tools required for performing the employee's tasks should be provided by the employer if requested by the employee in writing.

- If the equipment or tools provided by the employer are damaged due to the employee's fault, the employee is liable to compensate the employer in accordance with current legislation.

- If the employee uses their own equipment and/or tools, including communication means such as the internet, the employer reimburses the employee for the costs up to one minimum wage amount.

- If necessary, the employer may transfer the employee back to the permanent workplace with one day's notice via communication means, and this will be formalized through an order.

- Communications between the employee and employer via electronic document exchange will be conducted according to the internal local regulations of the university and other applicable legal procedures.

- Employees transferred to remote work retain their rights to annual leave, sick pay, and other benefits as provided by law and the university's collective agreement.

Remote work is defined as a work method in which the employee performs their duties outside the employer's location, either directly or indirectly supervised, and outside the usual workplace or designated site.

88. Priority for transferring to remote work, flexible schedules, or home-based work is given to pregnant women, the elderly, people with disabilities, and those with chronic illnesses.

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

Chapter 9. Final Provisions

90. The rector and vice rectors of the university will receive citizens in accordance with the schedule approved by the relevant procedures.

91. All newly hired employees and students must be introduced to these Regulations by the Human Resources department, and they are required to acknowledge their familiarity with them through their signature.

92. Each employee has the right to protect their rights as outlined in legal regulations, these Regulations, other internal university documents, and the employment contract through the means and methods provided by law. If an employee believes their rights have been violated, they are entitled to file a complaint either independently or through the University Trade Union Committee. The complaint will be reviewed according to established procedures, and the employee will be informed of the outcome.