

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND
INNOVATIONS OF THE REPUBLIC OF UZBEKISTAN
UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY**



Community service guidelines

REGULATIONS

on the Procedure for Financial Support of Students

Outline

Chapter 1. General Provisions

Chapter 2. Requirements for Students Recommended for Financial Incentives

Chapter 3. Procedure for Acceptance of Documents by Students Applying for Financial Incentives

Chapter 4. Criteria for Evaluating the Main Indicators of Students Recommended for Financial Incentives

Chapter 5. Selection of Students Recommended for Financial Incentives

Chapter 6. Final Provisions

REGULATIONS
on the Procedure for Financial Support of Students
from the Student Incentive Fund Formed from the University's Budget
and Extra-Budgetary Funds

This Regulation, in accordance with the Cabinet of Ministers Resolution No. 59 of January 31, 2020 “On Determining the Amounts of Scholarships Paid to Students of Higher Educational Institutions and Improving the Procedure for Assigning and Paying Scholarships,” and the Order No. 97 of February 8, 2020 of the Ministry of Higher and Secondary Specialized Education, defines the procedure for financial support of students of Uzbekistan State World Languages University (hereinafter – the University) who have excellent and good grades, are talented, active in public work, and socially vulnerable, based on the results of the academic semester.

Chapter 1. General Provisions

1. These Regulations apply to all students enrolled on a full-time basis in undergraduate and graduate programs of the University, funded by the state grant or on a tuition contract basis (evening, second specialty, international faculty, and foreign students are excluded).
2. In accordance with these Regulations, a Working Group is established by order of the University Rector to provide financial incentives to students funded by the state grant or tuition contract. Based on the recommendations of the Working Group, financial support to students from the Student Incentive Fund is carried out by order of the Rector.
3. Financial incentives are provided in the following cases:
 - For tuition contract students who have achieved only “excellent” grades (score of 86 and above) in all subjects at the end of the academic semester, a bonus of 20% of the basic scholarship amount is established, regardless of whether the student receives a scholarship.

- For state grant and tuition contract students who have achieved “excellent” and “good” (with up to 30% of subjects graded “good”) grades, who are particularly talented and capable, active in scientific, spiritual-educational, and public work, a bonus of up to 50% of the established scholarship amount is provided.
 - For state grant and tuition contract students in need of social protection, a bonus of up to 50% is provided.
 - For state grant and tuition contract students who are particularly talented and have won international, national, or university-level academic olympiads or sports competitions, a one-time incentive of up to 10 times the basic scholarship amount is provided.
4. Students admitted to the undergraduate program on an additional tuition contract basis by decision of the State Commission for Admission to Educational Institutions of the Republic of Uzbekistan become eligible for financial support from the second semester of the academic year in which they were admitted.
 5. Incentive work for students who, at the end of the academic semester, have achieved “excellent” and “good” (with up to 30% of subjects graded “good”) grades, are talented, active in public work, and socially vulnerable, is carried out by the Working Group as needed and at specified times.
 6. These Regulations apply only for one corresponding semester.

Chapter 2. Requirements for Students Recommended for Financial Incentives

7. The average academic performance of the student recommended for a financial incentive during the study period (except for first-year students for the first semester) must be “excellent” and “good” (with up to 30% of subjects graded “good”), be talented, active in scientific, spiritual-educational, and public activities, and socially vulnerable.

8. When considering issues of financial incentives, the Working Group takes into account the following main criteria:

- Academic performance at the end of the semester must be “excellent” and “good” (with up to 30% of subjects graded “good”).

- The list of students to be rewarded must be submitted based on the minutes of the Faculty Council.

- Based on the conclusion of the Working Group, a financial incentive of up to 5 times the basic scholarship is set according to the following indicators; in exceptional cases, other amounts may be set as per instructions from higher ministries and departments. Particular attention is paid to:

9. Youth Union BT coordinators and faculty leaders;
10. “Shield” team members;
11. Faculty press secretaries;
12. Activity in public life, participation in various projects, initiative;
13. Active participation in sports events;
14. Active participation in events held within the framework of the 5 important initiatives;
15. Winners and prize-winners of contests organized by the university;
16. Talented students involved in conducting classes in public circles with international or national certificates;
17. Student’s participation in spiritual-educational, public activities, and various directions of university activities;
18. Student’s organizational and leadership abilities;
19. Results of the student’s scientific and creative activities;
20. Student’s need for social protection;
21. Student’s compliance with university internal regulations (only reprimands issued by the Rector or Dean may serve as grounds for refusal of incentives).

Chapter 3. Procedure for Acceptance of Documents by Students

Applying for Financial Incentives

9. The student applying for financial incentives must submit the following documents to the dean's office at the end of the academic semester:
- Application addressed to the Rector of the University;
 - Questionnaire of the student applying for financial support;
 - A completed table according to the “criteria for evaluating the activity of a student applying for financial incentives at the end of the academic semester”;
 - Certified copies of all supporting documents for the bonuses indicated in all areas specified in the “criteria for evaluating the activity of a student applying for financial incentives”;
 - Recommendation from the Youth Union BT leader at the university;
 - Faculty dean's characterization;
 - In special cases, instructions from higher ministries and departments.
10. The dean of the faculty must submit the above documents for the application to be reviewed by the Working Group.

Chapter 4. Criteria for Evaluating the Main Indicators of Students

Recommended for Financial Incentives

11. The main criteria for evaluating students recommended for financial incentives are as follows:

11.1. Academic performance at the end of the semester in all subjects – is considered the main criterion:

All subjects “excellent” (100%): 20% bonus.

- “Excellent and good” (up to 30% of subjects “good”): eligible for the incentive competition.
- 11.2. Active participation in spiritual-educational, public, and other activities:

- For active participation in events of the university, schools, and communities in the 5 main areas recommended by the President – 10% bonus (per semester);
- For active participation in the organization of spiritual events at the university – 10% bonus (per semester);
- For active participation in competitions such as “You Are Unique, Sacred Homeland!”, “Student Theater Studio”, “Zakovat”, “KVN”, “Intellect Tests”, “Clever Reader” – 10% bonus (per semester);
- For active participation in various national and international competitions – 10% bonus (per semester);
- For publications in mass media – 10% bonus (per semester);
- For leadership in the Youth Union during the semester:
 - Leader – 50% bonus
 - Deputy leader – 50% bonus
 - Secretary (Press secretary) – 40% bonus
- For faculty leadership in the Youth Union – 30% bonus (per semester)
- 11.3. Results of the student’s scientific and creative activities:
 - For publishing one article or two theses as sole author at national conferences – 10% bonus (per semester);
 - For publishing two articles and two theses at international conferences – 20% bonus (per semester);
 - For publishing two articles in local journals included in the Higher Attestation Commission’s list – 30% bonus (per semester);
 - For publishing two articles in foreign journals recognized by the Higher Attestation Commission – 40% bonus (per semester);
 - For publishing one article in scientific journals included in the “Scopus” and “Web of Science” international scientific databases – 50% bonus (per semester);
 - For obtaining an author’s patent for an invention or winning a startup project competition – 50% bonus (per semester)

- 11.4. Prize-winning students in individual or team contests at international or national level:

- Individual: 1st place – 50% bonus

- Team: 1st place – 30% bonus

- 11.5. Social protection need:

- If the student's father is classified as Group I disabled – 30% bonus (per semester)

- 11.6. For students who have won olympiads or sports competitions at the international or national level, a one-time incentive is provided:

- Individual: 1st place – 10 times bonus

- Team: 1st place – 6 times bonus

12. If a student's academic performance at the end of the semester is below the required "excellent and good" (with up to 30% "good" grades) (except for socially vulnerable and those eligible for one-time or financial aid payments), the application will not be considered.

13. Exceptions to the academic performance requirements in clause 11.1:

- Socially vulnerable students (deaf-mute and visually impaired, students raised in orphanages, students with disabilities, or whose father is Group I disabled);

- Special cases serving as grounds for a one-time incentive or financial assistance.

14. In special cases, students applying for a one-time financial support or aid cannot simultaneously claim a percentage-based bonus and vice versa.

15. The total sum of bonuses for recommended students should not exceed 50%.

Chapter 5. Selection of Students Recommended for Financial Incentives

16. From the end of each academic semester until the start of the next semester, the Working Group must carry out activities for providing financial incentives to students.

17. During this period, lists of students from all groups and supporting documents reflecting the student's activity during the previous semester are accepted by the Working Group from the deans.

18. Before the start of the next semester, the Working Group reviews the indicators for recommended students according to the “Table for evaluating the activity of students applying for financial incentives” and makes a decision on whether to recommend financial support.

19. The Working Group has the right to recommend or refuse financial incentives to a student. In case of refusal, the reasons are recorded in the minutes of the relevant Working Group meeting.

20. The decision of the Working Group on recommending students for financial incentives is valid for the current semester.

21. Copies of the minutes of the relevant Working Group meeting are approved by the Rector within three working days and submitted to relevant departments (HR, Deans, Accounting, etc.). The list of students recommended for bonuses and financial assistance, indicating the percentage and amount, is attached.

All persons involved (deans, Youth Union BT leader, and Working Group) are responsible for the accuracy and validity of all documents submitted under these Regulations.

22. Based on the decision of the Working Group and the order of the Rector, the bonus is calculated and paid from the first month of the current semester.

23. Applications and supporting documents submitted for a particular semester are not considered as grounds for financial incentives in subsequent semesters.

Chapter 6. Final Provisions

24. Compliance with these Regulations, as well as the participation, academic performance, discipline, and public activity of students who have received financial incentives from the University, is monitored by the deans and the Youth Union BT leader.