

**REPUBLIC OF UZBEKISTAN
MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION**

UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

A P P R O V E D
**Rector of Uzbekistan State World
Languages University**
I.M.Tuxtasinov

" ____ " _____, 2024

**CRITERIA FOR ACCEPTING REGULATORY DOCUMENTS OF
UNIVERSITY STUDENTS**

GUIDELINES

TASHKENT – 2024

1. GENERAL PROVISIONS

The Procedure for the formation, maintenance, and storage of personal files of those studying at the university (hereinafter referred to as the Procedure) is considered a local document of the Uzbekistan State World Languages University and sets the unified requirements for the formation, maintenance, and storage of personal files of undergraduates, graduates, and doctoral students (hereinafter referred to as "students").

This procedure is developed based on the Regulation "On the procedure for admitting students to undergraduate programs of higher education institutions" approved by the Resolution No. 393 of the Cabinet of Ministers of the Republic of Uzbekistan dated June 20, 2017, the Regulation "On the procedure for admitting students to master's programs of higher education institutions," and the Regulation "On improving the procedure for admitting and teaching foreign citizens in higher education institutions of the Republic of Uzbekistan" approved by the Resolution No. 169 of the Cabinet of Ministers of the Republic of Uzbekistan dated August 4, 2008, as well as other local documents.

1.1 The regulations must be applied in all relevant departments of the university and must be established within the specified timeframes.

1.2 The information in the cumulative file is considered the personal data of the student and is deemed confidential.

Persons entitled to access information from the student's cumulative file must adhere to the following:

1.3 It may be issued based on the requirements duly formalized by the competent authorities:

1.4 If a power of attorney is duly formalized through a notary:
All information is provided based on the permission of the university rector.

1.5 Disciplinary actions as defined by current laws (disciplinary, material, administrative, civil, criminal) will be applied to responsible employees who violate the requirements of this Regulation.

1.6 The responsible secretary of the university admissions committee, the Human Resources department, the International department, the Scientific staff department, the Student Affairs department heads, and the archive manager are responsible for the implementation of these Regulation requirements.

2. LIST OF DOCUMENTS IN THE FILES

2.1. The file consists of information pertaining to the student, and each file will consist of a separate folder.

2.2 The file for admitted applicants consists of the following documents:

- Application form – Includes personal information of the applicants, the academic year and faculty they are admitted to, the name of the direction and form of education, phone number, and other information related to the applicant.

Identity document – Passport or ID card (copy).

Photographs – Four colored photographs of 3x4 cm size.

Permission for participation in the test (Applicant's permit).

Document confirming the results of the test (answer sheet or recommendation).

Applicant's previous educational information – The original diploma of the vocational college or academic lyceum completed by the applicant, for applicants who graduated from general education schools before 2022, the original certificate must be submitted, and starting from 2023, due to the transition to electronic certificates in schools, a copy of the certificate.

Copy of the language proficiency certificate used for admission (if available).

If the applicant has documents confirming preferential rights, such as (disability of parents or the applicant's disability in group 1-2, iron notebook, list of women, and similar benefits).

Documents related to grants (scholarships) for study or covering study expenses (if available).

2.3 Students who have transferred their studies have a compiled file consisting of the following documents:

- title sheet certified by the test center;

- extracts from orders related to the student (admission to study, transfer from course to course, transfer, exclusion from study, reinstatement, granting academic leave, changing surname, etc.);

- certificates, applications related to the student, including academic certificates and diplomas issued by other educational institutions;

2.3. The copies of the original documents attached to the compiled file are signed by the responsible employee of the relevant department of the university, with their position, name, surname, and date, and are sealed with the department's stamp.

3. FORMATION OF PERSONAL FILES

3.1. For each applicant who submits documents for admission to the university, a personal compiled file is maintained by the admissions committee. The applicant is provided with a receipt confirming the acceptance of their documents.

3.2. Information about the applicant is entered into the electronic database of the admissions committee.

3.3. The responsibility for the completeness and accuracy of the compiled files of applicants and the information entered into the electronic database lies with the technical secretaries responsible for the field of education. The responsible secretary supervises the activities of the technical secretaries.

3.4. In the compiled file of students transferred to continue their studies from another higher education institution, the following additional documents are attached to those specified in clause 2.2 of the Regulation: academic certificate, copy of the rating book, copy of the order on exclusion from the list of students, personal plan given to eliminate the difference in subjects (if any).

3.5. The compiled files of doctoral students are formed by the scientific department and consist of the following documents:

- personal application;
- copy of the identity document;
- copy of the higher education diploma with an appendix;
- 4 photos of size 3x4;
- list of published scientific works;
- personal work plan;
- extract from documents related to entrance exams;
- documents about personal achievements.

4. STORAGE OF COMPILED FILES

4.1. During the period of study at the university, the student's personal compiled file is kept in the student department. The responsible employees of the relevant departments are accountable for maintaining and storing the compiled files of all students.

4.2. The right to view the student's personal compiled file is granted to the university rector, vice-rectors for academic and scientific affairs, faculty deans and their deputies, staff of the academic administration, legal advisor, and members of the admissions committee.

For other persons, the right to familiarize themselves with personal compiled files is granted with the permission of the vice-rector for academic affairs.

4.3. Copying from the original documents stored in the personal file is allowed only with the permission of the head of the relevant department.

4.4. Graduates who complete their studies on a state grant basis are given an extract from the diploma of higher education. These graduates will not be given the

original or a copy of the diploma until they have worked for three years (except for students admitted from the 2024/2025 academic year).

Applicants are responsible for submitting their documents on time and in full.

The information and document submission procedure mentioned above is essential for properly organizing the admission process of applicants. Each applicant must submit their relevant documents within the specified period and without deficiencies. In this way, all preparations for the start of studies are successfully carried out.

AGREED:

**Vice-Rector for Academic
Affairs**

M. Chutpulatov

**Head of Human Resources
Department**

X. Musaxonov

**Head of Student Affairs
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A. Namazov

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