

REGULATION

on the “Career Center” of Uzbekistan State World Languages University

I. General Provisions

This Regulation defines the procedure for the activity of the “Career Center” (hereinafter — the Center) pursuant to the minutes of session No. 34 held on 16 June 2021 under the chairmanship of the President of the Republic of Uzbekistan Sh.M. Mirziyoyev, Order No. 314 of the Minister of Higher Education, Science and Innovation of the Republic of Uzbekistan dated 23 July 2021, the instructions given at the expanded meeting on ensuring the employment of higher education institution graduates held on 8 August 2025 under the chairmanship of the President of the Republic of Uzbekistan Sh.M. Mirziyoyev, and pursuant to the execution of the minutes of Board meeting No. 3 of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan dated 12 September 2025.

The Center carries out its activities on the basis of the Law of the Republic of Uzbekistan “On Education,” decrees, resolutions and orders of the President of the Republic of Uzbekistan regulating the sphere of education and upbringing, resolutions and orders of the Cabinet of Ministers of the Republic of Uzbekistan, resolutions of the Board of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan, as well as orders of the Minister of Higher Education, Science and Innovation, decisions of the University Council, orders of the University Rector, and other regulatory-legal and local documents.

The Center is a structural unit of the University that carries out tasks such as monitoring the number of graduating students and their employment, providing periodically updated information on jobs available at large, medium and small state and non-state enterprises and organizations for graduating students, preventing bureaucratic obstacles from arising in the system, and forming analytical data and optimizing the decision-making process.

II. Purpose of the Center

1. To assist students in their personal growth and skills development, to support students in gaining knowledge and increasing their experience in their field, to prepare capable personnel for society and assist them in finding employment, to create appropriate conditions for representatives of partner enterprises and organizations to visit monthly and carry out selection work among University students, and to organize and supervise open classes called “Career Development” aimed at forming knowledge, skills and competencies among students in searching for vacancies suited to the labor market and in learning methods of interviewing with

employers, as well as to serve the purpose of connecting students and employers at the higher education institution.

III. Tasks of the Center

2. The tasks of the Center are as follows:

- To teach students, on the basis of labor legislation, skills in searching for vacancies suited to the labor market, preparing a resume for employment, and methods of interviewing with employers, and to familiarize them with the documents required for employment;
- To guide students toward a profession by engaging leading specialists of educational institutions, and to familiarize them with up-to-date information on the current and prospective state of the labor market, on specific professions, employers, and promising fields of education;
- In cooperation with the Registrar's Office and the Student Internship Department, to organize job fairs and career days with the participation of labor authorities, educational institutions, and interested agencies and organizations, and to carry out activities that strengthen students' interest in future professional activity;
- To prepare and publish materials on the University's training of specialists, employment of graduates, the current employment (career) status of the University's former graduates, and other organizational materials in this area;
- To continuously conduct marketing research in the market of educational services, studying the professional competence (qualification qualities) of graduates of bachelor's degree programs and master's specialties offered as educational services, and determining their compliance with the requirements of employers (consumers);
- To organize and carry out a system for the advance job placement of graduates of bachelor's degree programs and master's specialties, based on an analysis of the interrelations between various factors (segments) affecting the market and conjuncture of educational services;
- To place a complete database on the Career.edu.uz platform by assessing the structure of job-placement objects — consumers of educational services (employer enterprises, organizations of various forms of ownership — state and local governance bodies, state and non-state organizations, etc.) — including the ratio of supply and demand for graduates of bachelor's degree programs and master's specialties, determining and grouping their geographic location, and diagnosing their potential opportunities;
- To create a database on the current academic year's graduates (indicating, by field of education and specialty, in the context of state-grant and contract-based full-time and correspondence forms of education, their surname and full name);
- To re-establish contacts with the relevant faculty departments regarding young specialists employed during the current and previous academic years, to provide

them, where necessary, with practical and methodological assistance and advice, and to summarize the results of their work activity;

- To select the means of influencing employers (consumers) through information, to ensure that information about graduates (by region, by field of education and specialty) is published through mass media (newspapers, magazines, radio-television, website) and posted on the University's website, and that information is published and delivered to consumers (employers); to take part in preparing the content of advertisements, drafts of advertising modules, texts of articles, and scripts of video and audio recordings;
- To study and analyze the process by which the professional competence qualities of senior (graduating) year students are formed in line with their bachelor's (master's) qualification level and the requirements of employers (consumers), and, on the basis of marketing research results, to submit recommendations from customers (consumers) to faculties, relevant departments, and scientific/educational-methodological units with a view to shaping a competitive graduate;
- To assess the level of professional competence of competing graduates being trained in bachelor's degree programs and master's specialties at peer higher education institutions, their strengths and weaknesses, and to compare them with the University's own graduates;
- To develop proposals and recommendations for improving the personality of a prospective competitive specialist, taking into account advances in science and technology, with a view to improving the professional competence (qualification qualities) of bachelor's and master's graduates;
- To ensure the higher education institution's participation in national, regional and international exhibitions and fairs, and to organize exhibitions and showcase displays on the premises of the institution, with a view to demonstrating the capabilities and strengths of graduates of bachelor's degree programs and master's specialties.

IV. Rights and Obligations of the Center

3. The Center shall have the following rights:

- To request information from the relevant divisions of the University (scientific and methodological councils, the educational-methodological department, faculties, departments) in order to carry out work necessary for the Center's authority;
- To engage, on an agreed basis and in accordance with established procedure, professors and lecturers of the University and leading specialists of employer (consumer) institutions, enterprises and organizations in conducting research, placing graduates in jobs, and designing and organizing a system for disseminating information about them;
- To submit proposals, within the framework of the State Educational Standard and taking into account the requirements and recommendations of employers

(consumers), for improving the professional qualities and competitiveness of graduates and for introducing advanced pedagogical and information technologies into the educational process;

- To analyze the opinions, objections and criticisms of employers (consumers) regarding young specialists, the reasons for rejection, and proposals for improving the quality of education, and to develop, including for reference higher education institutions, recommendations for shaping a new generation of graduates that meets the requirements of the educational services market;
- To develop, on the basis of proposals from employers (consumers), recommendations for eliminating shortcomings in existing educational methods (technologies);
- To cooperate with relevant institutions, enterprises and organizations on the job placement and employment of graduates;
- To assess the effectiveness of the work of faculties and relevant departments in publishing information about graduates through advertisements, mass media and printed publications, and delivering it to consumers;
- To organize the participation of higher education institution staff in national and international exhibitions, fairs, meetings and conferences with a view to demonstrating the capabilities and strengths of graduates.

4. The Center shall have the following obligations:

- To prepare draft databases and documents in a high-quality and timely manner and approve them in accordance with established procedure, and to submit substantiated proposals to the University's management and the Ministry;
- To organize the employment of students at the University and its monitoring on the basis of existing requirements, to maintain the normative and other documents of this process, and to fully comply with the requirements contained therein.

V. Composition and Structure of the Center

5. The Center consists of 2 leading specialists.

6. The job duties of the Center's staff include the following:

- Compliance by the Center's staff with labor and production discipline;
- Keeping students informed of the knowledge, skills and competencies required by employers for job positions;
- Studying the compliance of graduates' professional knowledge with employers' requirements by continuously conducting marketing research in the market of educational services;
- Preparing proposals for opening new fields of education and specialties, taking into account the development prospects of the economy and social sphere of the Republic and the relevant regions;

- Drafting contracts with employer enterprises and organizations on the training of personnel and their employment, and establishing cooperative relations with them;
- Submitting to the Ministry of Higher Education, Science and Innovation information on real personnel needs and on the results of the final job placement and employment of graduates;
- Participating in international exhibitions and fairs with a view to demonstrating the University's academic, scientific and personnel potential and establishing cooperative relations with foreign higher education institutions;
- Creating a database on graduates;
- Providing information to University students and graduates on currently available vacancies demanded by the labor market;
- In cooperation with the Registrar's Office, organizing a "Career Day" information/introductory event and job fairs at the University for graduates;
- Creating 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;
- Organizing workshops between the University, students and enterprises/entrepreneurs (practical training sessions, seminars and trainings with the participation of enterprises and entrepreneurs);
- Keeping students informed of the knowledge, skills and competencies required by employers for job positions;
- Forming a portfolio of orders and placing graduates in jobs;
- Studying the compliance of graduates' professional knowledge with employers' requirements by continuously conducting marketing research in the market of educational services;
- Forming a current and prospective "portfolio of orders" for personnel, taking into account employers' needs for particular fields of education and specialties;
- Publishing information about graduates for employers through mass media and posting it on the University website.

Fair participants — The Ministry of Preschool and School Education, its central administration, city (district) departments, schools under their jurisdiction, final-year students, final-year students of vocational colleges, unemployed persons, organizations with available vacancies, private organizations, commercial banks, as well as other individuals and legal entities wishing to participate, shall be ensured participation in this event.

Organizations offering jobs at the fair shall present their available vacancies, mini-technologies, types of commercial credit, and other information.

- The venue, date, time and telephone numbers of the fair shall be announced through the mass media 10 days before the fair is held.

- The fair shall be held from 9:00 to 18:00 (no fair shall be held on Sunday).

The following shall be prohibited to fair participants:

- Actions that endanger public safety and the life and health of people, that violate the established procedure for organizing and holding the fair, or that incite such actions;
- Bringing into the venue of the fair cold weapons, firearms, gas or other weapons, pyrotechnic articles, ammunition, flammable and toxic substances, piercing, cutting and other objects, as well as specially made or adapted objects whose use may endanger the life and health of people or cause material damage to citizens and organizations;
- Bringing animals to the venue of the fair;
- Being in a state of intoxication, or in a state in which the use of narcotic, psychotropic or other substances affects a person's intellectual-volitional capacity.

VI. Accountability and Financial Support of the Center

7. In its activities, the Center reports to and is accountable to the University's Vice-Rector for Academic Affairs. The Career Center shall submit quarterly reports to the Rector on the effectiveness of its activities.

8. Employees responsible for the Center's activities shall be granted additional bonuses and incentives from the University's extra-budgetary funds, based on their workload, the fulfillment of assigned tasks, the employment rate of graduating students, the degree to which vacant positions at leading employer enterprises and organizations are communicated to students, and other factors.

VII. Final Provisions

9. Disputes arising on matters regulated by this Regulation shall be resolved on the basis of legislative documents.

10. This Regulation shall be discussed and adopted at a meeting of the University Council and approved by the Rector of the University.

Amendments and additions to this Regulation shall be made in accordance with resolutions, decrees and orders of the President of the Republic of Uzbekistan, resolutions and orders of the Cabinet of Ministers of the Republic of Uzbekistan, resolutions and orders of the Board of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan, and legislative documents.

Acting Chairman of the University Council

M.Ch. Chutpulatov