

Faculty Regulation

FOUNDATION

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1. General Provisions

- 1.1. These regulations apply to Undergraduate Degree Programmes. Department and should be read in conjunction with the Academic Regulations (AR).
- 1.2. These regulations shall take precedence over all other regulations.
- 1.3. Progression part of regulations will set out the way(s) in which students progress through the course, and identify the elements that are compulsory, optional or alternative;
- 1.4. The assessment part of regulation for a module will state the basis on which students will be assessed for an award by relating the assessment requirements to the aims and intended learning outcomes of the course, the academic standard of the award, and any special assessment requirements associated with the award.
- 1.5. It is a student's responsibility to ensure they have read and are familiar with this regulation.

2. A note on terminology

- 2.1. The term 'programme of study' is used to denote an approved set of modules by which a student may obtain a specified award of the University.
- 2.2. The term 'course' is used to denote a subject or one or more discipline-based sets of modules having a single or closely-related focus, leading to a common award and being administered as a single structure.
- 2.3. The term 'module' is used to denote a discrete study element within a course.
- 2.4. The term 'course scheme' is used to denote the form and content of a course as presented to and validated and approved by the University.
- 2.5. The term 'course programme' is used to denote a larger grouping of courses.
- 2.6. Each student of the University will therefore follow a programme of study which will be composed of a number of modules within a course or course programme.
- 2.7. The term 'academic programme' is used to denote in the widest sense academic activities relating to a course, a subject or a discipline within the University.

3. Establishment

- 3.1. Tashkent Metropolitan University was established as a non-governmental higher educational institution. After receiving the license, the Business School was opened.

4. Mission of Foundation

- 4.1. The University educates and trains highly qualified specialists in the field of all departments, who can contribute to the development of Uzbekistan.
- 4.2. In order to meet the highest international standards, the University collaborates with leading foreign higher education and research institutes with the involvement of experienced foreign experts and compatriots working abroad.

5. Academic Year and Semester

5.1. General Provision

- 5.1.1. One academic year comprises 2 semesters.
- 5.1.2. In general, the starting month of an academic year is September. In general, one semester comprises 16 weeks or may comprise up to 23 weeks.
- 5.1.3. In general, one week comprises 5 days from Monday to Friday.

5.2. Duration of Education

- 5.2.1. The duration of education is 1 year (2 semesters) with a 2-semester educational curriculum.

5.3. Limit of Enrollment

- 5.3.1. A student should successfully finish the 1-year curriculum within a maximum 2 years of enrollment (4 semesters) or less.
- 5.3.2. Leave of absences do not count as enrolled semesters.

5.4. Academic Degree

- 5.4.1. The degree of Foundation will be conferred on students who successfully finished the 1-year curriculum.

5.5. Holidays

- 5.5.1. Official holidays include the following:
 - 5.5.1.1. Summer vacation
 - 5.5.1.2. Winter vacation
 - 5.5.1.3. National holidays of Uzbekistan
 - 5.5.1.4. When necessary, the Rector can order special holidays.

5.6. Official language

- 5.6.1. All academic programs of the University will be provided in English.
- 5.6.2. In classrooms, professors and students shall communicate in English only.
- 5.6.3. All written documents including both course materials and administrative documents shall be prepared in English. When spellings are different between American English and British English, American English shall be followed.

5.7. University Governance and Organization

- 5.7.1. The Supervisory Board
 - 5.7.1.1. The Supervisory Board is the statutory supervising body of Tashkent Metropolitan University. The Board consists of seven members who are each appointed by the Rector of Tashkent Metropolitan University for a six-year term.

- 5.7.1.2. The Supervisory Board is the only decision making body.
- 5.7.2. The Rector
 - 5.7.2.1. The Rector shall have the power to prescribe the duties of faculty members and staff members, and to enforce the course of study and the mode and manner of teaching.
 - 5.7.2.2. The Rector is responsible for the management of financial and business affairs of the University.
 - 5.7.2.3. The Rector may take reasonable steps to protect the safety of the University community, including, but not limited to, barring people from campus who disrupt the normal business operation of the University.
 - 5.7.2.4. The Rector appoints the Deans of Schools with the approval of the Supervisory Board.
 - 5.7.2.5. The Rector establishes an Academic Board.
- 5.7.3. The Dean
 - 5.7.3.1. The Dean, as the chief academic officer of Schools, shall administer the academic programs and University services which support the academic programs (including libraries and information resources, and student affairs).
 - 5.7.3.2. The Dean shall report to the Rector of the University.
- 5.7.4. Academic Board
 - 5.7.4.1. The composition of the University Academic Board shall be determined by Rector.
 - 5.7.4.2. All rights and responsibilities of the Academic Board are set in the Academic Regulation.

6. Modules and Grades

- 6.1. Module credits
 - 6.1.1. The education quantity of each academic module is measured by credit units.
 - 6.1.2. One credit constitutes one lecture hour/ two lab or experiment hours per week.
 - 6.1.3. One credit unit for other types of educational activities will be defined by the Head of the Academic Affairs based on the opinion of the Academic Board on Curriculum.
 - 6.1.4. The maximum credits a student is allowed to earn during a semester shall be 20-27 or less.
 - 6.1.5. If a student is absent from more than 25 percent of the total classes of a module, he/she shall not be allowed to earn the credits for a particular module.
 - 6.1.6. The minimum credits a student has to earn to be awarded in accordance with clause 10.1 is 145.
- 6.2. Credits of Exchange Programs
 - 6.2.1. While enrolled, students can take modules at other domestic or foreign academic institutes/universities according to an exchange program approved by the Rector.
 - 6.2.2. The Committee on Curriculum is in charge of the policy regarding the allowed length of exchange programs and the recognition of module credits earned from the programs.
- 6.3. Exams
 - 6.3.1. In principle, two regular exams per semester – midterm and final exam – will be given.
 - 6.3.2. Depending on the nature of the module, some other type of evaluation method may be employed per the discretion of the professor with the approval of the Committee on Curriculum.
 - 6.3.3. When necessary, professors can give quizzes or irregular exams in addition to the regular ones.
- 6.4. Grades
 - 6.4.1. Grades of the majority of modules of the University are letter grades with 13 levels from A+ to F as shown in the table below.



- 6.4.2. Grades of some modules may be non-letter grades with only two possible outcomes of P (pass) or F (fail). These modules will not be included in calculating the Grade Point Average.
- 6.4.3. If the available data to evaluate the performance of a student in a module are insufficient, I (incomplete) grade shall be assigned.
- 6.4.4. To a student who obtained an F grade, credits for this module shall not be given.
- 6.4.5. A student who obtained an F grade has to pay the amount of credits the module is worth and retake the module.

Grade	Standardized Score	Grade point	Grade	Standardized Score	Grade point
A+	97 ~ 100	4.3	C-	70 ~ 72	1.7
Ao	93 ~ 96	4.0	D+	67 ~ 69	1.3
A-	90 ~ 92	3.7	Do	63 ~ 66	1.0
B+	87 ~ 89	3.3	D-	60 ~ 62	0.7
Bo	83 ~ 86	3.0	F	59 and lower than	0
B-	80 ~ 82	2.7	P	60 and higher	N/A
C+	77 ~ 79	2.3	I	incomplete	N/A
Co	73 ~ 76	2.0			

- 6.5. Academic Warning
- 6.5.1. If a student's GPA of a semester is lower than 1.0, a notice of Academic Warning shall be issued.
- 6.5.2. If a student receives Academic Warning for 3 semesters, he/she shall be expelled from school.
- 6.6. Semester repetition (Flunk)
- 6.6.1. If a student's overall GPA of a semester is lower than 0.7, this student must repeat the entire modules of the semester.

- 6.6.2. If a student gets F's from three modules during one semester, this student must repeat the entire modules of the semester even if the overall GPA is higher than 0.7.
- 6.6.3. The cutline in foundation modules 40% and in degree leading modules it is 40%

6.7. Foundation year repetition

6.7.1. If a student fails either Academic English or General English, they are required to repeat the entire foundation year. However, if they submit a valid English proficiency certificate that meets the university's requirements, they may be allowed to progress to the next level.

7. Recognition of Prior Learning (RPL) and Credit Transfer

7.1. Purpose of RPL

This policy is to relieve students from wasting time and efforts to study some subjects for which the student has already acquired sufficient knowledge from previous studies.

7.2. Scope of RPL

- 7.2.1. A student can be exempted from taking any module as far as the student can prove his/her knowledge in particular modules. The proof should be in the following format:
- 7.2.2. Transcripts of a university which the student attended previously.
- 7.2.3. Official certificates of a recognized test which indicates the examinee's proficiency level.
- 7.2.4. More precise information on RPL is available in the Academic Regulation.

8. Leave of Absence, Resignation, Expulsion

8.1. Leave of absence

- 8.1.1. Enrolled students can take leave of absence with a justifiable reason.
- 8.1.2. Students who intend to take leave of absence should submit an application form and have it approved by the Rector.
- 8.1.3. To students who have difficulties to continue study, the Rector can order to file leave of absence.
- 8.1.4. Students can take leave of absence several times until graduation unless the total length exceeds 6 years.
- 8.1.5. The length of single leave of absence should not be exceeded more than two consecutive semesters
- 8.1.6. Students in leave of absence shall keep the legal status of a student.
- 8.1.7. When a student wishes to return to school, he/she should submit an application form at least 10¹ (ten) calendar days before the starting date of the returning semester.
- 8.1.8. More precise information on Leave of absence is available in the Academic Regulation.

8.2. Leave of absence and tuition

- 8.2.1. If leave of absence is filed at least 10 (ten) calendar days before the starting date of the semester, a full amount of the paid tuition shall be carried over to the semester when the student returns to school. Filing the application should be done during business hours.
- 8.2.2. If leave of absence is filed later than 10 (ten) calendar days before the starting date of the semester, the University will not refund the tuition fee.

¹ The starting date of an academic semester is published on the website of the University (www.tmuni.org)

- 8.2.3. The length of single Leave of absence should not be exceeded more than two consecutive semesters
- 8.3. Voluntary resignation
 - 8.3.1. Students who intend to resign from school should submit an application.
 - 8.3.2. When the application for resignation is filed at least 10 calendar days before the starting date of the semester, 100% of the tuition shall be refunded.
 - 8.3.3. When the application for resignation is filed later than 10 (ten) calendar days before the starting date of the semester no tuition is refunded.

8.4. Expulsion

- 8.4.1. Students who have one of the following reasons shall be expelled from the University.
 - 8.4.1.1. who did not enroll by paying tuition by deadline.
 - 8.4.1.2. who failed to advance to the next grade for the third time.
 - 8.4.1.3. who received a notice of the Academic Warning for the third time.
 - 8.4.1.4. who failed to finish the 4-year curriculum within 6 years of enrollment (12 semesters).
 - 8.4.1.5. who committed a serious misconduct and was judged as such by the Supervisory Board.

9. Academic Misconduct

- 9.1. Types of Academic Misconduct
 - 9.1.1. Dishonesty in examinations
 - 9.1.1.1. No student is permitted to use any books, notes, papers, or electronic devices during an in-class examination except with the express permission of the instructor.
 - 9.1.1.2. Sharing of study materials, exchange of information, collaboration or communication of any kind during an in-class examination is not permitted.
 - 9.1.1.3. The aiding and abetting of a student in any dishonesty is likewise held to be a breach of rules.
 - 9.1.2. Plagiarism
 - 9.1.2.1. In preparation of papers and other work for assessment, if a student presents ideas or knowledge derived from sources as his/her own, this constitutes plagiarism. To avoid plagiarism, the responsibility for using proper forms of citation lies with the individual student.
 - 9.1.2.2. If a student presents work for assessment which the student has previously submitted for assessment of another module, without citing that it was used previously, this constitutes self-plagiarism.
- 9.2. Levels of disciplinary action
 - 9.2.1. Formal warning – A written document signed by the Head of Academic Affairs will be issued to the student.
 - 9.2.2. Deduction of marks – The student's score of the exam is deducted by a certain percentage.
 - 9.2.3. Mark of 0% for the exam
 - 9.2.4. F grade for the module
 - 9.2.5. Suspension for one semester – The student cannot enroll for one semester.
 - 9.2.6. Suspension for multiple semesters – The student cannot enroll for a designated number of semesters.
 - 9.2.7. Expulsion – The student shall be deprived of the status of student.

- 9.3. Procedures in the event of a suspected academic misconduct
 - 9.3.1. Report of the misconduct
 - 9.3.1.1. When the misconduct was found during an in-class exam, the proctor who witnessed it should write a mark on the suspected student's exam paper, and report this fact to the Head of Academic Affairs immediately after the exam.
 - 9.3.1.2. When a professor notices plagiarism while marking a student's work, the professor should report this fact to the Head of Academic Affairs.
 - 9.3.1.3. The Head of Academic Affairs shall bring the reported case to the Supervisory Board.
 - 9.3.1.4. The Supervisory Board shall decide the level of disciplinary action after discussion and voting.
 - 9.3.1.5. The decision of the Supervisory Board is notified to the student.
 - 9.3.1.6. The student may file a grievance if he/she believes that he/she has been subject to an improper decision.

10. Award and Discipline

10.1. Award

Students who successfully finished a 3-year curriculum within 5 years of enrollment (10 semesters) with good academic performance may be awarded.

10.2. Discipline

Committing misconduct or serious negligence may result in disciplinary action by the Supervisory Board.

11. Scholarship

11.1. Scholarship

- 11.1.1. Scholarships are endowed to all students i.e. Local and International.
- 11.1.2. To encourage new students to enroll, scholarships are endowed in accordance with admission regulation.
- 11.1.3. For the second semester and thereafter, scholarships are endowed according to the total score and rank of the previous semester to the number of students as stipulated in admission regulation.
- 11.1.4. The student, who got a lower than pass mark (cut line at undergraduate level) in any course is not eligible for getting a merit-based scholarship in the coming semester.

11.2. Quota calculation

- 11.2.1. If the quota changes due to voluntary resignation of students, the quota of merit-based students and contract-based students will change correspondingly.
- 11.2.2. In such calculations, only the students who resign (quit school permanently) will affect the quota, not the students who take leave of absence (quit school temporarily).

12. Supplementary Provisions

- 12.1. Amendment of the University Regulations
 - 12.1.1. Regulations may be amended by unanimous agreement of all members of the Committee on Regulation after sufficient discussion.
- 12.2. Temporary changes in the Regulations.
 - 12.2.1. In the event of a significant disruption of academic activities due to the following reasons, the Rector, with the advice of the Supervisory Boards, may impose temporary changes in the Regulations regarding the academic calendar, registration, exams, and awarding of degrees.
 - 12.2.2. A significant disruption includes but is not limited to an extended closure of the University due to force majeure such as a natural disaster, civil unrest, or pandemic illness.
 - 12.2.3. A significant changes disruption might result from a circumstance in which substantial absenteeism among students or professors across the University prevents academic work from progressing.