

Uzbekistan State World Languages University
**Regulations on the Procedure for Organising Tutoring – English
translation and summary**

Source: "Tyutorlar_nizomi.pdf" (29 pages, Uzbek). The file contains Annex 1 to Rector's Order No. 416 of 7 October 2021 (the Regulations) and the Ministry's Tutor Journal template (2021). The translation comes first; the summary is at the end of the document.

Annex 1: Tutoring Regulations

Annex 1
to Order No. 416 of the Rector of UzSWLU
dated 07/10/2021

REGULATIONS on the Procedure for Organising Tutoring at the Uzbekistan State World Languages University

1. These Regulations set out the procedure and directions for implementing the tasks set by Decree No. PF-5847 of the President of the Republic of Uzbekistan of 8 October 2019 "On approval of the Concept for the development of the higher education system of the Republic of Uzbekistan until 2030", and by Resolutions of the Cabinet of Ministers of the Republic of Uzbekistan No. 824 of 31 December 2020 "On measures to improve the system related to the organisation of the educational process in higher education institutions" and No. 563 of 9 September 2021 "On measures to increase the coverage of students with accommodation in higher education institutions of the Republic".

I. General provisions

2. These Regulations define the procedure for organising tutoring, a new system of work with students at the Uzbekistan State World Languages University (hereinafter "the University"), as well as the aims and tasks of tutoring and the rights and obligations of tutors.

3. A tutor is an employee of a higher education institution who meets the relevant qualification requirements and has high moral qualities. The tutor supports the students of the group assigned to him or her in their studies and in organising their free time meaningfully; educates them in the spirit of humanism, justice, diligence and love for the Motherland; involves them in clubs and societies organised within the Five Important Initiatives; and works to resolve, in the established manner, any issue or problem that arises during their studies.

The tutor regularly visits the places of residence of students living in student residences and in rented or private housing, studies the conditions there and the students' problems, and takes measures to improve them.

In his or her work, the tutor complies with current legislation, the University's internal rules and code of conduct, and these Regulations.

4. Tutoring is not permitted in the following cases:

tutoring by persons who have not been appointed as tutors by the educational institution;
appointment to the position of tutor of specialists who do not meet the established standards and requirements, or whose knowledge and outlook are not appropriate for the tutoring profession;

5. Overall management of tutors' work in educational institutions is exercised by the Vice-Rector (deputy) for Youth Affairs and Spiritual and Educational Work.

Chapter II. Aims and tasks of tutoring

6. The main aims of tutoring are:

- to organise effectively the integration of teaching and upbringing;
- to regulate relations between the educational institution and students;
- to give students social, spiritual and psychological support so that they understand themselves better, make the right decisions in their studies and in life, and develop a greater love for their chosen profession;
- to increase the effectiveness of the teaching and upbringing process in educational institutions, and to strengthen the role of the Public Council and the mahalla (neighbourhood community) in matters related to improving learners' attendance;
- to analyse students' academic progress and ensure that they spend their free time meaningfully;
- to stay continuously informed about students' social (family) situation.

7. The main tasks of tutoring are:

a) In spiritual, educational and moral education:

- organising regular round tables and meetings with students' parents; helping to strengthen parents' role, obligations and responsibility in their children's upbringing and their relationships with their children; and ensuring that parents are informed about reforms in the education system;
- studying the quality of teaching and upbringing in the educational institution and carrying out measures to improve it further;
- submitting proposals to the management of the educational institution, in line with legal requirements, on preventing the sale of alcohol and tobacco products in areas near the institution;
- creating a methodological basis for further strengthening cooperation between the family, the mahalla and the University;
- taking an active part in organising "First-Year School" events at a high level;
- familiarising the students assigned to the tutor with the institution's code of conduct, the anti-corruption Programme (policy), the University's internal labour regulations and other local documents;
- forming, together with the psychologist, a social and psychological profile of the students;
- educating students in the spirit of respect for national and universal values and for national legislation, and of love for the Motherland;
- educating students in the spirit of intolerance of, and opposition to, vices alien to our rich historical, national and religious traditions, namely terrorism, separatism, proselytism, religious fundamentalism, missionary activity, "mass culture", drug addiction, organised crime and other vices;
- protecting students' legitimate interests and informing them of the opportunities available to them; giving practical help in resolving their problems, including by drawing up records; and taking appropriate measures for their study, research, living and leisure;
- involving students, in their free time, in clubs, societies and competitions within the Five Important Initiatives, and ensuring their participation in the social, political and cultural events of the institution;

- giving special care to students with disabilities, orphans, students deprived of parental care and students from low-income families, and taking measures to provide them with social, spiritual and psychological support in the established manner;
- identifying talented and gifted students, preparing them in a targeted way for national and international competitions, and recommending gifted students for the stipend of the President of the Republic of Uzbekistan and for named state stipends;
- carrying out systematic work with students who have low academic performance or behavioural difficulties;
- also, regularly visiting the places of residence of students living in student residences and in rented or private housing, studying the conditions there, and submitting proposals to the responsible officials on improving them;
- submitting proposals to the University and faculty management on action to be taken against a student who breaches the code of conduct or other rules;
- bringing students to events organised at University, city and national level in an orderly, disciplined and organised manner, and ensuring their participation;
- keeping, in electronic form, a portfolio covering each student's moral, spiritual and educational characteristics and personal data, and a journal recording the "Information and Mentoring Hour" sessions and the various events in the work plan.

b) In teaching and methodological work:

- keeping a daily record of students' class attendance, and submitting memos to the faculty dean's office on measures to be taken regarding classes missed without good reason;
- monitoring students' level of academic achievement; helping to provide them with innovative educational technologies, teaching and methodological materials and information resources, and to use these widely and effectively;
- on the basis of information about a student received by the faculty dean's office, talking with teaching staff together with the group leader; helping a low-achieving student by pairing him or her with a high-achieving student; organising additional classes and consultations; and monitoring that academic debts in subjects are cleared within the set time limits.

c) In science, innovation and research:

- identifying talented and gifted students, preparing them in a targeted way, and involving them in research groups, innovative start-ups and clubs;
- organising students' participation in research events: conferences, seminars, and national and international olympiads and forums;
- supporting and encouraging students' participation in international grants and projects, and arranging for students who are active in science and research to be rewarded by the institution's management and by public organisations;
- advising students on writing research articles, helping them to publish, and giving close support for their future research work.

Chapter III. Rights and obligations of tutors

8. Tutors have the right to:

- observe the classes of the students assigned to them in order to monitor attendance and teaching quality;

- announce to students the procedure for placement in student residences (TTJ), collect and submit the relevant documents from them, and ensure students' participation in the meetings of the commission set up for this purpose;
- give consent to a student's removal from a student residence, and submit proposals on improving students' living conditions;
- work with the faculty dean's office to resolve problems in teaching and upbringing;
- cooperate with the dean's office, the rectorate and public organisations in holding cultural and educational events and sports competitions;
- take part in decisions on issuing a character reference to a student and on granting academic leave, and make full use of the information about the student held by the faculty;
- submit proposals to the faculty dean's office on the student's attendance, academic performance and role in social life, and give an opinion on whether the student should be rewarded or penalised and whether he or she qualifies for special stipends;
- monitor, together with the Youth Union primary organisation, the Trade Union and the Education Quality Control Department, that students' knowledge is assessed fairly.

A tutor may also have other rights not prohibited by law.

9. Tutors have the following obligations:

- to work regularly on students' spiritual, moral and professional education;
- to continuously improve their own skills, professional training, theoretical knowledge and work experience;
- to respect students' honour, dignity and professional reputation;
- to prevent teaching staff from damaging a student's reputation and standing in the educational institution;
- to take account of students' psychological and individual characteristics, physical and mental health and physiological development, and to pay attention to creating conditions for teaching persons with physical, intellectual, sensory or mental impairments;
- to create a database of the students in their tutor groups and submit it to the faculty;
- not to disclose students' personal data without their consent;
- to stay continuously informed about the living conditions of the students in their tutor group who live in student residences, in rented housing, with close relatives or at their own home;
- to ensure the maximum membership of students in clubs and societies, and to monitor their participation in the activities of these clubs and societies;
- to hold regular conversations (in groups and individually) with the students of the academic groups assigned to them;
- to familiarise students and their parents or other legal representatives with the charter of the higher education institution, the internal rules, the code of conduct, the rules for using student residences and other documents regulating educational activity;
- to organise, in line with the timetable, a weekly "Information and Mentoring Hour" and "Soft Skills" training in the academic groups, and to ensure their effectiveness;
- to inform the faculty dean immediately about emergencies and problem situations involving students;
- to carry out regular awareness work, with the participation of specialists, on preventing offences, crime and religious extremism among students;

- to organise continuous preventive work on the harmful effects of using alcohol, tobacco and psychotropic substances;
- to identify students in need of material support and submit proposals to the faculty dean on supporting them socially.

The tutor also performs other obligations in accordance with current legislation, the University's internal rules and code of conduct, and these Regulations.

Chapter IV. Organisation and management of tutoring

10. Tutoring is one of the important areas of the professional activity of the University's teaching staff.

11. In the educational institution, tutors work in allocated staff positions under individual employment contracts.

12. Tutoring is the employee's main employment, and a document confirming basic higher education is required for it.

The monthly salary of employees engaged in tutoring may be set within the pay rates of a trainee teacher.

13. As a rule, about 120–150 students are assigned to each tutor.

14. Tutors' work is coordinated by the relevant faculty deans.

15. In their work, tutors report to the Vice-Rector for Youth Affairs and Spiritual and Educational Work.

16. The Vice-Rector for Youth Affairs and Spiritual and Educational Work submits reports on tutors' work electronically every quarter to the Centre for Spirituality and Enlightenment under the Ministry of Higher and Secondary Specialised Education.

17. Depending on how effectively they work with the students in the academic groups assigned to them, tutors may receive additional financial incentives from the extra-budgetary funds of the higher education institution.

Chapter V. Requirements for tutors and appointment to the position

18. Tutors must:

a) have higher education (preference is given to persons with an academic degree or academic title);

b) be not younger than 25 and not older than 55 (50 for women);

c) have at least 2 years of work experience (priority is given to those with more than 2 years) in pedagogical and psychological work, teaching and upbringing, teaching methodology, management in the education system, or youth affairs and spiritual and educational work;

d) not be deprived of the right to teach in accordance with legislation;

e) have exemplary personal qualities (intelligence, good manners, creativity, courtesy, patriotism and initiative), a sense of responsibility and the ability to work independently.

Candidates for tutor positions are selected by the vice-rectors for youth affairs and spiritual and educational work from among teaching staff and other employees who are experienced, highly respected among students, have a deep understanding of the methodology and practice of spiritual, educational and upbringing work, and have pedagogical and psychological knowledge and experience. The candidates are then presented to the recruitment commission of the higher education institution.

19. Recruitment is carried out by order of the Rector on the basis of the commission's conclusion.

Chapter VI. Organisation of tutors' work

20. Tutors carry out moral and spiritual education and other work on the basis of the work plan approved for the academic year (and cooperation plans agreed with the responsible bodies and organisations). Work under the plan is recorded in the electronic tutor journal.

21. Tutors report on the results of their moral and spiritual education and other work to the faculty's deputy dean for youth affairs and spiritual and educational work every month, and in the form of a final report at the end of each semester.

Chapter VII. Grounds for termination of tutoring

22. Tutoring is terminated:

- at the tutor's own request;
- if the tutor engages in activities contrary to current legislation, the University's internal rules and code of conduct, or these Regulations;
- if the students assigned to the tutor apply for the tutor to be replaced (where the request is justified).

23. Tutoring is terminated by order of the Rector of the educational institution (or the director of a branch), on the application of students or faculty deans and on the basis of the conclusion of the Vice-Rector for Youth Affairs and Spiritual and Educational Work.

24. In carrying out tutoring, the following are prohibited:

- propaganda of violence, religious extremism and other actions directed against the state system, the peace and security of the country or its population;
- discriminatory treatment, including discrimination on grounds of sex, race, nationality, language, religion, social origin, beliefs, personal and social status or other characteristics;
- humiliating the honour and dignity of students;
- carrying out activities unrelated to tutoring.

Chapter VIII. Final provisions

25. Tutors are personally responsible for performing the tasks assigned to them.

26. Persons who breach the requirements of these Regulations are liable in accordance with the law.

Tutor Journal (template)

Translator's note: In the source file, this Ministry template follows the Regulations without a separate annex number. Tables are shown with translated headings and a few blank rows.

REPUBLIC OF UZBEKISTAN
MINISTRY OF HIGHER AND SECONDARY SPECIALISED EDUCATION

(name of higher education institution)

Tutor of groups _____
_____ (name)

TUTOR JOURNAL
(kept electronically)

(This journal is intended for all tutors working at the higher education institution)

Tashkent – 2021

COMPILERS:

S.K. Xudoyqulov, Doctor of Economic Sciences, Professor;

A.A. Amonov, independent researcher;

U.U. Sattarov, independent researcher.

Dear tutor!

As science develops rapidly, achievements in various fields are quickly renewed. Knowledge is a driver of growth and progress; to meet the demands of the time, it must be renewed several times faster than technology develops. For this reason, strengthening spiritual and educational work in training modern, forward-thinking professionals is a need of the times.

Today, raising the spiritual world of young people and educating them in the spirit of national and universal values is one of the most pressing tasks facing the mentor. The upbringing of the young generation is a highly important matter. It requires continuity, firmness and high standards in teaching and upbringing, and modern, effective methods and tools of work.

The higher education institution's "Tutor Journal" gives tutors practical help in organising spiritual, educational and upbringing work. It contains the following sections:

- complete information about students and their parents;
- content of activities.

We believe that this journal will serve you, the tutors, as an important tool in carrying out your pedagogical work.

CONTENTS

- 1.1. Information on students for the 2021/2022 academic year
- 1.2. Information on students' parents
- 1.3. Information on students' social situation
- 1.4. Information on students' creative potential
- 1.5. Brief information on the tutor group
- 1.6. Information on the group's activists
- 1.7. Tutor's plan of spiritual and educational work for the 2021/2022 academic year
- 1.8. Plan of topics for the "Spirituality Hour" for the 2021/2022 academic year
- 1.9. Calendar grid for the first half-year
- 1.10. Calendar grid for the second half-year
- 1.11. Record of students' academic results, semester 1 of the 2021/2022 academic year
- 1.12. Record of students' academic results, semester 2 of the 2021/2022 academic year
- 1.13. Information on students' class attendance (2021/2022 academic year)
- 1.14. Information on the management of the educational institution and public organisations
- 1.15. Information on the leaders of the Youth Union primary organisation in the educational institution
- 1.16. List of clubs and societies operating in the educational institution
- 1.17. Supervision of the tutor's work

1.1. INFORMATION ON STUDENTS FOR THE 2021/2022 ACADEMIC YEAR

No.	Student's first name and surname	Year of birth	Nationality	Passport details	Home address, telephone
1.					
2.					
3.					
4.					

1.2. INFORMATION ON STUDENTS' PARENTS

No.	Student's first name and surname	Parents' first names and surnames	Home address and telephone	Means of communication
1.				
2.				
3.				
4.				

1.3. INFORMATION ON STUDENTS' SOCIAL SITUATION

No.	Student's first name and surname	Marital status	Child of a large family	Child of a low-income family	Child of a dysfunctional family	Full orphan	Parents are pensioners	Parent(s) with a disability	Student with a disability
1.									
2.									
3.									
4.									

Note: tick the relevant column.

1.4. INFORMATION ON STUDENTS' CREATIVE POTENTIAL

No.	Student's first name and surname	Music	Organisational skills	Arts and literature	Sports interests	Dance and other abilities
1.						
2.						
3.						
4.						

Note: tick the relevant column.

1.5. BRIEF INFORMATION ON THE TUTOR GROUP

	Semester 1	Semester 2
Number of students		
Number of female students		
Number of male students		
Year of birth	____ : ____ students	____ : ____ students
Number studying with "excellent" grades		
Number studying with "good" grades		
Number studying with "satisfactory" grades		
Number not passing subjects		
Number of problem students		

1.6. INFORMATION ON THE GROUP'S ACTIVISTS

No.	Role	Name
1.	Group leader	
2.	Leader of the "Youth Union" primary organisation	
3.	Trade union chair	
4.	Responsible for the learning process	
5.	Responsible for spiritual and educational work	
6.	Responsible for sports	

Note: group activists are elected at a general group meeting.

1.7. TUTOR'S PLAN OF SPIRITUAL AND EDUCATIONAL WORK FOR THE 2021/2022 ACADEMIC YEAR

No.	Name and content of work and events	Deadline
1.		
2.		
3.		
4.		
5.		

1.8. PLAN OF TOPICS FOR THE "SPIRITUALITY HOUR" FOR THE 2021/2022 ACADEMIC YEAR

No.	Names of events to be held	Date	Responsible staff	Record of completion
1.				
2.				
3.				
4.				
5.				

1.9. CALENDAR GRID FOR THE FIRST HALF-YEAR

Week	September	October	November	December	January
1					
2					
3					
4					

1.10. CALENDAR GRID FOR THE SECOND HALF-YEAR

Week	February	March	April	May	June
1					
2					
3					
4					

Note: write institution-wide events in red, programme-level events in green, and group-level events in blue.

1.11. RECORD OF STUDENTS' ACADEMIC RESULTS, SEMESTER 1 OF THE 2021/2022 ACADEMIC YEAR

No.	Student's surname and first name	Subjects in the curriculum							
1.									
2.									
3.									
4.									

1.12. RECORD OF STUDENTS' ACADEMIC RESULTS, SEMESTER 2 OF THE 2021/2022 ACADEMIC YEAR

No.	Student's surname and first name	Subjects in the curriculum							
1.									
2.									
3.									
4.									

1.13. INFORMATION ON STUDENTS' CLASS ATTENDANCE (2021/2022 ACADEMIC YEAR)

Hours missed per month

No.	Student's surname, first name and patronymic	IX	X	XI	XII	I	II	Total missed, semester 1	III	IV	V	VI	Total missed, semester 2	Total
1.														
2.														
3.														
4.														

1.14. INFORMATION ON THE MANAGEMENT OF THE EDUCATIONAL INSTITUTION AND PUBLIC ORGANISATIONS

No.	Position	First name and surname	Contact
1.			
2.			
3.			
4.			

1.15. INFORMATION ON THE LEADERS OF THE YOUTH UNION PRIMARY ORGANISATION IN THE EDUCATIONAL INSTITUTION

No.	Names of the leaders of the "Youth Union" primary organisation	Programme	Group	Contact
1.				
2.				
3.				
4.				

1.16. LIST OF CLUBS AND SOCIETIES OPERATING IN THE EDUCATIONAL INSTITUTION

No.	Name of club or society	Club or society leader	Contact details
1.			
2.			
3.			
4.			

1.17. SUPERVISION OF THE TUTOR'S WORK, 2021/2022 ACADEMIC YEAR

Date	Inspector's surname, first name, patronymic and position	Information on proposals and shortcomings	Signature

For notes

Summary

The document consists of two parts: (1) the University Regulations on tutoring, approved as Annex 1 to Rector's Order No. 416 of 7 October 2021 (26 paragraphs in 8 chapters), and (2) a blank Tutor Journal template issued for higher education institutions in 2021 (17 forms). The Regulations are based on Presidential Decree No. PF-5847 (2019) and Cabinet of Ministers Resolutions No. 824 (2020) and No. 563 (2021).

Key provisions of the Regulations

Item	Provision	Paragraph
Role of the tutor	A staff member who supports an assigned group in study and free time, carries out moral and civic education, involves students in clubs under the Five Important Initiatives, solves study-related problems and regularly visits students' accommodation.	3
Overall management	Vice-Rector for Youth Affairs and Spiritual and Educational Work; day-to-day coordination by faculty deans.	5, 14, 15
Aims	Integrate teaching and upbringing; regulate University–student relations; give social, spiritual and psychological support; monitor progress, free time and family situation.	6
Tasks	Three areas: (a) spiritual, educational and moral work (parents, mahalla, First-Year School, vulnerable students, gifted students, accommodation visits, e-portfolio and journal); (b) teaching support (daily attendance, progress monitoring, academic debts); (c) research support (clubs, start-ups, conferences, grants, publications).	7
Rights	Observe classes; manage student-residence placement documents; consent to removal from residences; propose rewards, penalties and special stipends; take part in decisions on references and academic leave; monitor fair assessment.	8
Obligations	Regular education work; own professional development; respect for students; confidentiality of personal data; weekly “Information and Mentoring Hour” and “Soft Skills” training; report emergencies to the dean; prevention work (offences, extremism, alcohol, tobacco, drugs); identify students needing support.	9
Employment terms	Allocated staff position under an individual employment contract; main employment; bachelor's degree required; salary within trainee-teacher pay rates.	11–12
Workload	About 120–150 students per tutor.	13
Reporting	Monthly reports to the faculty deputy dean and a final report each semester; quarterly electronic report by the Vice-Rector to the Ministry's Centre for Spirituality and Enlightenment; work recorded in the electronic tutor journal.	16, 20–21
Incentives	Possible extra payments from extra-budgetary funds, based on effectiveness.	17
Requirements	Higher education; age 25–55 (50 for women); at least 2 years' relevant experience; not barred from teaching; appropriate personal qualities.	18
Appointment	Candidates selected by the Vice-Rector, presented to the recruitment commission, appointed by Rector's order.	18–19
Termination	Own request; breach of law or internal rules; justified request by assigned students. Done by Rector's order.	22–23
Prohibitions	Propaganda of violence or extremism; discrimination; humiliating students; activities unrelated to tutoring.	24
Liability	Tutors are personally responsible for their tasks; breaches lead to liability under the law.	25–26

Tutor Journal template

The journal is kept electronically. Its 17 forms cover: student and parent details (1.1–1.2); social situation and creative abilities (1.3–1.4); a group profile and group activists (1.5–1.6); the

tutor's work plan and the "Spirituality Hour" topic plan (1.7–1.8); calendar grids for both half-years (1.9–1.10); academic results by semester (1.11–1.12); monthly attendance (1.13); contacts of management, Youth Union leaders and clubs (1.14–1.16); and a record of inspections of the tutor's work (1.17).

Points to note

- Different upper age limits apply to men (55) and women (50) (para. 18(b)), while para. 24 prohibits discrimination on grounds of sex. A reviewer may see this as an inconsistency.
- The weekly group session is called the "Information and Mentoring Hour" in the Regulations (paras. 7 and 9) but the "Spirituality Hour" in the Journal (form 1.8).
- Rector's Order No. 543/11-08 of 18 December 2025 cites Cabinet of Ministers Resolution No. 656 of 17 October 2025 as the current basis for tutoring. These 2021 Regulations may therefore have been replaced or need updating; this should be checked before they are used as current evidence.
- Annex 2 to Order No. 416 (the tutor job description) is not part of this file.