

**INTERNAL RULES OF SAMARKAND
STATE UNIVERSITY NAMED AFTER
SHAROF RASHIDOV**

**SAMARKAND-2022
RULES OF SAMARKAND STATE UNIVERSITY NAMED AFTER
SHAROF RASHIDOV**

I. Basic Rules.

1.1. The internal regulations of Sharof Rashidov Samarkand State University are developed in accordance with the regulatory legal acts of the Ministry of Higher and Secondary Specialized Education, the Laws of the Republic of Uzbekistan "On Education", the Labor Code of the Republic of Uzbekistan, resolutions, decrees, orders of the President of the Republic of Uzbekistan, resolutions, orders of the Cabinet of Ministers of the Republic of Uzbekistan aimed at improving the system of higher education, Decrees of the President of the Republic of Uzbekistan dated December 24, 2021 PP-60 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" and PP-61 "On measures to provide financial independence state higher educational institutions", as well as by decree of the President of the Republic of Uzbekistan dated December 24, 2021.

1.2. Internal regulations of Samarkand State University named after Sharof Rashidov (hereinafter referred to as the institution):

a) the conclusion, amendment and termination of employment contracts, the use of working time and rest time in relation to employees;

b) in relation to students, doctoral students and independent researchers, listeners (hereinafter referred to as students): the organization of the educational process, their admission to study, the transfer of their studies to another educational area is the main regulatory document regulating related issues.

1.3. The rules come into force and apply from the day they are approved by the rector after agreement with the primary trade union committee of the university.

1.4. Compliance with the rules is mandatory for the employer, employee and students, non-compliance with which is the basis for liability in accordance with the law.

II. BASIC RULES.

The following basic concepts are used in the schedule:

employee - citizens of the Republic of Uzbekistan who have reached the specified age and have concluded an employment contract with the university, as well as foreign citizens and stateless persons;

employment contract - an agreement between the parties between an employee and a university on the performance of work in a certain specialty, qualification, position in compliance with the internal labor regulations, as well as for remuneration on the terms established by labor legislation and other regulatory documents. consent to performance;

professors-teachers - employees hired as heads of departments, professors, associate professors, senior lecturers, lecturers;

doctoral student - a person admitted to the basic doctoral or doctoral studies of the university in the prescribed manner;

independent researcher - a person admitted to independent research at the university in accordance with the established procedure;

student - a person admitted to the university to receive education in the relevant area of training and receiving education and training.

3. Responsibilities of the Rector.

3.1. Ensuring the implementation of the Laws of the Republic of Uzbekistan, Decrees of the President, decisions of Oliy Majlis and the Cabinet of Ministers in the field of education and upbringing of the younger generation.

3.2. Phased implementation of PP-60 of the President of the Republic of Uzbekistan dated December 24, 2021 "On additional measures to ensure the academic and organizational and managerial independence of state higher educational institutions" and PP-61 "On measures to ensure the financial independence of state higher educational institutions" and the Law of the Republic of Uzbekistan "On Education".

3.3. Organization of work of employees, training of students, improving the quality and efficiency of training and increasing labor productivity, as well as on legal and other regulatory legal acts, an employment contract, on the basis of a wage contract with the creation of the conditions provided for in the agreement.

3.4. Timely remuneration of the employee in accordance with the terms of payment of wages for the work performed by him, as well as timely provision of student scholarships.

3.5. Ensuring labor, executive and educational discipline, labor protection conditions.

3.6. Management of economic and financial activities in the manner prescribed by law, the entire material and technical base of the educational institution, the safety and efficient use of property and decisions made based on the results of financial and economic activities, give full responsibility.

3.7. Solving issues related to financial and economic activities by appointing responsible deputies and heads of departments in certain areas of activity, and ensuring that they perform the assigned tasks within the powers defined by law and the charter of the university

3.8. Ensuring the realization of the right to rest for employees, payment of guarantee and insurance premiums in accordance with the law, the collective agreement and the labor agreement.

3.9. Compensation for losses caused to the employee in connection with the performance of labor duties.

3.10. Conducting negotiations on labor, educational and socio-economic issues submitted for consideration by the primary trade union of the university and other representative bodies.

3.11. Conclusion of collective agreements in accordance with the Labor Code.

3.12. Organization of educational work, labor and educational culture and discipline, improving the quality of education, improving the skills of employees.

3.13. Vocational training of employees, retraining in other professions, advanced training.

3.14. Organization of state grants and participation of students in state and excellent scholarships, examinations of public organizations.

3.15. Leadership of the University Council.

3.16. Management of faculties and departments, other structural divisions and departments.

3.17. Ensuring the exercise by a disabled employee of his right to work in the manner prescribed by law, refusing to conclude an employment contract with a disabled person or promoting him to a higher position in connection with the service, not allowing transfer to another job without consent (except in cases where, according to the conclusion of a medical - social expertise, the state of health of a disabled person prevents the performance of these professional duties or threatens the health and safety of the work of a disabled person or other persons).

3.18. Timely provision of the labor collective with material and technical resources and financial means, regular informing the labor collective about the financial situation of the institution.

3.19. Registration of vacation pay for all employees in the prescribed manner.

3.20. Interaction with the primary trade union committee of the university, timely consideration of mutual proposals and requirements.

3.21. Compensation for damage caused to the life or health of an employee in connection with disability, occupational disease or other damage to health in connection with the performance of his labor duties. Civil liability insurance on the terms and in the manner established by the legislation of the Republic of Uzbekistan "On Compulsory Insurance of the Employer's Civil Liability".

3.22. Ensuring objective consideration of written and oral appeals of citizens in the prescribed manner and within the established time limits in accordance with the Law of the Republic of Uzbekistan "On appeals of individuals and legal entities".

3.23. Inclusion in the prescribed manner of candidates for the positions of vice-rector, dean, subordinate to the Ministry of Higher and Secondary Specialized Education, as well as the nomenclature of positions of ministries and departments subordinate to the institution, in the relevant ministry and department and the conclusion of an employment contract with candidates appointed by their decisions (in agreement with the deans).

3.24. Compliance with performance discipline by university employees and ensuring strict compliance with performance discipline by employees in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4. Rights and obligations of university administration staff and students.

4.1. Vice Rector for Academic Affairs.

4.1.1. Implementation of regulatory legal acts in accordance with laws, resolutions, decrees and orders of the President of the Republic of Uzbekistan, decisions of Oliy Majlis and the Cabinet of Ministers of the Republic of Uzbekistan in the field of education and training, by decrees of the President of the Republic of Uzbekistan dated December 24, 2021 No. PP-60 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" and "On financing state higher educational institutions" decision PP-61 "On measures to ensure the independence of higher and secondary specialized education" .

4.1.2. The organization of the educational process on the basis of state educational standards and the provision of training of qualified personnel, all deans, heads of departments and teaching staff fully comply with the set of requirements for the content of knowledge and the level of training in accordance with state educational standards, organization of implementation.

4.1.3. Organization of the implementation of decisions of the University Council and orders of the rector on issues related to the educational process.

4.1.4. Studying the development trends of the education system of advanced countries, organizing the development of methods and means for implementing the tasks specified in the Law "On Education" and other legal documents related to education, and ensure their implementation.

4.1.5. Organization of advanced forms of education, effective use of new pedagogical and information and communication technologies in the educational process.

4.1.6. Creation and translation of textbooks and educational literature in accordance with the requirements of the concept of creating a new generation of educational literature for the system of continuous education, organization of publishing works for the supply of textbooks, educational and methodological collections.

4.1.7. Training of teaching staff and specialists, organization of their retraining and advanced training, development and implementation of plans for advanced training of teachers.

4.1.8. Provision of curricula and programs in all areas of education.

4.1.9. Management of the methodological council, coordination, organization and control of the work of departments and deans, providing the educational process.

4.1.10. Approval of work plans for educational, methodological departments, faculties and departments and management of their implementation.

4.1.11. Organization of professional practice of students.

4.1.12. Improving the quality of lessons, monitoring the content of personal work plans of professors and teachers, as well as monitoring and ensuring their implementation.

4.1.13. Preparation of proposals for improving educational plans.

4.1.14. Organization of educational and methodological conferences, management of the work of the methodological council of the university, generalization of advanced methodological experience.

4.1.15. Preparation of students for republican and international olympiad competitions, analysis of the results of olympiads, continuous organization and management of the preparation of students for the scholarship of the President of the Republic of Uzbekistan together with the Vice-Rector for Research and Innovation.

4.1.16. Implementation of modern rating systems for assessing students' knowledge, organizing an objective assessment of students' knowledge.

4.1.17. Refusal to transfer a student who has not mastered the subjects of the current course to the next course, ensuring re-education in the current course, restoring those expelled from studies in the prescribed manner, transferring students from one course to another, organizing and monitoring the work of awarding scholarships.

4.1.18. Drawing up a training schedule, approval and control of its implementation, analysis of the teaching load and annual reports of departments, development of proposals for improving the educational process.

4.1.19. Organization of the introduction of modern methods and means of self-study of students.

4.1.20. Development of proposals for the staffing of professors and assistants, organizing the provision of faculties and departments with qualified personnel, organizing targeted training of promising young people for the positions of heads of departments and deans of the faculty.

4.1.21. Organization of recruitment for vacant positions of the teaching staff on a competitive basis, preparation of proposals for the recruitment of doctoral students and masters.

4.1.22. Development of proposals on the effective use of educational premises.

4.1.23. Organization of admission of students to the first year, consideration of deans' proposals on leaving students on the course, their expulsion from studies, granting them academic leave.

4.1.24. Organization of high-quality preparation for the discussion of issues related to the educational process, based on the plan of the University Council.

4.1.25. Organization of the integration of educational work with industrial enterprises.

4.1.26. Ensuring the submission of educational and methodological reports to the administration in accordance with the established forms.

4.1.27. Control of the activities of the departments for the effective and high-quality organization of the educational process.

4.1.28. Taking measures against the teaching staff and employees who violate labor and academic discipline, and preparing proposals for terminating the employment contract concluded with them.

4.1.29. Maintaining annual reports on the activities of departments and faculties, analyzing and summing up, assessing the educational and methodological activities of the teaching staff in modern ways.

4.1.30. Implementation of constant cooperation with higher educational institutions in the educational and methodological direction, ensuring the active participation of the teaching staff in conferences, seminars, work in cooperation with local governments.

4.1.31. Active participation in regular internal certification of the university, preparation and transition to external certification.

4.1.32. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4.2. First Vice-Rector for Youth Affairs and Spiritual and Educational Work.

4.2.1. Implementation of regulatory legal acts in accordance with laws, resolutions, decrees and orders of the President of the Republic of Uzbekistan, decisions of Oliy Majlis and the Cabinet of Ministers of the Republic of Uzbekistan in the field of education and training, by decrees of the President of the Republic of Uzbekistan dated December 24, 2021 No. PP-60 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" and "On financing state higher educational institutions" decision PP-61 "On measures to ensure the independence of higher and secondary specialized education".

4.2.2. Ensuring the training of highly educated, qualified personnel with high moral and ethical qualities, capable of independent thinking.

4.2.3. Coordination of the activities of social and humanitarian departments and ensuring their active participation in the spiritual and educational work of the university.

4.2.4. Introduction into the minds of students of the national idea, the formation of practical and effective mechanisms for spiritual and moral education, management and consistent improvement of the spiritual and educational process.

4.2.5. Development of current and long-term plans for spiritual and educational work and the creation of a system for monitoring their strict implementation.

4.2.6. Development of the necessary regulatory and methodological documents, practical action plans for the system of spiritual and educational work.

4.2.7. Organization of timely communication to students and teachers of decrees and decisions adopted by the President and the Government of the Republic of Uzbekistan. Improving legal literacy, organizing special courses, spiritual and educational meetings on various topics, disputes, dialogues, interviews, evenings of questions and answers.

4.2.8. Timely delivery of documents received by the Ministry for Spiritual and Educational Issues to the university staff and ensuring the implementation of activities in them.

4.2.9. Creation of the necessary conditions for the formation of a social environment that meets the requirements of the liberalization of society among the faculty and students of universities.

4.2.10. The formation of students' willpower and strength of mind in case of loss of spiritual and moral mood among students.

4.2.11. Work in cooperation with law enforcement agencies to provide legal education and crime prevention.

4.2.12. Organization of a system for bringing information about the country and international life to the general public, teachers and students.

4.2.13. Preparation and publication of scientific, methodological and practical literature, manuals on spiritual and educational issues.

4.2.14. Providing the departments of the humanities and socio-economic sciences with methodological and informational literature, teaching aids, studying and analyzing the issues of the potential and qualifications of the teaching staff, preparing relevant proposals.

4.2.15. Preparation of relevant proposals for the formation of commissions for the final state certification in the humanities and socio-economic sciences.

4.2.16. Implementation of spiritual and educational activities for the organization of meaningful leisure for students, the organization of creative, artistic, sports and health clubs, the development of effective methods of working with talented students.

4.2.17. Improving the activities of sports clubs of universities, preparing students for sports, ensuring their active participation in the sports competitions of the Universiade.

4.2.18. Regular monitoring of the state of student dormitories of the university for their full compliance with the requirements of the students living in them.

4.2.19. Paying special attention to reading and studying student literature of fiction, especially high-level works of art created during the years of independence of Uzbekistan. For this purpose, special reviews, readers' conferences, meetings with authors and writers, rewarding the winners for the best interpretation, analysis and review of works of art are organized. Replenishment of the information resource center of the university with various artistic, journalistic works, scientific and popular publications.

4.2.20. Control over the issues of ensuring the continuous and high-quality work of university sports and recreation, household systems, nutrition, recreation and cultural and leisure systems.

4.2.21. Obtaining information about the financial situation of students from low-income large families and conducting regular work on their social protection.

4.2.22. Organization and management of the work of faculties and the university in cooperation with parents of students, local governments, charitable foundations, communities.

4.2.23. Ensuring the regular publication of large-circulation newspapers "Samarkand University" and wall newspapers, constantly covering the work carried out at the university on spiritual and educational issues.

4.2.24. Organization of regular competitions, festivals, amateur art shows and olympiads.

4.2.25. Ensuring the active participation of the teaching staff in various public works and events at the republican, regional and city levels.

4.2.26. Making proposals on the directions of spiritual and educational and educational activities and their effectiveness.

4.2.27. Formation of ethical norms and a culture of high behavior in the relationships between professors and teachers.

4.2.28. Sending inquiries of university staff abroad, as well as ensuring the holding of events (seminars, meetings, interviews, etc.) with the participation of embassies, foreign organizations and representatives of foreign states (seminars, meetings, interviews, etc.) at the university in the established way.

4.2.29. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4.3. Vice-Rector for Research and Innovation.

4.3.1. Implementation of regulatory legal acts in accordance with laws, resolutions, decrees and orders of the President of the Republic of Uzbekistan, decisions of Oliy Majlis and the Cabinet of Ministers of the Republic of Uzbekistan in the field of education and training, by decrees of the President of the Republic of Uzbekistan dated December 24, 2021 No. PP-60 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" and "On financing state higher educational institutions" decision PP-61 "On measures to ensure the independence of higher and secondary specialized education".

4.3.2. Development of operational and long-term plans to increase the scientific potential of the university, faculties and departments and control over their implementation.

4.3.3. General management and control over the activities of problematic scientific laboratories, departments and other scientific departments of the university, attracting scientific projects and grants, regular monitoring of the effectiveness of research work, establishing innovative cooperation with manufacturing enterprises, solving issues of introducing innovation into production, ensuring the presentation of scientific and technical developments at various fairs and exhibitions.

4.3.4. Preparation and publication by the staff of the institution of scientific materials, including journals and collections of scientific papers, as well as replenishment of the library fund with educational, methodological and scientific periodicals on the educational and scientific activities of the institution.

4.3.5. Coordinating the planning, organization and holding of scientific, scientific and practical conferences and ensuring the participation of teachers and university staff in scientific conferences held in other organizations and enterprises, supporting the formation of scientific schools in the institution, any effective scientific promotion work.

4.3.6. Ensuring the training of highly qualified scientific and pedagogical personnel through the development of an institute of magistracy, doctoral studies and independent researchers at the university, as well as facilitating the timely receipt of scientific titles for the employees of the institute and the creation of scientific councils.

4.3.7. Management and support of the processes of search, selection and work with talented youth.

4.3.8. Participation in the formation and approval of the topic and content of the research part of foreign grants together with the Department of International Relations, the implementation of all research projects, projects and grants, the introduction of monitoring of scientific conferences, the formation and submission of all necessary reports for higher organizations.

4.3.9. Training of laureates of scholarships of the President of the Republic of Uzbekistan among undergraduates, training of laureates of scholarships named after

Navoi, Beruni , Ulugbek, Ibn Sina, Islam Karimov and other well-known scholarships from among students, management of the process of student republican scientific Olympiads.

4.3.10. Creation of the material and technical base necessary for the development of scientific activities at the university, provision of appropriate equipment, management and coordination of distribution processes.

4.3.11. Providing an opinion on the ability of employees employed in the departments and departments of the university, carrying out research activities.

4.3.12. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4.4. Vice-rector for financial and economic work.

4.4.1. Implementation of regulatory legal acts in accordance with laws, resolutions, decrees and orders of the President of the Republic of Uzbekistan, decisions of Oliy Majlis and the Cabinet of Ministers of the Republic of Uzbekistan in the field of education and training, by decrees of the President of the Republic of Uzbekistan dated December 24, 2021 No. PP-60 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" and "On financing state higher educational institutions" decision PP-61 "On measures to ensure the independence of higher and secondary specialized education".

4.4.2. Management and coordination of the financial and economic activities of the university.

4.4.3. Management and coordination of the work of the planning and financial department, accounting, economics, as well as other departments assigned on the basis of the order of the rector.

4.4.4. Organization, management and coordination of construction and repair, works on improvement of the territory.

4.4.5. Expanding the attraction of extrabudgetary funds by establishing additional paid services (publishing, personal services, paid training courses, rent, sponsorship, dividends, etc.) within the existing material and technical base of the university and developing proposals for material incentives for faculty and staff.

4.4.6. Formation of extra-budgetary funds and other special extra-budgetary funds from teaching students on a paid-contract basis.

4.4.7. Development of an estimate of income and expenses of the state budget, income and expenses received from the training of students on a fee-based contract basis and funds received on the basis of entrepreneurship, ensuring registration with the Ministry of Finance.

4.4.8. Control over the implementation of the university cost estimates, financial and economic activities, accounting for foreign exchange transactions.

4.4.9. Development of measures to prepare the buildings of educational and scientific laboratories of the university, student dormitories, other auxiliary buildings and structures for the autumn-winter season and the new academic year and ensure their implementation.

4.4.10. Regular study of the state of the material and technical base of the university, development of measures for its development and control of its implementation in the context of economic liberalization.

4.4.11. Organization of activities to attract investment to the university, carrying out work on the reconstruction and overhaul of existing buildings and structures, drawing up contracts after reviewing the design and estimate documentation, acceptance of work performed and quality control.

4.4.12. Organization of proper observance of personnel, budgetary and settlement discipline and control over accounting and reporting.

4.4.13. Development of measures for the rational and economical use of budgetary and extrabudgetary funds, as well as types of public services and ensuring their implementation.

4.4.14. Development of measures to improve the conditions of remuneration of the teaching staff and university staff, development of accounting and reporting and implementation in the prescribed manner.

4.4.15. Ensuring the timely payment of salaries to the teaching staff of the university and student scholarships.

4.4.16. Control over the implementation of tuition fees from students studying on a paid basis.

4.4.17. Organization, management and coordination of construction and repair works.

4.4.18. Creation of an action plan to ensure the safety of students and workers in emergency situations and labor protection and ensure its implementation.

4.4.19. Ensuring the stable operation of university buildings, equipping them with fire-fighting equipment, maintaining their sanitary and hygienic condition at the required level.

4.4.20. Planning the work of student canteens, buffets, sports and recreation centers, medical centers and ensuring their work, constantly meeting the needs of students in hostels.

4.4.21. Organization of cultural and entertainment events at the university.

4.4.22. Organization of training in special classrooms equipped with modern computer technology.

4.4.23. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4.5. Vice-Rector for International Cooperation.

4.5.1. Advanced training of the teaching staff, studying advanced foreign experience and applying it in the educational process to perform certain tasks in accordance with the PP-60 of the President of the Republic of Uzbekistan dated December 24, 2021 "On additional measures to ensure the academic, organizational and managerial independence of state higher education institutions" and "The State Higher in terms of the implementation of the tasks defined in Resolutions No. 10 of December 24, 2021", PP-61 "On measures to ensure the financial independence of educational organizations."

4.5.2. Consideration and approval of documents of university representatives sent on business trips abroad in accordance with the order of the Ministry No. 81 of April 13, 2005 "On business trips abroad from higher educational institutions".

4.5.3. Control of projects implemented at the university within the framework of technical assistance programs of partner countries and international financial institutions, and submission of quarterly reports to the Ministry of Higher and Secondary Specialized Education.

4.5.4. Consideration of projects prepared by the university under EU programs and preparation of relevant conclusions and recommendations of the ministry for financing the Commission of the European Union.

4.5.5. Organization of seminars, meetings based on the analysis of projects for teachers, staff and students of universities.

4.5.6. Consideration, analysis and development of recommendations on contracts, agreements and protocols concluded by the university with foreign partners. Coordination of documents with relevant organizations (if necessary).

4.5.7. Ensuring the implementation of the adopted documents of the Republic of Uzbekistan on international relations and international economic relations under the control of the President of the Republic of Uzbekistan, the Government of the Republic of Uzbekistan, the Ministry of Foreign Affairs, the Ministry of Foreign Economic Relations, Trade and Investment and the Ministry of Economy.

4.5.8. Cooperation with embassies and international educational organizations and foundations operating in Uzbekistan, holding seminars, educational and methodological and scientific-practical conferences in priority areas of education.

4.5.9. Organization of meetings with representatives of the ministries of education of foreign countries, international educational organizations and diplomatic missions, delegations of foreign higher educational institutions.

4.5.10. Preparation of monthly, quarterly, semi-annual and annual reports on foreign exchange earnings from the education of foreign citizens at the request of the Ministry of Higher and Secondary Specialized Education.

4.5.11. Recommendation of university teachers, students, graduate students and independent researchers to the selection of grants announced by foreign partners for internships, advanced training, participation in advanced training courses, master's and doctoral studies.

4.5.12. Collection and dissemination of information about announced international grants and assistance to university departments in the creation of projects and direct participation in the implementation of projects.

4.5.13. Collection of information about international events, conferences, seminars and bringing them to the faculties. Dissemination of information about conferences held at the university, assistance in updating the university website.

4.6. Vice-Rector for Construction and Repair Works.

4.6.1. Organization of the implementation of the laws of the Republic of Uzbekistan, decrees and orders of the President, Oliy Majlis and the Cabinet of Ministers, relevant decisions and instructions of the Ministry of Higher Education and Construction;

4.6.2. Organization of the execution of orders, instructions and instructions of higher authorities, decisions of the Academic Council of the University and orders of the rector on issues related to construction and repair processes;

4.6.3. Development of project proposals for the construction of new educational buildings, laboratories, sports facilities, hostels and other buildings at the university.

4.6.4. Presentation of the developed project proposals to the management and high-ranking organizations, and relevant ministries;

4.6.5. Preparation of all buildings owned by the university for the new academic year, including: organization of current and major repairs in existing buildings;

4.6.6. Quality control of materials used for construction in the process of construction and repair of buildings and ensuring the use of modern energy-efficient building materials in construction and installation works;

4.6.7. Monitoring the implementation of all documents prepared for construction and installation works in buildings in accordance with the requirements of the law;

4.6.8. Taking the necessary measures to ensure the smooth operation of the autumn-winter season in all buildings administered by the university. Also, the organization of a complete study of the technical condition of the roof, heating system, door and window frames and the elimination of identified shortcomings;

4.6.9. Ensuring the quality of repair and construction work carried out in institutions and their implementation on time;

4.6.10. Preparation of proposals and organization of work in the field of activity;

4.7. Dean of the Faculty.

4.7.1. Implementation of regulatory legal acts in accordance with laws, resolutions, decrees and orders of the President of the Republic of Uzbekistan, decisions of Oliy Majlis and the Cabinet of Ministers of the Republic of Uzbekistan in the field of education and training, by decrees of the President of the Republic of Uzbekistan dated December 24, 2021 No. PP-60 "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" and "On financing state higher educational institutions" decision PP-61 "On measures to ensure the independence of higher and secondary specialized education" .

4.7.2. Compliance with labor discipline, timely and accurate execution of orders and orders of the employer in accordance with the law.

4.7.3. Compliance with the rules of labor protection, safety and industrial sanitation.

4.7.4. Reasonable use of University property.

4.7.5. Friendliness with members of the university staff (administration, employees, students) and other persons in contact in the course of work, and compliance with the dress code.

4.7.6. Management of educational and scientific, spiritual and educational and scientific and methodological work, organization of educational work at the faculty.

4.7.7. Establishing contact with faculty graduates, analyzing the quality of their practical work.

4.7.8. Organization of training of highly educated specialists employed in the national economy in the specialty of the faculty.

4.7.9. Issuance of orders, directives or instructions that are binding on all employees, students and other students of the faculty within their powers.

4.7.10. Formation of the content of education on the basis of state educational standards.

4.7.11. Taking measures to enrich the subjects taught at the faculty with modern information, methods, news, etc.

4.7.12. Expanding and updating the base of information and resource sources in the education system.

4.7.13. Development of priority scientific research to improve education and planning for the future.

4.7.14. Organization of activities aimed at ensuring that youth living in student dormitories can meaningfully spend their free time and participate in useful work activities, preventing students from becoming involved in various informal movements.

4.7.15. Coordination of the weekly study load and the volume of independent working time of students with the system of taught subjects on the basis of the requirements imposed by the regulatory legal acts of the Ministry of Higher and Secondary Specialized Education.

4.7.16. Further improvement of the mechanism for improving academic discipline, implementation of measures aimed at increasing the activity of students.

4.7.17. Control of the introduction of new information technologies in the education system.

4.7.18. Organization of seminars on studying the experience of teachers, introducing new pedagogical technologies and discussing the reports of professors and teachers who have improved their qualifications under the faculty council, educational and methodological council.

4.7.19. Control over the implementation of decisions of the university and faculty councils.

4.7.20. Management of the educational process and graduation work of students, writing and defending a master's thesis.

4.7.21. Management of the training schedule, control over its implementation, responsibility for student attendance.

4.7.22. The organization of control over the independent work of students, as well as the assessment of their knowledge based on a rating system that allows students to re-learn missed lessons.

4.7.23. Transfer of students from course to course, their inclusion in the state certification, final qualifying works and defense of master's theses, granting academic leave and awarding scholarships, preparing draft orders for students who have changed their first name, patronymic, last name, and recommending expulsion from a number of students on the initiative administration in cases stipulated by the relevant Regulations of the Ministry of Secondary Specialized Education, to work with them in agreement with the international department of the university in cases where there are foreign students at the faculty.

4.7.24. Search for gifted students and work with them, organizing events related to their preparation for receiving the state scholarship of the President of the

Republic of Uzbekistan, scholarships for distinction, participation in Olympiad competitions held in subjects.

4.7.25. Organization of scientific and creative activities of students on a systematic basis, identifying talented students and involving them in scientific research, creating the necessary organizational, methodological and material and technical conditions for the implementation of creative activities.

4.7.26. Preparation of doctoral students and independent researchers, coordination of work to improve the qualifications of the teaching staff, recommendation of those who set a special example for participation in various competitions.

4.7.27. Implementation of general guidance on the preparation of textbooks, teaching aids, organization of classes on computer literacy in the disciplines of the departments that are part of the faculty, including in cooperation with foreign scientists.

4.7.28. Management of the faculty council, organization of inter-departmental meetings, scientific and methodological conferences (including with the participation of foreign experts).

4.7.29. Studying the needs of enterprises and institutions in qualified specialists trained at the faculty, as well as establishing relations of mutual cooperation with other educational institutions for the exchange of teaching staff, students and scientific information in cooperation with the marketing department of the university.

4.7.30. Responding to the organization and implementation of educational services, the search for extrabudgetary funds and the implementation of their use for educational purposes.

4.7.31. Supervision of spiritual and educational activities, including in student hostels at the faculty.

4.7.32. Reception of citizens and consideration of applications within the established time limits in accordance with the Law of the Republic of Uzbekistan "On applications of individuals and legal entities".

4.7.33. Ensuring the improvement of the part of the territory of the university allocated for faculties.

4.7.34. Implementation of other duties and rights established by the legislation on higher education.

4.7.35. Events of the deans with the participation of embassies, foreign organizations and representatives of foreign countries are held by the ministry in accordance with the order of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan dated August 12, 2005 No. 183 by decision of the Council for International Relations or as an exception based on the order of the rector.

4.7.36. Foreign business trips of deans should be carried out on the basis of the temporary Instruction “On the procedure for leaving for foreign business trips from higher educational institutions of the Republic of Uzbekistan”, approved by order of the Ministry No. 81 dated April 13, 2005.

4.7.37. The activities of the dean are carried out on the basis of the regulation “On the teaching staff of a higher educational institution”, approved by order of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan No. 159 dated May 30, 2008. provide

4.7.38. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline" .

Teaching staff (head of the department, professor, associate professor, senior lecturer, lecturer, assistant).

4.8. Head of the department.

4.8.1. Compliance with labor and performance discipline, timely and accurate execution of orders and orders of the employer in accordance with the law.

4.8.3. Careful attitude and reasonable use of the property of the University.

4.8.4. Friendliness with members of the university staff (administration, employees, students) and other persons in contact in the course of work, and compliance with the dress code.

4.8.5. Participation in the discussion and resolution of issues related to the activities of the department at the university level.

4.8.6. Approval of the work plan of the department, personal work plans of the teaching staff and researchers and other documents within the framework of the department.

4.8.7. The distribution of the teaching load on the teaching staff of the department and control over their timely and high-quality implementation.

4.8.8. Making proposals to the management of the university on hiring, dismissal and appointment of employees for new tasks, their material and moral encouragement, as well as the application of disciplinary measures to the department.

4.8.9. The requirement from the relevant administrative departments of the university to provide the necessary conditions for conducting the educational and research process at the level of demand.

4.8.10. Preparation of the report of the department on the activities for the academic year in the prescribed manner and terms, reporting at meetings of the faculty council.

4.8.11. Carrying out research work in accordance with the approved plan in connection with production tasks, ensuring the integration of completed research work with education, science and production - innovative cooperation.

4.8.12. Consideration of educational, scientific and methodological, research, spiritual and educational and organizational and methodological work of teachers of the department in individual work plans, organization of work aimed at studying, summarizing and popularizing the best practices of experienced teachers.

4.8.13. The introduction of modern pedagogical and information and communication technologies, assisting young teachers who have begun to engage in pedagogical activities in acquiring pedagogical qualifications and skills, creating an information base, using modern educational and technical means in the classroom, individually establishing the effective use of pedagogical activities and independent teaching methods, develop elements of distance learning.

4.8.14. Training of scientific and pedagogical staff, discussion of doctoral dissertations in scientific seminars in specialties corresponding to the specialty of the department or similar, participation in expert groups to determine the compliance of documents on education with regulatory requirements.

4.8.15. Management of the creation of scientific schools in the field of education of the department.

4.8.16. Establishing contacts with industrial enterprises and other enterprises in order to send graduates to work, formulate themes for graduation qualification works, master's theses, attract extra-budgetary funds, and provide scientific and technical support.

4.8.17. Organization of regular contacts with graduates of the university and doctoral studies at this faculty, monitoring of graduates.

4.8.18. Carrying out activities aimed at improving the skills of specialists in the specialty of the department.

4.8.19. Development of cooperation relations in the field of education with foreign educational institutions.

4.8.20. Taking into account the interests of students, organizing circles on various topics, areas and specializations, types of professions, holding events aimed at taking students' free time with productive and useful work.

4.8.21. Ensuring the full and high-quality laboratory work on the disciplines taught at the department and making proposals for equipping the laboratories of the department with modern equipment, instruments and equipment.

4.8.22. Regular replenishment of the information resource center with new educational, scientific, technical and periodic literature related to the educational areas and specialties of the department and the constant study of its renewal.

4.8.23. Conducting at a high theoretical, scientific, methodological and professional level the established types of training in subjects in the curricula drawn up in accordance with the state educational standards of higher education in all forms of education (in cases of separation from production and non-production), ensuring the quality of education.

4.8.24. Organization of management of students' professional practice, course projects (works), final qualification works, master's theses, as well as independent work and research work.

4.8.25. Implementation of rating control of students' knowledge, carrying out activities to organize students' independent work, general control over the re-learning of missed lessons by students.

4.8.26. Development of educational programs in the subjects of the department and submitting them for approval in the prescribed manner, as well as preparing reviews and conclusions on educational programs prepared by related departments.

4.8.27. Preparation of textbooks, educational and methodical and demonstration aids, reprinting of textbooks, teaching aids, abstracts of educational and methodical literature.

4.8.28. Conducting a comparative analysis and improvement of the State Educational Standards, curricula and programs of departments and specialties with educational programs of developed foreign countries.

4.8.29. Selection of gifted students and their training, preparation for participation in Olympiads and competitions, carrying out activities to improve the forms and methods of independent work of students.

4.8.30. Systematic organization of scientific and creative activities of students, identification of gifted students and their involvement in scientific research, training in the implementation of research work individually and in a team, creation of the necessary organizational and methodological conditions for the implementation of their scientific and creative activities.

4.8.31. Implementation of other duties and rights established by labor legislation.

4.8.32. The events of the head of the department with the participation of embassies, foreign organizations and representatives of foreign countries are held by the Ministry of Higher and Secondary Specialized Education (hereinafter referred to as the "Ministry") in accordance with the established procedure by decision of the International Cooperation Council or, in exceptional cases, on the basis of the order of the rector through the Ministry.

4.8.33. Foreign business trips of the head of the department are carried out on the basis of a temporary instruction on the "Procedure for leaving for foreign business trips from higher educational institutions of the Republic of Uzbekistan", approved by order of the Ministry No. 81 dated April 13, 2009, 2005.

4.8.34. The activity of the head of the department is carried out on the basis of the regulation "On the departments of a higher educational institution", approved by order of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan No. 159 dated May 30, 2008.

4.8.35. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4.9. Professor, Associate Professor, Senior Lecturer, Assistant.

4.9.1. Elections and election to the councils of universities and faculties in the prescribed manner.

4.9.2. Participation in the discussion of issues related to the activities of the university.

4.9.3. Using the services of the university library, educational and scientific departments, as well as the services of social, medical and other departments in accordance with the collective agreement.

4.9.4. The choice of methods and means of training, the implementation of research work that ensures the high quality of the educational and scientific process.

4.9.5. Application for orders and orders of the administration of the institution in the manner prescribed by law.

4.9.6. Occupation of positions and participation in competitions in accordance with the law.

4.9.7. Work in other organizations as a substitute, regardless of the place in which they work.

4.9.8. Acquaintance with the scientific and educational literature of foreign colleagues and the exchange of ideas with them.

4.9.9. Preparation of high-quality textbooks and teaching aids in their subject.

4.9.10. Improvement of theoretical knowledge, practical experience, methods of conducting scientific research, pedagogical skills.

4.9.11. Participation in grants, scientific projects, business contracts.

4.9.12. Implementation of other rights provided for by the legislation of the Republic of Uzbekistan on higher education.

4.9.13. Fulfillment of the legitimate instructions of the employer, timely and high-quality implementation of educational, methodological, scientific and spiritual and educational work on the basis of an annually approved personal plan, in particular:

- a) fulfillment of the volume of educational loads, educational, methodological, scientific, educational and organizational work on the basis of an approved personal plan and participation in spiritual and educational work;
- b) preparation of textbooks, teaching aids, educational literature, scientific articles, writing monographs;
- c) participation in spiritual and educational activities with students, including extracurricular activities, receiving repeated classes from students for missed classes;
- d) participation in the scientific topics of the department, approved by the university council;
- e) regularly improve their skills.

4.9.14. Preservation of the property of the institution, its rational use.

4.9.15. Compensation for real material damage caused directly to the employer.

4.9.16. Participation in the public affairs of the institution, in particular: duty in the student hostel on a voluntary basis in accordance with the approved schedule.

4.9.17. Ensuring the effectiveness of the pedagogical and scientific process.

4.9.18. Formation of high professional training and ability to work in the chosen direction (specialty) among students in the conditions of modern civilization and democracy.

4.9.19. Regular improvement of the level of knowledge of a foreign language and information technology.

4.9.20. Formation of independent thinking, initiative, creativity in students.

4.9.21. Be an example with your manners, culture and spiritual level.

4.9.22. Strict observance of the dress code.

4.9.23. To have information about the reforms being carried out in the republic and the news taking place in the world.

4.9.24. Active participation in cultural, spiritual, educational events organized by the university, faculty, department.

4.9.25. Regular enrichment of the scientific program in which he teaches, based on scientific and technical achievements.

4.9.26. Taking classes at a high level.

4.9.27. Finding new resources related to the field of science and introducing them to students.

4.9.28. Development of a working curriculum, calendar plan and rating control table for the subjects taught by him and their approval at a meeting of the department before the start of each academic year.

4.9.29. Notifying the dean of the faculty and the administration of the university through the dean of all problems related to the educational process and work. Clearly aware that contacting higher organizations without informing them is a situation that reduces the reputation of the university, and that this situation may entail legal consequences for itself.

4.9.30. Objective assessment of students' knowledge.

4.9.31. Application of new pedagogical technologies during the lesson.

4.9.32. Increasing the scientific potential of the department and conducting intensive scientific research in the field of education.

4.9.33. Participation in the reforms carried out in the higher education system.

4.9.34. To have information about the state of students living in a student dormitory and rented housing, to organize the process of re-mastering missed classes by students in case of appointment as a mentor of the group.

4.9.35. Foreign business trips of the teaching staff and employees of universities were approved by the order of the Ministry No. 81 dated April 13, 2005 "The procedure for leaving on foreign business trips from higher educational institutions of the Republic of Uzbekistan." instructions.

4.9.36. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline."

4.10. Secretary of the University Council.

4.10.1. Drawing up a work plan of the university for the new academic year and the agenda of each of its meetings (based on the plan).

4.10.2. Work together with responsible persons who prepare the agenda of each board meeting, and ensure the quality and timely preparation of documents.

4.10.3. Ensuring the preparation and publication of final materials and reports based on the decision.

4.10.4. Control over the quality and timely implementation of decisions of the Council.

4.10.5. Carrying out explanatory work in the section of faculties and departments on the requirements of the regulation "On the procedure for recruiting faculty in higher educational institutions on the basis of selection", approved by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 20 dated February 10, 2006, and ensure timely selection for the position of head department, professor, associate professor, senior lecturer, university assistant in strict accordance with this regulation:

- a) announcement of a competition for vacant positions, as well as for positions with the expiration of the competition at least two months in advance through the media;
- b) acceptance of applications for participation in the competition for the positions of the teaching staff of the university;

- c) organizing a discussion of candidates for the relevant departments on the basis of paragraph 16 of the regulation "On the procedure for recruiting teaching staff in higher educational institutions on a competitive basis" and the decision of the department (positive or negative) control of the issuance of recommendations;
- d) providing information to members of the council about the candidates participating in the competition, as well as the conclusion of the department;
- e) together with the personnel department, monitor the timely selection of vacant teaching positions and contracts concluded with them based on the results of the selection, as well as the creation and updating of the database;
- f) preparation of the necessary documents related to the selection and re-selection based on the results of the selection and re-selection of the teaching staff for the position of the head of the department, to obtain the academic titles of professor, associate professor.

4.10.6. Preparation and approval of the minutes of the council meeting, preparation of an extract from the decision of the council on the approval of topics for doctoral students and independent researchers at the council meeting.

4.10.7. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline" .

4.11. Scientific staff.

4.11.1. Election to the university council of the institution in the prescribed manner.

4.11.2. Participation in the discussion of issues related to the activities of the university and participation in their solution.

4.11.3. Use of the information resource center of the institution, laboratories of the educational and scientific department, as well as services of social, medical and other departments in the structure of the institution.

4.11.4. Use of other rights established by the legislation of the Republic of Uzbekistan.

4.11.5. Conscientious performance of their official duties.

4.11.6. Friendly attitude with university staff, students and other persons in the course of work.

4.11.7. Timely and accurate execution of the legal orders of the employer.

4.11.8. Notification of the dean of the faculty and the administration of the university through the dean of all problems related to educational and labor activities. Clearly aware that contacting higher organizations without informing them is a

situation that reduces the reputation of the university, and that this situation may entail legal consequences for itself.

4.11.9. Conducting research work at a high level within the specified time frame.

4.11.10. Production of scientific research results in the prescribed manner and application in the educational process.

4.11.11. Participation in the educational process, publication of scientific articles in various publications.

4.11.12. Compliance with labor protection and safety regulations.

4.11.13. Dress code compliance. Do not wear prayer clothing (closed) or clothing that draws too much attention on University grounds, including classrooms, other buildings, and outdoor areas.

4.11.14. Preservation and prevention of damage to equipment in the buildings and laboratories of the university, keeping the workplace clean, full and productive working time.

4.11.15. Foreign business trips of scientific workers are carried out in accordance with the decision "On measures to strengthen the performance discipline", approved by the order of the Ministry No. 81 of April 13, 2005 on performance discipline, educational and labor discipline, labor protection, safety precautions to comply with the goals and objectives, established technical and production and sanitary rules, the university charter, internal regulations, decisions of the university council, orders of the rector, regulatory legal documents related to the education system, as well as their official duties.

4.12. Educational support staff.

4.12.1. Elections and election to public organizations.

4.12.2. Discussion of issues related to conducting practical classes in the educational process and making proposals for their solution.

4.12.3. Using the services of the information resource center of the university, social, medical and other departments.

4.12.4. Appeal in the manner prescribed by law regarding the orders and instructions of the university administration.

4.12.5. Use of other rights in accordance with the legislation of the Republic of Uzbekistan.

4.12.6. Friendly attitude with university staff, students and other persons in the course of work.

4.12.7. Timely and accurate execution of orders and instructions of the employer in accordance with the law.

4.12.8. Notification of the dean of the faculty and the administration of the university through the dean of all problems related to educational and labor activities. Clearly aware that contacting higher organizations without informing them is a

situation that reduces the reputation of the university, and that this situation may entail legal consequences for itself.

4.12.9. Compliance with the rules of labor protection, safety and industrial sanitation.

4.12.10. Strict observance of the dress code.

4.12.11. Respect for the property of departments, faculties, departments and laboratories of the university.

4.12.12. Do not take university laboratory equipment and other equipment outside the building without the permission of the university administration.

4.12.13. Timely preparation of devices and tools suitable for the topic of the lesson before starting practical exercises.

4.12.14. Performing laboratory work descriptions.

4.12.15. Help students in practical and laboratory work.

4.12.16. Cleaning up the lab after class.

4.12.17. Compliance with the order of executive discipline, labor and educational discipline, labor protection, safety and industrial sanitation in compliance with the goals and objectives established by the regulation, the university charter, internal procedures, decisions of the university council, orders of the rector and regulatory legal documents on the education system, and also with their official duties in accordance with the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 12 dated January 12, 1999 "On measures to strengthen performance discipline" .

4.13. University students.

4.13.1. Using the rights necessary for university students to receive a high-quality and high level of education in order to become highly qualified specialists in their chosen specialty.

4.13.2. Obtaining knowledge corresponding to the achievements of science, technology, modern technologies.

4.13.3. Free use of books, periodicals, electronic teaching aids available in the information and resource center of the university in the prescribed manner.

4.13.4. Get a free consultation and recommendation.

4.13.5. Free use of classrooms, classrooms provided by the university in the prescribed manner.

4.13.6. Making suggestions and critical opinions to the leadership of the educational institution, dean's office and department and demanding their consideration in order to improve the efficiency of the educational process and the quality of education.

4.13.7. Participation in public events held at the university and faculty levels.

4.13.8. Participation in research works and scientific conferences, publication of their results and provision of information about them.

4.13.9. Be a member of public associations legally operating at the university and participate in their work.

4.13.10. Exercise of other rights in accordance with legal documents.

4.13.11. The acquisition of knowledge, the formation and improvement of one's professional potential in order to be a highly educated and highly moral specialist, ready to honestly serve the country and people.

4.13.12. Strict observance in the process of education of the moral principles of society, our spiritual values, the requirements of the law, the rules of relationships that meet high requirements.

4.13.13. Obtaining deep theoretical knowledge in the chosen specialty, the formation of practical skills in the future profession.

4.13.14. Compliance with the requirements of the educational process, do not leave training sessions without a good reason, do not be late for classes, do not leave until the end of training.

4.13.15. Timely and high-quality fulfillment of tasks related to the educational process, timely and demanded fulfillment of teachers' tasks related to the development of the subject, arrival at classes with the necessary teaching aids.

4.13.16. Maintaining a strong relationship with the relevant department and dean's office, timely implementation of the legal tasks of the dean's office.

4.13.17. The manifestation of initiatives and diligence in the acquisition of knowledge, not to allow indifference.

4.13.18. Politeness towards your classmates, other students, teachers.

4.13.19. Respect for university property, do not damage it intentionally or through negligence, compensate for damage in case of damage, do not take items out of the classroom or building.

4.13.20. Compliance with sanitary rules in the building, in corridors, in classrooms, do not pollute the environment, do not smoke tobacco and other tobacco products.

4.13.21. Observance of the culture of dressing, not wearing religious and prayer clothes, not experiencing passion for jewelry. Do not stand out among others in appearance and bad behavior, unconditionally obey the norms of morality and etiquette.

4.13.22. In cases of non-attendance at training sessions (including due to illness), not later than three days, directly or through the head of the group, notify the dean's office in writing, indicate the reasons for non-attendance.

4.13.23. Informing the dean of the faculty and the administration of the university through the dean about all the problems associated with the educational process and student life. Clearly aware that contacting higher organizations without informing them is a situation that reduces the reputation of the university, and that this situation may entail legal consequences for itself.

4.12.24. Notify the dean of the faculty, obtaining in the prescribed manner the approval of the leadership of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan before traveling abroad in connection with a grant in case of participation in grants by foreign organizations.

4.13.25. Regularly improve your scientific, spiritual, ethical, ideological and political level, be aware of the ongoing reforms and updates in our country in the socio-economic and political spheres.

4.13.26. Compliance with the goals and objectives established by the university charter, internal regulations, academic discipline, decisions of the university council, orders of the rector, regulatory legal documents on the education system, as well as their obligations.

5. On the territory of Samarkand State University it is prohibited:

5.1. Smoking cigarettes and other tobacco products on the territory of the university, in buildings, corridors, assembly halls and other undesignated places.

5.2. The use of alcoholic beverages (vodka, wine, beer, etc.), drugs.

5.3. Intimidation, uttering obscene words, foul language, slandering others, acts that disturb people's peace.

5.4. Preparation, storage, distribution of written or electronic materials of religious content.

5.5. Preparation, storage, distribution and propaganda in any form of materials promoting national, racial, ethnic, religious hatred.

5.6. Preparation, storage, distribution, promotion of pornographic materials promoting obscenity in any form (photo, audio, video).

5.7. Gambling on site.

5.8. Walk inside the building in a headdress and outerwear (coat, overcoat, jacket), talk loudly, make noise, walk along the corridor during classes, unreasonably open the classroom door.

5.9. Visiting the university in religious prayer clothes.

5.10. Walk around the campus in T-shirts, mini-skirts, shorts and other clothes that are contrary to moral standards, wear unnatural jewelry, use extravagant makeup methods.

5.11. Students must be neatly dressed and not have unusual hairstyles.

5.12. Compliance with the rules in the use of jewelry.

5.13. You can come to the territory of the university with mobile communications, but on the territory of the educational institution they must be switched to a "quiet" mode.

5.14. Cell phones must be completely turned off during class and must not be used without permission. Only in emergency cases (illness and other cases) is it allowed to use means of communication to inform parents or other relatives.

5.15. Using offensive and embarrassing words, talking loudly on a cell phone.

5.16. Use mobile communications to destroy the honor and dignity of a person, promote any manifestations of spiritual depravity (pornography, alcoholism, cannibalism, drug addiction), to the detriment of the spiritual improvement of student youth, undermine universally recognized moral values, incite national, religious, ethnic conflicts, religious fanaticism, missionary activities, etc.

5.17. The use in the design of a mobile device (wallpaper) of images that do not correspond to age, is morally unacceptable.

In a student dormitory from 22:00 to 06:00, behavior that disturbs the peace of citizens, preventing their rest (use of radios, televisions, tape recorders and other means of amplifying sound) is not allowed; it is forbidden to arrive on the territory of the institution, classes by outsiders (not related to the university) persons.

6. Requirements for the regulation of study and rest time.

6.1. Educational activities at the university are carried out according to the schedule of lessons based on the approved curriculum.

6.2. In full-time education, students are provided with vacations at least twice during the academic year, the total duration of which is equal to the period approved in the curriculum.

6.3. The lesson schedule is drawn up for the semester and published no later than 10 days before the start of the semester. A separate schedule will be drawn up for optional training.

6.4. The duration of an academic hour is 40 minutes (a joint lesson without a break is 80 minutes). The teacher and students are notified by a call about the beginning and end of the lesson. There is a 10-minute break between each pair of sessions.

6.5. During the school day, the lunch break should not exceed 40 minutes. After the beginning of the lesson, silence and order should be ensured in all classes. Interruption of training sessions, unreasonable entry and exit from the classroom during the lesson is not allowed.

6.6. Before the start of each training session (during the break between classes) in classrooms, laboratories, training workshops and classrooms, laboratory assistants prepare the necessary teaching aids and equipment for the lesson.

6.6. Each course is divided into two groups for classroom practice, laboratory and training workshops. The composition of the student group is determined on the basis of the relevant order, based on the nature of the practical training.

6.7. In each group, the dean of the faculty appoints a group leader from among disciplined and punctual students.

The headman of the group is directly subordinate to the dean of the faculty, deputy deans and the mentor of the group and carries out all their instructions and orders in relation to his group.

6.8. The responsibilities of the elder include:

- a) personal accounting of students in all types of educational activities;
- b) daily inform the dean of the faculty about students who did not come to classes and are late, indicating the reasons;
- c) control over the progress of the study of the topic in the group during lectures and practical exercises, as well as responsibility for the maintenance of educational equipment and consumables;
- d) organizing the timely acquisition and distribution of textbooks and teaching aids among the students of the group;
- e) bring to the attention of students the changes made to the schedule of classes by the dean of the faculty;
- f) daily appointment of group duty according to the order;
- g) control over the timely receipt of scholarships for students of the group.

The above duties of the head of the group are assigned to all groups of students on the basis of the order of the dean's office.

6.9 For each group, a group journal of the established form is formed, in which all students who did not appear for classes are recorded by the head of the group. This journal is kept in the dean's office. Before the start of daily classes, the head of the group takes the diary from the dean's office and hands it over to the dean's office at the end of classes on the same day.

All students of the group are financially responsible for the completeness, availability and serviceability of equipment and other items in the classroom, laboratory, classrooms.

7. Encouragement of students for their academic and social achievements.

7.1. Students are encouraged for high results in studies, research work and active participation in the public life of the university in the following order:

- gratitude announcement;
- awarding or awarding additional scholarships;
- awarding a certificate of honor or a valuable gift.

7.2. Stimulation is carried out by the primary organization of the University Youth Union, the women's council, the primary trade union committee or based on their recommendations in accordance with the order of the rector.

7.3. Information related to the promotion and an extract from the order are stored in the student's personal documents collection.

8. Measures of disciplinary punishment.

8.1. If a student fails to fulfill the above duties, the following disciplinary measures are applied to him: warning, reprimand, expulsion from the ranks of students.

A warning is issued by the dean of the faculty when a student misses 18 hours of class for a valid reason.

A student who misses classes within 32 hours without a valid reason will be recognized as absent, and in case of missing classes without a valid reason within 74 hours will be expelled.

A student may be expelled from a higher educational institution in the following cases:

- a) voluntarily;
- b) in connection with the transfer to study at another educational institution;
- c) for health reasons (on the basis of a certificate from the medical commission);
- d) for violation of the academic discipline of the internal regulations and ethics of a higher educational institution;
- e) due to missing classes for more than 74 hours during one semester without a good reason;
- f) e) in connection with late payment of tuition fees (for students on a paid-contract basis);
- g) in connection with the deprivation of liberty of the student;
- h) in case of violation of the established procedure for conducting entrance examinations by court decision (in this case, expelled students are not restored);
- i) due to death;
- j) if a university student commits corruption, i.e. fraudulently collects money from students, gives money;
- k) if a student forges exam tickets (options) during the session;
- l) the entry of another student instead of the student who is taking the exam (tests, written work) is the basis for exclusion from the number of students (both students).

8.2. The expulsion of students at the initiative of the administration of a higher educational institution is carried out with the written consent of the initial trade union committee (for students who are members of a trade union). Also, the student can agree with the primary organization of the Youth Union of the university on his expulsion in accordance with clause 8.1, subparagraph "e" of this provision.

8.3. A student subjected to disciplinary punishment may apply to the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan or to the justice authorities with a complaint of the punishment imposed on him.

8.4. Information about the disciplinary punishment applied to the student is stored in his personal file.

8.5. During the period of military service, restoration of health, pregnancy and childbirth, as well as parental leave, a student may be granted academic leave in the manner approved by the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan.

9. Labor relations.

9.1. Change and termination of the employment contract.

9.1.1. Changing working conditions is carried out on the basis of the requirements of the Labor Code of the Republic of Uzbekistan.

9.1.2. The employee performs work in several professions and positions during the established working hours, in addition to his main job specified in the employment contract.

9.1.3. Work in several professions and positions can be determined for a fixed or indefinite period. After the agreed period, the conditions set with this employee for work in several professions and positions will be canceled. Work in several professions and positions and its termination are reflected in the employment contract and formalized by order of the Rector of the University.

9.1.4. An employment contract can be terminated only on the grounds provided for by the Labor Code of the Republic of Uzbekistan, and in the manner specified therein.

9.1.5. The employee is obliged to notify the employer in writing of his intention to terminate the employment contract two weeks in advance. The notice period begins on the morning of the day the application is submitted, regardless of the date of registration of the application.

An application submitted by an employee is submitted to the Rector of the University no later than the day of its submission and the next day.

If the employee's application is related to the impossibility of continuing work for good reasons, it is submitted to the Rector of the University (in the absence of the rector, to replace him) on the day of its submission.

Good reasons include:

military service;

admission to educational institutions;

retirement;

be elected to an elective position or be appointed to a position included in the nomenclature of leadership positions (list of positions);

the state of health of the employee or his close relatives in need of care, according to a medical certificate issued by TMEK or TMK;

other valid reasons for the inability to continue working in this position.

9.1.6. The employee has the right to apply for termination of the employment contract at any time, including during the period of temporary disability, vacation, business trip. All of these listed periods are included in the term of the notice of termination of the employment contract.

During the notice period, the terms of the employment contract continue to be fulfilled by the parties in the usual manner.

9.1.7. Termination of an indefinite employment contract, as well as a fixed-term employment contract at the initiative of the employer before the expiration of its validity period is allowed in the following cases:

Changes in the organization of labor in the activities of the university, when the volume of work is reduced, resulting in a change in the number (staff) of employees or the nature of work, or the termination of the activities of the relevant structural units;

when the employee's qualifications are insufficient or he becomes unfit for the work he performs for health reasons;

in the event of a systematic violation by the employee of his labor duties (one year from the date of bringing the employee to disciplinary or material liability for previously violated labor duties by him or applying to him measures of influence provided for by labor legislation and other regulations, for repeated misconduct by the employee during the period is considered systematic violation of labor duties);

in case of a single gross violation by the employee of his labor duties;

in connection with the employment of another employee who does not work on a substitute basis, as well as in the event of termination of an employment contract with substitutes in connection with the restriction of replacement work by the terms of employment;

when the employee reaches retirement age;

in the presence of the right to receive a state pension in accordance with the law.

9.1.8. It is not allowed to terminate the employment contract at the initiative of the employer during the period of temporary disability of the employee and vacations provided for by labor legislation and other regulatory documents, except in cases of complete liquidation of the institution.

9.1.9. Single gross violations that may lead to termination of the employment contract include:

violation of executive discipline (fulfillment of tasks stipulated by resolutions, decrees, orders and instructions of the President of the Republic of Uzbekistan, resolutions and orders of the Government, decisions of the collegium of the Ministry of Higher and Secondary Specialized Education, orders and instructions of the Minister) failure to provide on time and in full);

failure to appear at work without a valid reason (absence from work without a valid reason continuously during the working day or a total absence from work for more than 3 (three) hours, failure to appear for classes within one working day according to the schedule of classes for the teaching staff;

going to work in a state of alcoholic intoxication, narcotic (psychotropic) substances; damage to university property or its looting in various ways (including theft); abuse of official position (powers) by an employee (use of the powers assigned to the position contrary to the interests of the service) and unethical behavior discrediting the name of a university employee;

harassment of women, committing actions degrading their honor and dignity, harassment and violence, other ways of violating their rights; unreasonable or unethical behavior, statements in the media and social networks that may harm or damage the business reputation and interests of the University;

gross violation of the rules of technical safety and sanitation, creating a danger to the life or health of employees of the institution, including himself;

gross violation of the requirements of the regulation on the procedure for preventing the commission of corruption offenses by employees in the performance of their duties, that is, an employee:

about all cases when he was approached by a person with the aim of inducing him to commit corruption offenses, as well as about any known facts of similar offenses committed by other employees of state bodies, the anti-corruption department in the university system or law enforcement agencies cannot be informed; receiving money, securities, material assets, gifts, loans, services of a property nature, directly by him or through an intermediary in exchange for the performance or non-performance of a certain action using his official position or in the interests of individuals and legal entities ;

forcing subordinates to make illegal decisions or commit corrupt acts; to receive property benefits, using their position to exempt citizens from payments established for the provision of services, or to allow actions aimed at obtaining benefits in another way;

failure to report to the head of the relevant structural unit about crimes against the order of management, including abuse of official or official position, and circumstances that may lead to corruption; in the event that the head of the research (verification) group conducted by the institution receives a message about the abuse of official authority by employees participating in the research (verification);

as a result of deliberate concealment by an employee of information about a conflict of interest or its incomplete disclosure within the established time limits in accordance with the regulation on the management of a conflict of interest in the university system, entails improper performance of official duties or violation of the lawful interests of the University are violated.

9.1.10. It is not allowed to terminate the employment contract concluded by the employer with the employee without the consent of the trade union committee of the university, except as otherwise provided by law.

The trade union committee is obliged to notify the employer in writing of the decision of the trade union committee on the issue of consent to the termination of the employment contract with the employee within ten days from the date of receipt of the employer's written submission.

The employer has the right to terminate the employment contract no later than one month from the date of the decision of the trade union committee to approve the termination of the employment contract with the employee.

9.1.11. Termination of the employment contract is executed by order of the employer.

The last working day is considered the day of termination of the employment contract. On the same day, the university will provide the employee with a copy of his work book and an order to terminate the employment contract, with which payment will be made.

10. Ensuring labor discipline and responsibility.

10.1. The labor discipline of the university takes into account labor legislation, the terms of the collective agreement, these rules and technological discipline, the requirements for labor protection, safety, industrial sanitation, as well as the terms of the employment contract concluded with each employee, includes compliance with other local documents of the host university.

10.2. For the proper performance of labor duties, high labor productivity, many years of exemplary work at the university and other labor achievements, the following incentives may be applied to university employees.

- expression of gratitude;
- cash reward;
- rewarding with an expensive gift.

For special services to society and the state, employees can be presented for state awards in the manner prescribed by law.

10.3. Awards are usually announced in the council of the university by an order issued by the head of the university on the basis of a letter of recommendation from the head of the structural unit in which the employee works, or the labor collective.

10.4. The employer has the right to apply the following disciplinary measures to the employee for violation of labor discipline:

- 1) announcement of a warning;
- 2) a fine not exceeding **thirty** percent of the average monthly wage.

There may also be cases of imposing a fine on an employee who systematically violates labor discipline, in the amount of not **more than fifty** percent of the average monthly salary. Withholding a fine from the employee's salary is carried out by the employer in compliance with the requirements of Article 164 of the Labor Code (clause as amended by the Law of the Republic of Uzbekistan dated August 20, 1999 No. 832-1);

- 3) termination of the employment contract (paragraphs 3 and 4 of the second part of Article 100).

Disciplinary measures not provided for by this article are prohibited (Article 181 of the Criminal Code of the Republic of Uzbekistan).

10.5. Disciplinary punishments are applied by persons who have the right to hire (Article 182 of the Criminal Code of the Republic of Uzbekistan).

10.6. A written explanation must be requested from the employee before disciplinary action is applied. An employee's refusal to give an explanatory note cannot be an obstacle to sentencing for his misconduct. An employee's refusal to issue an explanatory note is documented.

10.7. When applying a disciplinary sanction, the severity of the misconduct, the circumstances under which the misconduct was committed, the previous work and the behavior of the employee are taken into account.

10.8. Only one disciplinary sanction may be applied for each misdemeanor.

10.9. Disciplinary punishment is applied immediately after the discovery of a misconduct, but no later than one month after the discovery of such a misconduct, without taking into account the time the employee is on sickness or on vacation.

10.10. A fine cannot be imposed after six months from the date of the misconduct, and also after two years from the date of the misconduct, when it was discovered as a result of an audit of financial activities. The period during which a criminal case has been initiated is not included in this period.

10.11. An order (instruction) or a decision to impose a disciplinary sanction is brought to the attention of the employee and a receipt is obtained (Article 182 of the Criminal Code of the Republic of Uzbekistan).

10.12. The duration of the disciplinary punishment may not exceed one year from the date of application of the penalty. If during this period the employee is not repeatedly subjected to disciplinary punishment, he is considered not subjected to disciplinary action. In this case, the order to cancel the disciplinary punishment is not issued.

10.13. The employer who has imposed a disciplinary sanction has the right to remove the sanction even before the expiration of one year on his own initiative, at the request of the employee, at the request of the work collective or the immediate supervisor of the employee (Article 183 of the Criminal Code of the Republic of Uzbekistan). Criminal Code of the Republic of Uzbekistan).

Early removal of disciplinary punishment from an employee is formalized by order of the employer.

10.14. The employee has the right to appeal against a disciplinary sanction in accordance with Article 184 of the Labor Code of the Republic of Uzbekistan.

10.15. Regardless of the application of disciplinary punishment and other measures of influence in the event that an employee causes direct damage to the employer, the employee may also be held liable in accordance with the procedure established by law.

10.16. In addition to disciplinary punishment, other measures of influence may be applied to employees for violation of labor discipline by local documents (full or partial deprivation of bonuses, bonuses for the year based on performance, etc.).

10.17. University officials bear administrative or criminal liability in cases provided for by law for violation of labor laws.

Such liability arises in the following cases:

- deliberately illegal employment contract, failure to comply with a court decision on termination or reinstatement, as well as a deliberate refusal to hire women on the grounds that they are pregnant or have to take care of a child; violation of the established procedure for hiring (refusal to hire persons sent by local labor authorities);
- admission of employees of alternative service, conscripts for military service without documents or with fake identity documents;
- reception of persons who are prohibited from holding certain positions or engaging in activities under a court verdict that has entered into legal force;
- for violation of fire safety and safety regulations, industrial sanitation or other labor rules that caused harm to an employee;
- refusal to consider the employee's appeal or untimely consideration of it, or the adoption of unreasonably contradictory decisions on them, failure to comply with decisions of local governments on the creation of a minimum number of jobs for the employment of people with disabilities, etc.

11. Order inside the building.

11.1. The Vice-Rector for Financial Affairs of the University is responsible for providing educational buildings with the necessary equipment (furniture, educational equipment, normal temperature, lighting, etc.).

The head of the laboratory and financially responsible persons are responsible for the availability and completeness of educational equipment in laboratories and classrooms.

Inside the building it is prohibited:

- walk in hats and outerwear (coats, etc.);
- talk loudly, make noise, wander along the corridor during classes;
- smoking;
- drinking alcoholic beverages, as well as being in a state of alcoholic intoxication is strictly prohibited.

Access to the university buildings is controlled by a system of turnstiles.

The administration of the university is obliged to protect the building, maintain equipment and other necessary things, as well as ensure the necessary order inside the educational and economic building.

Security of the building, maintenance of equipment and provision of fire and sanitary regime are carried out by employees of the management department on the basis of the order of the rector of the university.

12. For the admission of citizens to the university with oral applications, the following terms are established:

12.1. Rector: on the specified day of the week. Friday: from 14:00 to 16:00.

12.2. Vice-rectors: on the days of the week specified in the schedule.

12.3. The time of reception of deans and deputies of faculties is determined within a week.

12.4. The keys to the premises, laboratories and classrooms of the educational building are kept by the security guard on duty.

12.5. Internal procedures or an extract from them are posted on the portal of the university, in a conspicuous place at the faculties and departments.

13. Working time and rest time.

13.1. Working time is the time during which the employee must perform his labor duties in accordance with these rules, the duty schedule and the terms of the employment contract.

13.2. The university has a six-day working week of 7 hours a day. For professors and teachers, a 6-hour working day is established. The weekly rest time for all employees is one day off (Sunday). The working time of an employee should not exceed 40 hours per week (Article 115 of the Labor Code of the Republic of Uzbekistan).

13.3. Shortened working hours are established for the following employees of the institution:

- for persons aged 16 to 18 years - no more than 36 hours per week (Article 242 of the Labor Code of the Republic of Uzbekistan);
- for persons with disabilities of groups I and II - no more than 36 hours per week (Article 240 of the Labor Code of the Republic of Uzbekistan);
- a shortened working day for employees employed at work with adverse working conditions (Article 117 of the Labor Code of the Republic of Uzbekistan);
- the working time of the teaching staff should not exceed 36 hours per week (Article 118 of the Labor Code of the Republic of Uzbekistan);

13.4. The duration of daily work is reduced by one hour in the following cases:

- on the eve of holidays (non-working days);
- when performing work at night (night time is the time from 22:00 to 6:00);
- in other cases, provided by law.

13.5. A part-time work day or a part-time work week may be established both at the time of employment and subsequently by agreement between the employee and the employer.

An employer may establish part-time work in the following cases:

- pregnant women; women who have a child under the age of 14 (a disabled child under the age of 16), including under his guardianship or at the request of a person caring for a sick family member in accordance with a medical report, in cases provided for by law;
- Part-time work is paid to the employee in proportion to the hours worked, which does not entail the calculation of seniority and other labor rights.

13.6. In an institution, the start and end of daily work, as well as the time for rest and lunch breaks, are determined, for example, as follows:

- start time of daily work: 800 hours;

- end time of daily work: 16:00 (Saturday 14:00);
- lunch break time: from 12:00 to 13:00.

Classes begin and end according to the approved schedule. The daily work plan of professors and teachers is coordinated with the lesson schedule.

13.7. Employees who, due to working conditions, cannot be assigned a lunch break, are provided with at least 30 minutes for eating during working hours. The list of such works is determined according to the duty schedule, which approves the time and place of the beginning and end of meals in agreement with the committee of the employer's trade union.

13.8. In units (stations) working on a rotational basis, the shift work time, the order of their shift, the lunch break or meal time, the provision of rest days is determined according to the duty schedule approved by the head of the university in agreement with the trade union committee.

The daily rest period between the end of work and the beginning of the next day (in line) should not be less than 12 hours.

13.9. For an employee, the specified work in excess of the daily working time (shift) is considered non-working time.

Work outside working hours is allowed only with the consent of the employee.

The time of work outside the working day should not exceed four hours for each employee in two days (two hours a day when working with harmful and difficult working conditions) and 120 hours a year.

The following work of employees of the institution, including professors and teachers, is not considered a replacement job:

- full-time teaching work no more than 240 hours per year;
- 25 hours per year for independent researchers, 50 hours per year for senior researchers.

Performing other work in accordance with the law.

To work outside working hours are not allowed:

- employees whose work shift is 12 hours;
- workers under 18;
- workers working in adverse working conditions.

13.10. Engagement of certain categories of employees to work on holidays and holidays (non-working) days is allowed only in emergency cases in the manner prescribed by a written order of the employer.

13.11. Engaging persons under the age of 18 to work at night, on weekends and holidays is prohibited.

Disabled persons, pregnant women and women with children under the age of 14 may be involved in this work only with their consent.

Disabled people are involved in this, provided that such work is not prohibited to them by medical recommendations. Pregnant women and women with children

under the age of three who have similar medical recommendations and have given their consent may be involved in this work.

13.12. All employees, including substitutes, are granted annual leave with the preservation of their workplace and average wages.

13.13. The procedure for payment and calculation of the time of annual leave (basic and additional), as well as the length of service giving the right to leave, is carried out in accordance with the law.

13.14. At the request of the employee, he may be granted unpaid leave, the duration of which is determined by agreement of the parties.

13.15. Annual basic leave is granted for the first year of work:

- after six months of work;
- for work in the second and subsequent years - at any time of the working year in accordance with the vacation schedule provided to teaching staff at the end of the academic year.

13.16. Leave must be granted annually until the end of the working year in which it is granted. Leave may be granted in installments at the written request of the employee. The first part of the vacation must be at least 12 working days.

Leave can only be canceled with the consent of the employee. The unused part of the vacation is provided in the current year or carried over to the next year.

13.17. All types of social leave, as well as all types of additional leave for work in adverse working conditions, for a special style of work, for work in difficult and unfavorable natural climatic conditions, must be used, their replacement with a cash contribution is not allowed;

- vacations related to study (articles 254-257 of the Labor Code of the Republic of Uzbekistan);
- creative holidays (Article 258 of the Labor Code of the Republic of Uzbekistan);

13.18. Annual holidays are determined on the basis of a schedule approved by the head in agreement with the trade union committee of the university before the start of the calendar year.

The employee must be notified of the time of granting leave no later than 15 days before it begins.

13.19. Holiday pay must be paid the day before the start of the holiday.

Vacation can be rescheduled for another period at the request of the employee before the payment of vacation pay to him.

13.20. Upon termination of the employment contract by agreement between the employee and the employer (including in connection with the expiration of its term), annual basic and additional holidays are granted at the request of the employee, followed by termination of employment.

In this case, the day the vacation ends is considered the date of termination of the employment contract.

Then, if the notice period for terminating the employment contract, established by agreement of the parties, has expired, the employee is not entitled to withdraw the application for termination of the employment contract.

14. Final provisions.

14.1. dispute resolution procedure.

14.1.1. Each employee and student have the right to protect their rights provided for by law, these regulations, other local documents of the university, contracts on labor and training of specialists, including the right to apply to the court.

14.1.2. An employee and student who believe that their rights have been violated have the right to contact the employer orally or in writing on their own or through the trade union committee. The appeal of the employee must be registered in accordance with the law.

14.1.3. A written response will be sent to the employee on the merits of his appeal immediately after consideration.

The response to the requirement to change working conditions must be sent to the employee no later than three days from the date of granting the right to such a change, provided for by law.

In the event of a dispute between the employee and the employer, or when the employer is not satisfied with the answer, the employee, at his choice, may apply to the labor dispute commission (hereinafter referred to as the CCC) or directly to the court to resolve the labor dispute, and also has the full right to apply to other bodies protection of university employees.

14.1.4. An application submitted by an employee will be registered with the CCC and will be considered in the presence of the employee who submitted the application no later than 10 days from the date of submission. It is allowed not to participate in the consideration of the employee's application only upon his written application. If an employee fails to appear at a meeting of the commission without a good reason, it may decide not to consider this application, which does not deprive the employee of the right to re-apply.

14.1.5. An interested employee or employer may apply to the court within 10 days after receiving a copy of the conclusion of the CCC.

14.1.6. The employee has the right to apply to the court or to the KTS within the following terms:

- within a maximum of one month from the date of delivery to the employee of a copy of the order to terminate the employment contract in disputes about reinstatement at work;
- for other disputes - no later than three months from the day when the employee found out or should have found out about the violation of his right;

There is no time limit for applying to the court for disputes on compensation for harm to the health of an employee.

Note. "The internal regulations of Sharof Rashidov Samarkand State University" were approved at a meeting of the University Council on April 30, 2022 (minutes No. 11).