

REPUBLIC OF UZBEKISTAN
ORDER OF THE MINISTER OF HIGHER EDUCATION,
SCIENCE AND INNOVATIONS

2024, "2" December

No. 451

Tashkent city

**On regulating the procedure for reviewing student appeals
regarding assessment of student knowledge in higher education
institutions and for recording student class attendance**

For the purpose of fulfilling the tasks set out in the "Roadmap for 2024–2025 on reducing corruption risks in higher education", approved by the Anti-Corruption Agency and the Ministry of Higher Education, Science and Innovations, and preventing corruption risks in higher education institutions:

I HEREBY ORDER:

1. The "Roadmap for 2024–2025 on reducing corruption risks in higher education" No. 01-23-205, approved by the Anti-Corruption Agency and the Ministry of Higher Education, Science and Innovations, shall be adopted as a guiding and implementing document.

2. The following shall be approved:

The procedure for correcting grades incorrectly assigned to students by faculty members and for students to submit appeals — in accordance with Annex 1;

Specific criteria for recording students' absence from classes as excused during the attendance-keeping process in higher education institutions — in accordance with Annex 2.

3. The Department for Implementation of Information and Communication Technologies and Digitalisation (X. Sultanov), and the Centre for Development of Digital Educational Technologies shall:

a) create, in the HEMIS information system, the capability for correcting grades incorrectly assigned to students by faculty members on the basis of appeal results. The Vice-Rector for Academic Affairs (Deputy Director) of the higher education institution shall be designated as responsible for grade corrections in the HEMIS system;

b) create, in the HEMIS information system, the capability for recording student absences as excused during the attendance-keeping process. Faculty deans or the Head of the "Registrar's Office" shall be designated as responsible for recording excused absences in the HEMIS system.

4. It is hereby established that:

Tutors shall be responsible for submitting to faculty deans information on recording student absences as excused during the attendance-keeping process in the HEMIS information system;

Deans shall be responsible for submitting to the Vice-Rector for Academic Affairs (Deputy Director) information on corrections to grades incorrectly assigned to students by faculty members, and on grade corrections made on the basis of students' appeal results.

5. Rectors and Directors of higher education institutions shall:

ensure that all employees, faculty members, and students of the institution are familiarised with the substance and purpose of this Order, and that the tasks set out in this Order are carried out in a timely and high-quality manner by the responsible persons;

pay particular attention to ensuring that when responsible persons make changes to student grades in accordance with the established procedure, a student who has already received a grade of "3" (satisfactory), "4" (good), or "5" (excellent) for a given assessment is not permitted to retake that assessment.

6. The Department for Organising, Licensing, and Quality Assurance of Educational Institutions (A. Xoliqov) shall, within one month, ensure that a seminar is organised for Vice-Rectors for Academic Affairs (Deputy Directors) of higher education institutions on the proper practical implementation of the tasks set out in this Order.

7. Supervision of the implementation of this Order shall be assigned to Sh. Daliyev, First Deputy Minister.

Minister

K. Sharipov

**PROCEDURE FOR CORRECTING GRADES INCORRECTLY ASSIGNED TO
STUDENTS BY FACULTY MEMBERS AND FOR STUDENTS
TO SUBMIT APPEALS**

I. General Provisions

1.1. This Procedure establishes the rules for correcting grades incorrectly assigned to students by faculty members in the HEMIS information system, and for students to submit appeals.

1.2. An incorrectly assigned grade means a grade entered in the HEMIS information system by a faculty member for a subject that differs from the actual grade deserved.

1.3. Incorrectly assigned grades are corrected in the HEMIS information system through the profile of the Vice-Rector for Academic Affairs (Deputy Director).

**II. Procedure for Correcting Grades Incorrectly Assigned to Students
by Faculty Members in Higher Education Institutions**

2.1. Grades incorrectly assigned to students by faculty members shall be corrected on the basis of the following:

An explanatory note submitted to the head of the higher education institution by the faculty member who assigned the grades;

A notification submitted by the faculty dean to the Vice-Rector for Academic Affairs (Deputy Director) requesting correction of the incorrectly assigned grades.

2.2. Grades shall not be amended without justification.

2.3. Grade corrections must be carried out within no more than ten working days from the date the notification is received.

2.4. A grade incorrectly assigned to a student for the same subject may not be corrected more than twice.

2.5. Grades incorrectly assigned due to a technical error shall not be corrected after three days. In this regard, the student is obliged to review the assessment result within 24 hours of its announcement and to lodge a complaint regarding any identified error.

**III. Procedure for Students to Submit Appeals
in Higher Education Institutions**

3.1. An appeals commission shall be established by the faculty dean to review applications from students who are dissatisfied with the results of their knowledge assessment.

3.2. The appeals commission shall be composed of no fewer than 5 members drawn from the academic and pedagogical staff, experienced faculty members, and researchers of the higher education institution. The commission shall include faculty members of the relevant subject who did not participate in the assessment of the student.

3.3. Students dissatisfied with the results of their knowledge assessment shall have the right to submit a complaint to the appeals commission within 24 hours of the announcement of the grades.

3.4. The student shall have the right to participate in the review of their appeal application.

3.5. The appeals commission shall review the complaint within 48 hours and adopt one of the following decisions:

To consider the complaint justified and to uphold it;

To consider the complaint unjustified and to dismiss it.

3.6. The decision of the appeals commission shall be communicated to the student on the same day.

3.7. On the basis of a decision by the appeals commission to consider the complaint justified and to uphold it, grades shall be corrected in the HEMIS information system through the profile of the Vice-Rector for Academic Affairs (Deputy Director).

IV. Final Provisions

4.1. Disputes arising from the rules established in this Procedure shall be resolved in accordance with applicable legislation.

**SPECIFIC CRITERIA FOR RECORDING STUDENTS' ABSENCES FROM CLASSES
AS EXCUSED DURING THE ATTENDANCE-KEEPING PROCESS
IN HIGHER EDUCATION INSTITUTIONS**

No.	Specific criterion for excused absence	Supporting document	Maximum period for which missed classes may be recorded as excused
1.	Temporary incapacity (illness) of the student	Certificate of temporary incapacity for persons receiving education (Form 095/x)	Up to 30 days*
2.	Seasonal medical examination due to existing disability	Certificate of the Medical and Social Expert Commission	For the duration of the examination
3.	Marriage of the student	Student's prior application and marriage certificate	Up to 10 days
4.	Wedding or death of a close (first-degree) relative of the student	Student's application and supporting document	Up to 5 days
5.	Complicated pregnancy, maternity leave before and after delivery	Medical certificate from the medical institution at which the student is registered, birth certificate	Up to 30 days*
6.	Participation of the student in various competitions and events	Letter of request from the relevant ministry, agency, or order of the rector (director) of the higher education institution	For the duration of the event, not exceeding 30 days*
7.	Natural disasters or accidents	Certificate from the relevant authority	For the periods indicated in the certificate, not exceeding 30 days*
8.	Expiry of visa period for international students	Copy of passport and notification from the international relations office	Until the visa is obtained, not exceeding 30 days*

Note.

* Where missed classes exceed 30 days within a semester, regardless of whether they are excused, the student shall be granted academic leave or expelled from the institution in accordance with the established procedure.

Supporting documents confirming the excused nature of the missed classes shall be taken into account only if submitted within 10 days of the date on which the documents were formalised or the student resumed attendance.

A higher education institution may establish additional criteria for recording absences as excused in cases observed beyond those provided for in this annex.

The recording of student absences as excused in the HEMIS information system during the attendance-keeping process shall be carried out by the dean or the Head of the "Registrar's Office", with supporting documents submitted by tutors.