**About the “Career Center” under the “Department of Marketing and Student Practice” of Uzbekistan State World Languages ​​University**

**LAW**

**I. General rules**

This resolution ensures the implementation of some provisions of the protocol of meeting No. 34, held on June 16, 2021 under the leadership of the President of the Republic of Uzbekistan Sh.M. Mirziyoyev and the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan in accordance with the order of the rector of the Uzbekistan State World Languages University ​​No. 315 dated July 27, 2021 in connection with the implementation of the ministerial order No. 314 dated July 23, 2021 at the Uzbek State University. World Languages ​​(hereinafter referred to as the university) determines the procedure for the activities of the “Career Center” (hereinafter referred to as the Center) under the “Department of Marketing and Student Practice”.

The Center operates in accordance with the Law of the Republic of Uzbekistan “On Education”, decrees and orders of the President of the Republic of Uzbekistan on regulating the field of education, resolutions of the Cabinet of Ministers of the Republic of Uzbekistan. Uzbekistan and orders, decisions of the Board of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan and orders of the Minister of Higher and Secondary Special Education of the Republic of Uzbekistan, decisions of the University Council, orders of the University Rector and other regulatory and legal documents based on local documents.

The Center monitors the number of graduating students, their employment, provides periodically updated information to graduating students about available jobs in large, medium and small state and non-state enterprises and institutions and it is the structural structure of the university that carries out such tasks as sending, preventing the occurrence of bureaucratic obstacles in the system, forming analytical data and optimizing the decision-making process.

**II. Composition of the center**

1. Center; consists of the head of the center, a specialist and a marketer.
2. The head of the center is headed by the head of the department of marketing and student practice. The duties of the head of the center include the following:
* Organizing of the work of the center, distribution of tasks among employees, ensuring effective and timely performance of assigned tasks;
* Control of observance of labor and production discipline by the employees of the center;
* To inform students about the knowledge, skills and qualifications required for jobs;
* To study the compliance of the professional knowledge of graduates with the requirements of employers through the continuous implementation of marketing research in the market of educational services;
* Preparation of proposals for the opening of new educational directions and specialties, taking into account the development prospects of the economy of the Republic and relevant regions and social sphere networks;
* Drafting of contracts on personnel training and employment with employer enterprises and organizations, as well as establishing cooperation relations with them;
* Presenting information about the real needs of personnel and the results of distribution and placement of graduates to the final job to the Ministry of Higher and Secondary Special Education;
* Participation in international exhibitions and fairs in order to demonstrate the university's academic, scientific and personnel potential and establish cooperation with foreign higher education institutions;
1. The chief specialist of the Department of Marketing and Student Practice works as a specialist of the center. Duties of the specialist include:
* Creating a database of graduates;
* To inform university students and graduates about the vacancies currently available and required by the labor market;
* Organization of "Career Day" informative event and job fairs for graduates at the university;
* Creation of a database on the needs and opportunities of consumers of educational services, taking into account the ratio of supply and demand for personnel in the labor market.

**Participants of the Fair** — Ministry of preschool and school education, head office, city-regional departments, department-owned schools, graduate students, vocational college **graduate students, unemployed**, vacancies available **organizations**, private organizations, **commercial banks**, as well as other individuals and legal entities who expressed their desire to participate in the fair, to ensure their participation in this event.

* Organizations offering jobs at the fair should **present** their available vacancies, mini-technologies, types of commercial loans, and other information**.**
* The place, date, time and phone numbers of the fair **should be announced in** the mass media **10 days before the fair**.
* The fair should be held **from 9:00 a.m. to 6:00 p.m.** **(the fair should not be held on Sunday).**

**Fair participants are prohibited from:**

* carrying out actions that endanger public safety, people's lives and health, violate the established order of organizing and holding the fair, or encourage such actions;
* cold, firearms, gas or other weapons, pyrotechnic devices, ammunition, flammable and poisonous substances, stabbing, cutting and other objects, as well as the use of such kind of things which might be a danger to people's life and health and bring of specially prepared or adapted items that can cause materialistic loss to citizens or organizations;
* coming with animals to the place where the fair is held;
* being intoxicated or in a state that affects the intellectual performance of a person as a result of consumption of narcotic drugs, psychotropic or other substances.

1. The marketer of the Department of Marketing and Student Practice works as a marketer of the center. Duties of a marketer include:

Informing students about the knowledge, skills and qualifications required for jobs;

 Forming a portfolio of orders, assigning graduates to work;

To study the accordance of the professional knowledge of graduates with the requirements of employers through the continuous implementation of marketing research in the market of educational services;

Formation of the current and prospective "portfolio of orders" for personnel, taking into account the needs of employers in terms of education and qualification;

Publish information about graduates to employers through the mass media and post them on the university website.

**III. The purpose of the Center**

2. Helping students in their personal growth and improving their skills, assisting students to become educated and enhance their experience in their field, training intellectual personnel for society and helping them find work, representatives of partner enterprises and organizations meet with students at least twice a month special "Career Development" program in order to create appropriate conditions for university students to carry out selection work, to learn how to search for suitable vacancies in the labor market and to learn the methods of interviewing with employers (online) course organization and supervision, including the goals - connecting students and employers in a higher education institution.

**IV. Duties of the Center**

3. The tasks of the center are as follows:

* To teach students the skills of searching for suitable vacancies in the labor market, how to prepare a resume for employment and interview with an employer, introduce them to the documents required for employment based on legal documents on labor;
* Involving advanced specialists of educational institutions to guide students to the profession, present the current and prospective situation in the labor market, modern information on specific professions, employers, prospective educational fields;
* Organization of job fairs, career days with the participation of labor bodies, educational institutions, interested agencies and organizations, and implementation of events that increase students' interest in future professional goals;
* Preparation and publication of the university's specialist training, current work (career) of university graduates, and other organizational materials in this direction;
* Continuously carrying out marketing research in the market of educational services, studying the professional skills (qualifications) of graduates who are placed in educational services, that is, bachelor's degrees, masters and their employers (demands) determining compliance with the requirements of consumers;
* Objects of job distribution, including the ratio of supply and demand for graduates of bachelor's courses and master's specialties - consumers of educational services (employer enterprises, organizations with different forms of ownership - state and local government bodies, state and non-state organizations, etc.) to create a complete databank by assessing the structure, determining and grouping their geographical location, analysing potential opportunities;
* Create a databank about the graduates of the current academic year (in the field of education and specializations, with full-time and part-time forms of education based on a state grant and tuition fee contract, indicating their surname and first name);
* Establishing new contacts with young professionals employed in the current academic year and during the previous academic years, providing them with practical and methodological support in necessary cases, giving advice and summarizing the results of labor activities;
* Choosing ways to influence employers (consumers) through information, about graduates through mass media (newspapers, magazines, radio-television, website) to ensure the publication of information, post on the university website, publication of information and their delivery to consumers (employers), content of advertisements, rough copies of advertising modules, participation in preparation of texts of articles, scripts of video and audio recordings;
* To study and analyze the process of formation of professional skills in students of higher (graduate) courses in accordance with the bachelor's (master's) education level and the requirements of employers (consumers) and to form a competitive graduate personality based on the analysis of the results of marketing research, presenting the recommendations of customers (consumers) to relevant faculty, departments and educational-methodical departments;
* Evaluating the level of professional skills of competitive graduates who are preparing for bachelor's degrees and master's degrees in other higher-educational institutions, their advantages and disadvantages, and comparison with their own graduates;
* Taking into account the achievements of scientific and technical development and to improve the professional skills (qualifications) of bachelor's and master's graduates, to develop proposals and recommendations for improving the competitive future specialist;
* Ensuring the participation of the higher-educational institution in republic, regional and international exhibitions and fairs in order to demonstrate the capabilities and advantages of graduates in bachelor's and master's majors; organization of exhibitions and showcases on the territory of the institution;
* Coordinating student admission and graduate employment plans with all relevant departments of the higher-educational institution in order to provide employers with graduates within the specified periods in accordance with the contracts signed between the university and the employer organization;

In cooperation with the relevant branches of the university (councils, faculties, departments, etc.), three-year guaranteed work of graduates of bachelor's and master's specialties on the basis of a state grant, as well as increasing the level of professional activity of young professionals undergoing three-year mandatory work development and implementation of measures related to the work and their promotion from the ranks of the service.

**V. Center's rights and obligations**

7. The Center has the following rights:

* Requiring information from relevant departments of the university (scientific and methodical councils, educational and methodical departments, faculties, departments) in order to carry out the necessary works within the powers of the center;
* Involve university professors and leading experts of employer (consumer) institutions, enterprises and organizations (on the basis of agreement) to design and organize a system for conducting marketing research, assigning graduates to work, and distributing information about them;
* Taking into account the requirements and recommendations of employers (consumers) within the framework of State education standard, making suggestions on improving the professional qualities and competitiveness of graduates, introducing advanced pedagogical and information technologies into the educational process;
* Analysis of employers' (consumers') opinions, objections, shortcomings and reasons for rejection of young professionals and suggestions for improving the quality of education, as well as formation of a new generation of graduates who meet the requirements of the educational services market, including giving recommendations to basic higher-educational institutions;
* Development of recommendations on eliminating shortcomings in existing educational methods (technologies) based on the suggestions of employers (consumers);
* Implementation of cooperation with relevant institutions, enterprises and organizations on job distribution and job placement of graduates;
* Evaluation of the effectiveness of the activities of faculties and relevant departments on the content of advertisements about graduates and the publication and delivery of information to consumers through mass media and printed publications;
* To organize the participation of employees of the higher-educational institution in republic and international exhibitions, fairs, meetings and conferences in order to demonstrate the capabilities and advantages of graduates;
* Submitting suggestions on incentives or taking measures according to the results of the work of the employees of the Marketing and Student Practice Department, who are responsible for the center's activities.

8. The Center has the following obligations:

* Prepare high-quality and timely drafts of database and documents and approve them in the established order, make reasonable proposals to the ministry;
* Organization of employment of graduate students at the university and its monitoring based on existing requirements, keeping normative and other documents of this process, fully complying with their requirements.

**VI. Structure and financial support of the Center**

9. The activities of the center are carried out by employees of the Department of Marketing and Student Practice.

10. Employees responsible for the activity of the center will receive additional allowances from the extra-budgetary funds of the institute.

**VII. Final Rules**

11. Disputes arising on the issues specified in this Regulation will be resolved on the basis of legal documents.

12. This Regulation was discussed and adopted at the meeting of the University Council and approved by the Rector of the University.

Amendments and additions to this Regulation are implemented by legislative documents, decisions and orders of the Ministry of Higher Education of the Republic of Uzbekistan, and the decision of the University Council.