

**TASHKENT PEDIATRIC MEDICAL INSTITUTE**

**"APPROVE"**

Rector  **B.T. Daminov**



**ACADEMIC POLICY FOR THE 2022-2023 ACADEMIC YEAR**

**Tashkent -2022**

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## **1. General Provisions**

### **1.1 Scope**

1) This Academic Policy (hereinafter referred to as the Policy) of the Tashkent Pediatric Medical Institute (hereinafter referred to as the Institute) defines the basic concepts, organization procedure and conditions for the implementation of educational programs at all levels of education (higher and postgraduate education).

2) The academic policy has been developed in accordance with the requirements of the regulatory documents of the authorized bodies in the field of education, the goals and objectives of state programs in the field of education and the internal documents of the Tashkent Pediatric Medical Institute.

3) The goal of the Policy is to achieve high quality at all levels of professional education that meets the needs of the labor market, society and the state, and also corresponds to the best world practices.

4) The policy is intended for students, faculty, managers and employees of the structural divisions of the Institute, as well as other interested parties.

5) The Institute defines the following basic principles in academic activities:

- providing all students with equal opportunities to receive qualified and affordable education;
- providing academic freedom to students in choosing individual learning paths and developing the necessary skills by choosing elective disciplines and tracking their own progress by students on the electronic educational portal;
- training of specialists who meet the requirements of the national healthcare system and international standards - through the introduction of innovations in education, science and practice;
- observance of the anti-corruption standard and standards of academic integrity and the manifestation of intolerance to any form of corruption and discrimination;
- ensuring transparency and availability of information for stakeholders.
- a permanent obligation of participants in the educational process to act in accordance with values and principles that exclude corruption risks .

6) The academic policy is obligatory for execution by all structural divisions of the institute, teaching staff, employees and students. Violation of the requirements of the Academic Policy is the basis for applying disciplinary measures to the officials of the institute, teaching staff, employees and students in accordance with the current legislation of the Republic of Uzbekistan and the internal regulations of the university.

### **1.2 Normative references**

The policy has been developed in accordance with the regulatory documents:

#### ***Laws of the Republic of Uzbekistan:***

1. "On Education" dated September 23, 2020 No. LRU-637
2. "On administrative procedures" dated 08.01.2018 No. LRU -457
3. "On the state youth policy" dated September 14, 2016 No. LRU -406

#### ***Decrees and resolutions of the President of the Republic of Uzbekistan:***

4. "On the organization of the activities of the Agency for Youth Affairs of the Republic of Uzbekistan" dated June 30, 2020 No. RP-4768
5. "On measures to further reduce bureaucratic barriers and introduce modern management principles into the activities of state bodies and organizations" dated December 9, 2019 No. RP-4546
6. "On approval of the Concept for the development of the higher education system of the Republic of Uzbekistan until 2030" dated October 8, 2019 No. DP-5847
7. "On measures to introduce new management principles into the system of higher and secondary specialized education" dated July 11, 2019 No. RP-4391
8. "On measures to reform the management in the field of higher and secondary specialized education" dated July 11, 2019 No. DP-5763

9. "On additional measures to improve the system for monitoring the quality of education" dated January 16, 2019 No. RP-4119
10. "On the State program for the implementation of the Action Strategy in five priority areas of development of the Republic of Uzbekistan in 2017-2021 in the "Year of active investment and social development"" dated January 17, 2019 No. DP-5635
11. Administration of the President of the Republic of Uzbekistan dated 02.11.2018 No. 19598-xx "On ensuring the fulfillment of the tasks outlined in the minutes of the meeting dedicated to the development of higher education on October 24, 2018, the development of Roadmaps aimed at determining the prospects for development, the introduction of modern Information and Communication Technologies and Innovation Activities of Higher Educational Institutions".
12. "On additional measures to improve the quality of education in higher educational institutions and ensure their active participation in the country's large-scale reforms" dated June 5, 2018 No. DP-3775.
13. "On the state program for the implementation of the action strategy in five priority areas of development of the Republic of Uzbekistan in 2017-2021 in the "Year of Support for Active Entrepreneurship, Innovative Ideas and Technologies"".
14. "On measures to further expand the participation of industries and sectors of the economy in improving the quality of training of specialists with higher education" dated July 27, 2017 No. DP-3151.
15. "On measures for the further development of the higher education system" dated April 20, 2017 No. DP-2909.
16. "On additional measures to improve the system of benefits for citizens who have completed military service in the Armed Forces of the Republic of Uzbekistan" dated April 4, 2017 No. DP-2867
17. "On further improvement of the system of postgraduate education" dated February 16, 2017 RP-4958.
18. "On organizational measures for the implementation of the action strategy in the five priority areas of development of the Republic of Uzbekistan in 2017-2021" dated February 14, 2017 No. NP-4849 "On the organization of the activities of the Agency for Youth Affairs of the Republic of Uzbekistan" dated June 30, 2020 No. DP -4768
19. "On measures to further reduce bureaucratic barriers and introduce modern management principles into the activities of state bodies and organizations" dated December 9, 2019 No. DP-4546
20. "On approval of the Concept for the development of the higher education system of the Republic of Uzbekistan until 2030" dated October 8, 2019 No. RP-5847
21. "On measures to introduce new management principles into the system of higher and secondary specialized education" dated July 11, 2019 No. DP-4391
22. "On measures to reform the management in the field of higher and secondary specialized education" dated July 11, 2019 No. RP-5763
23. "On additional measures to improve the system for monitoring the quality of education" dated January 16, 2019 No. DP-4119
24. "On the State program for the implementation of the Action Strategy in five priority areas of development of the Republic of Uzbekistan in 2017-2021 in the "Year of active investment and social development"" dated January 17, 2019 No. RP-5635
25. Order of the Administration of the President of the Republic of Uzbekistan dated 02.11.2018 No. 19598-xx "On ensuring the fulfillment of the tasks outlined in the minutes of the meeting on the development of higher education on October 24, 2018, the development of Roadmaps aimed at determining the prospects for development, implementation modern information and communication technologies and innovative activities of higher educational institutions".
26. "On additional measures to improve the quality of education in higher educational institutions and ensure their active participation in the country's large-scale reforms" dated June 5, 2018 No. DP-3775.

27. "On the state program for the implementation of the action strategy in five priority areas of development of the Republic of Uzbekistan in 2017-2021 in the "Year of Support for Active Entrepreneurship, Innovative Ideas and Technologies"".
  28. "On measures to further expand the participation of industries and sectors of the economy in improving the quality of training of specialists with higher education" dated July 27, 2017 No. DP-3151.
  29. "On measures for the further development of the higher education system" dated April 20, 2017 No. DP-2909.
  30. "On additional measures to improve the system of benefits for citizens who have completed military service in the Armed Forces of the Republic of Uzbekistan" dated April 4, 2017 No. DP-2867
  31. "On organizational measures for the implementation of the action strategy in the five priority areas of development of the Republic of Uzbekistan in 2017-2021" No. DP-4849 dated February 14, 2017.
  32. "On additional measures to ensure the academic, organizational and managerial independence of state higher educational institutions" No. DP-60 dated December 24, 2021
  33. "On measures to provide financial independence to state higher educational institutions" No. DP-61 dated December 24, 2021
  34. "On approval of the Concept for the development of science until 2030" Decree of the President of the Republic of Uzbekistan, dated October 29, 2020 No. RP-6097
  35. "On approval of the Concept for the development of science until 2030" Decree of the President of the Republic of Uzbekistan, dated October 29, 2020 No. RP -6097
  36. "On improving the public administration system in the field of development of scientific and innovative activities" Decree of the President of the Republic of Uzbekistan, dated April 1, 2021 No. RP-6198
  37. "On measures to further improve the state policy in the field of science and public administration in the field of innovative development" Resolution of the President of the Republic of Uzbekistan, dated April 1, 2021 No. DP-5047
- Resolutions of the Cabinet of Ministers of the Republic of Uzbekistan:***
38. "On the approval of state educational standards for general secondary and secondary specialized education" of April 6, 2017, RCM No. 187
  39. "On measures to organize distance learning in higher education organizations" RCM No. 559 of October 3, 2022
  40. On measures to improve the system of material and social support for students of state higher educational institutions, foreign and non-governmental organizations of higher education in the Republic No. 181 dated May 2, 2023.
  41. On approval of the Program of realization of the state youth policy in the Republic of Uzbekistan for 2022-2023 No. 310 dated June 7, 2022.
  42. "On improving the procedure for attestation and state accreditation of state educational institutions and non-state educational organizations. No. 470, dated June 8, 2019.
  43. "On measures to improve the procedure for determining the rating of higher educational institutions." No. 467 dated June 10, 2019.
  44. "On Amendments to the Regulations on the State Commission for the Admission of Foreign Citizens to Educational Institutions of the Republic of Uzbekistan. No. 517. June 21, 2019.
  45. "On the approval of the State samples of diplomas of higher education of the Bachelor and Master degree" No. 607 of July 20, 2019
  46. "On approval of the Regulations on the procedure for admitting citizens to higher educational institutions with recommendations from the command of a military unit who have served their military service in the Armed Forces of the Republic of Uzbekistan" No. 681 dated August 17, 2019.
  47. "On amendments and additions to some decisions of the Government of the Republic of Uzbekistan (Decrees of the President of the Republic of Uzbekistan dated April 20, 2017 No.

DP-2909 "On measures to further develop the higher education system" and dated January 16, 2019 No. DP-4119 "On additional measures to improve the quality control system of education")" No. 821 dated September 30, 2019.

48. "On the phased transfer of higher education institutions to a self-financing system" No. 967 of December 4, 2019.

49. "On measures for the implementation and approval of the Concept of continuous spiritual education" No. 1059 of January 3, 2020.

50. "On measures to improve the procedure for determining the amount of scholarships paid to students of higher educational institutions, their appointment and payment" No. 59 dated February 1, 2020.

51. "On encouragement and financial incentives for gifted youth of Uzbekistan" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated 13.10.2008 No. 226

52. "Regulations on the Higher Attestation Commission under the Cabinet of Ministers of the Republic of Uzbekistan" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated December 28, 2012 No. 365

53. "On approval of the Regulations on the master's program" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated 02.03.2015 No. 36

54. "Regulations on postgraduate education" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated 05/22/2017 No. 304

55. "Regulations on the procedure for paying expenses associated with the examination of dissertations for the competition of scientific degrees in the Higher Attestation Commission under the Cabinet of Ministers of the Republic of Uzbekistan" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated November 22, 2017 No. 937

56. "On improving the system of targeted training of scientific and scientific-pedagogical personnel of the highest qualification" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated July 19, 2019 No. 606

57. "Regulations on the state order for research work"; On the procedure for selecting and financing Startup projects, Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated March 09, 2020 No. 133

58. "Regulations on the Ministry of Innovative Development of the Republic of Uzbekistan" Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated August 27, 2021 No. 545

***Orders of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan:***

59. Model Rules of professional ethics for employees of institutions of higher and professional education dated December 30, 2019 No. 1201

60. "On holding a discussion of issues to prevent anti-law enforcement actions regarding employees and students of higher educational institutions and academic lyceums" dated December 24, 2018 No. 87-01-854.

61. "On the implementation of the Decree of the President of the Republic of Uzbekistan "On additional measures to improve the quality of education in higher educational institutions and ensure their active participation in the country's large-scale reforms"" dated June 5, 2018 No. DP-3775"

62. "On the implementation of the Decree of the President of the Republic of Uzbekistan dated March 14, 2017 No. DP-2829 "On measures to further improve the activities of educational institutions of secondary special, vocational education" dated March 18, 2017 No. 152.

63. Model Rules of professional ethics for employees of institutions of higher and professional education dated December 30, 2019 No. 1201

64. "On the discussion of issues to prevent anti-terrorist actions against employees and students of higher educational institutions and academic lyceums" dated December 24, 2018 No. 87-01-854.

65. "On the implementation of the Decree of the President of the Republic of Uzbekistan "On additional measures to improve the quality of education in higher educational institutions and ensure their active participation in the country's large-scale reforms"" dated June 5, 2018 No. DP-3775"
66. "On the execution of the Decree of the President of the Republic of Uzbekistan dated March 14, 2017 No. DP-2829 "On measures to further improve the activities of educational institutions of secondary special, vocational education" dated March 18, 2017 No. 152.



### **1.3. Main abbreviations used**

**AIS** - Automated Information System;

**MAC** - Medical Advisory Commission;

**HEI** - Higher Educational Institution;

**FAC** - Final Attestation Commission;

**SEC** - State Examination Commission;

**SOSE** - State obligatory standard of education;

**DET** - Distance Educational Technologies;

**IC** - Individual Curriculum;

**FSA** - Final State Attestation;

**MES RK** – Ministry of Education and Science of the Republic of Kazakhstan;

**MHRU** - Ministry of Health of the Republic of Uzbekistan;

**RWS / RWU/ RWDS** - research work of a student / undergraduate / doctoral student

**EP** - Educational Program;

**EFC** - Evaluation of the final control;

**DEMW** - Department for educational and methodological work

**TS** - Teaching staff;

**DP RUz** - Decree of the President of the Republic of Uzbekistan;

**WC** - Working Curriculum;

**SSSW** - student's self- study work;

**SSSWT** - student's self-study work under the guidance of a teacher;

**TashPMI** - Tashkent Pediatric Medical Institute

**SOP** - Standard Operating Procedure;

**IF** - International Faculty

**EMDS** - Educational and methodological disciplines set

#### 1.4. Terms and Definitions

**Academic backlog** - the presence in the history of educational achievements of the student according to the curriculum of unstudied disciplines, or disciplines with an unsatisfactory grade in the final control.

**Academic calendar** - a calendar of training and control activities, practices during the academic year, indicating the days of rest (holidays and holidays).

**Academic credit** - a unified unit for measuring the volume of scientific and (or) educational work (load) of a student and (or) teacher;

**Academic mobility of students (Academic Mobility)** - the movement of students to study for a certain academic period (trimester, semester, academic year, but not less than 3 credits) to another higher educational institution (domestic or abroad) with the obligatory transfer of mastered credits for educational programs at your university.

**Academic failure** is the non-fulfillment of the individual curriculum and unliquidated academic debt of 9 ECTS or more.

**The academic rating of the student (Rating)** is a quantitative indicator of the level of mastery of the curriculum by the student of the disciplines, compiled on the basis of the results of the intermediate certification.

**Academic freedom** - a set of powers of the subjects of the educational process, granted to them for independent determination of the content of education in the disciplines of the component of choice, additional types of education and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods.

**Academic degree (Academic Degree)** - a degree awarded by educational organizations to students who have mastered the relevant educational curricula, based on the results of the final certification.

**Academic hour (Academic hour)** - a unit of measurement of the volume of training sessions or other types of academic work, 1 academic hour is equal to 45 minutes.

**Appeal** - a procedure carried out to identify and eliminate cases of biased assessment of student knowledge, as well as non-compliance with the proper procedure for assessing students.

**University component (UC)** - a list of academic disciplines and the corresponding minimum amount of academic credits, determined by the university independently for the development of the educational program.

**Educational program (EP)** is a single complex of the main characteristics of education, including the goals, results and content of education, the organization of the educational process, the ways and methods of their implementation, and the criteria for assessing learning outcomes.

**A differentiated test** is the final form of testing the knowledge and skills of students in a particular discipline, as well as professional practice in accordance with the program of the discipline (syllabus), assessed in accordance with the point-rating letter system of assessment and taken into account when calculating the transfer score from course to course.

**Individual curriculum (IC)** - a document reflecting the educational trajectory of a particular student, compiled by an independent student for an academic period based on the main or standard curriculum and a catalog of disciplines, containing a list of academic disciplines for which he registered and the number of credits.

**Final certification (Qualification Examination)** - a procedure carried out to determine the degree of assimilation by students of programs of the corresponding level of education, as a result of which a document on education of a state standard (diploma) is issued. The final certification is carried out in the form of passing the state / comprehensive 8 exam and / or defending the thesis (project) / master's or doctoral dissertation.

**Final control (Final Examination)** - control of educational achievements of students in order to assess the quality of mastering the program of an academic discipline, carried out during the period of intermediate certification in the form of an exam. If the discipline is studied over

several academic periods, then the final control can be carried out on the part of the discipline studied in this academic period.

**Optional component** - a list of academic disciplines and the corresponding minimum volumes of credits (or academic hours) offered by higher educational institutions, independently chosen by students in any academic period, taking into account their prerequisites and postrequisites.

**Summer term** is an academic period outside the academic year, organized to meet the needs of students in additional education, eliminate academic debt or differences in curricula.

**Inadmissibility** - this is the result of the admission rating for the discipline / module by "unsatisfactory"- 0-55 points (F) for the entire period of studying the discipline, the student is not allowed to pass the final control

**Mandatory component (Core Subjects)** - a list of academic disciplines and the corresponding minimum volumes of credits established by the standard curriculum of the educational program and studied by students on a mandatory basis.

**Orientation week** - the week preceding the beginning of the academic year for mastering the basic rules of the credit system of education by students of the 1st year of study.

**The GPA transfer score** is the level of the weighted average assessment of educational achievements, annually established for each year of study, necessary for transfer to the next course of study.

**Intermediate attestation of students** is a procedure carried out during the examination session in order to assess the quality of mastering by students of the content of a part or the entire volume of an academic discipline after completing its study.

**Working Curriculum (WC)** - an educational document developed by the institute independently on the basis of the main or standard curriculum of the specialty and individual curricula of students.

**Registration for an academic discipline (Registration)** - the procedure for enrolling students in academic disciplines of the upcoming academic period / year.

**GPA (Grade Point Average)** is a weighted average of the student's educational achievements, determined for one academic year for the selected program as the ratio of the sum of the products of credits and the digital equivalent of the scores of the intermediate assessment in the disciplines to the total number of credits in the disciplines of the intermediate assessment.

**Transcript (Academic Transcript)** - a document containing a list of mastered disciplines for the corresponding period of study, indicating credits and grades in letter and number terms.

**Current control** - a systematic test of students' knowledge in accordance with the curriculum, conducted by the teacher in the classroom and extracurricular classes during the academic period.

## **2. Policy in the field of quality assurance of the educational process**

### **2.1 General rules**

Tashkent Pediatric Medical Institute is responsible for the quality of education.

### **2.2 Basic principles of quality assurance:**

- Compliance of activities with regulatory and legislative requirements, recommendations.
- The Institute ensures the unity of the strategy, policy and processes for involving all employees in activities to ensure and improve the quality of education.
- Provides equality of opportunity and fairness to students.
- Support for academic honesty and freedom, intolerance to any form of corruption and discrimination.
- Making important management decisions based on comprehensive data analysis.
- The Institute creates conditions for continuous improvement and development of the quality assurance system.
- External and internal independent control.
- Regular review of education quality assurance policies and standards.
- Ensuring transparency and accessibility of information to stakeholders.

### 2.3 Responsibility for quality assurance in education

- 1) common responsibility between the leadership of the institute, departments and structural units and students.
- 2) The Rector carries out the general management of the institute, is responsible for the compliance of the institute's activities with regulatory and legislative requirements.
- 3) The Vice-Rector for Academic Affairs plans, organizes and controls academic and educational-methodical work.
- 4) The Vice-Rector for Science carries out general management of scientific and innovative activities, research work.
- 5) The Department of Academic Affairs is responsible for ensuring a systematic approach to the development, approval, monitoring and evaluation of educational programs, for updating internal regulatory documents on academic activities, and timely approval of educational and methodological documentation.
- 6) The Department of Science and Innovation is responsible for ensuring a systematic approach to the organization of the research work of the institute, ensures monitoring of the results of scientific activities and a stable relationship between research, innovation, teaching and learning.
- 7) A Quality Assurance Commission is formed at each faculty, accepting making decisions on the content and conditions for the implementation of educational programs, on assessment policy and other academic issues, also provides feedback to students and teaching staff for quality compliance educational programs, monitors compliance with the facts of violation of academic honesty.
- 8) The head of the department plans and organizes the teaching, methodological, research, clinical and educational work of the teaching staff.
- 9) The teaching staff is responsible for the quality of teaching work, the maintenance of educational and methodological documentation, the compliance of the educational process with the goals and learning outcomes.
- 10) The Admissions Committee ensures the acceptance of documents and the organization of conditions for the admission of applicants to the bachelor's, master's, residency, doctoral studies of the institute.
- 11) The Admissions Committee is responsible for transparency and compliance with the rules for admission of applicants.
- 12) The library is responsible for the provision of the educational process with educational, methodical and scientific literature.
- 13) The heads of all structural divisions are responsible for ensuring that the activities of the divisions comply with certain goals, tasks and functions.

### 3. Academic integrity

- 1) The main principles of academic integrity of students in the educational process are:
  - conscientiousness** is an honest, decent performance by students of assessed and non-assessed works: protection of the **rights of the author** and his successors - recognition of authorship and protection of works that are the object of copyright, through the correct transmission of someone else's speech, thoughts and indication of information sources in the assessed works;
  - openness** – transparency, mutual trust, open exchange of information and ideas between students and teachers;
  - respect for the rights and freedoms of students** - the right to free expression of opinions and ideas of students;
  - equality** - the duty of each student to comply with the rules of academic honesty and equal responsibility for their violation;
  - truthfulness** - avoidance of deceit, lies and falsification of documents in any situations;
  - reliability** - the provision of information that corresponds to reality, the conclusion of scientific statements based on facts, empirical data and objective judgments;

**responsibility** - following the policy of academic integrity, avoiding situations that could lead to a violation of academic integrity;

**objectivity** - decision-making based on objective data without bias and subjective attitude;

**fairness** - ensuring strict observance of the rights and obligations of members of the academic community of the Institute, as well as fair consideration of violations of academic honesty;

**zero tolerance for violations of academic integrity** - recording and reviewing each violation of academic integrity and taking action against those who violated the measures in accordance with the Code.

#### **4. Regulations on educational programs**

##### **4.1 Academic educational program**

Training of specialists at the institute is carried out according to educational programs of higher and postgraduate education.

2) Educational program (EP) - an approved set of modules or course units required for the award of a specific degree (bachelor's, master's, doctors or clinics' doctors).

3) The development of educational programs is aimed at achieving the expected learning outcomes; the content of the educational program includes not only specific academic disciplines, but also a structured set of procedures and learning situations that will lead to the achievement of desired results.

4) The educational programs of the Institute are developed in the areas of training for which the Institute has a license for the right to conduct educational activities, within the groups of educational programs according to the classifier of areas of study.

5) The list of educational programs implemented at the university is presented in the Register of educational programs.

##### **4.2 Development of educational programs**

The Central Methodological Council (hereinafter referred to as the CMC) annually revise the list of educational programs based on the needs of the market and the available material and human resources.

2) To develop new educational programs, the institute forms a working group consisting of the head of the educational program, leading teaching staff with experience, implementing the EP, students of the current program (under revision) and employers.

3) When developing an educational program, the following parameters should be taken into account: staffing, provision of the educational program with information resources, logistics, provision with practice bases, information support for the implementation of the EP, methodological support for the implementation of the EP.

4) In order to control the quality of the development of the EP, the program undergoes an evaluation procedure within the university and is sent for external examination to representatives of the working givers.

5) Upon completion of the development of the EP, the decision of the subject council is submitted for consideration and further discussion of the central methodological council. A positive decision is considered by the Council of the Institute, then approved at a meeting of the Supervisory Board.

#### **5. Organization of the academic process**

##### **5.1 General provisions for the organization of the educational process**

1) The main principle of the learning process is academic integrity and the implementation of which is ensured by the Institute

2). The organization of the educational process at the Institute within one academic year is carried out on the basis of the academic calendar approved by the Institute Council. The academic calendar is posted on the institute's website.

3) At the Institute, training is carried out according to the end-to-end and cyclic systems. Students of 1-3 courses are trained according to the end-to-end system of education - the study of

the discipline is carried out during the entire academic semester (year) for 20-24 hours a week. The final control is carried out during the intermediate certification.

4) For the systematic development of learning outcomes, students of 3-6 courses, undergraduates and clinic residents, doctoral students are trained according to the cyclic training system, according to which a certain period of time (3-35 days) is allotted for an academic discipline. In accordance with the individual curriculum, the student must complete the entire course of a certain academic discipline, the final results of the final controls on the disciplines of cyclic training are formed at the end of the cycle for the subject.

5) The academic year consists of academic periods, attestation periods, vacations and practices. At the graduation course, the academic year includes a period of final certification. The institute uses a semester/annual form of the academic period.

6) The duration of the academic week at the institute is 6 days.

7) The evaluation period is usually 1-3 weeks long.

8) Holidays are provided to students after each academic period, and are at least 6 weeks in the academic year.

9) For students of 1-3 courses from 09.00 to 16.00, for students of 4-6 courses 8.30 to 14.35.

10) Academic students flow and groups at the institute are formed on the principle of sufficient the number of students.

## **5.2 Application of distance learning technologies**

1) In TashPMI, the main educational platforms are the automated MOODLE system.

2) MOODLE of TashPMI is an educational platform for distance education, where the student receives assignments according to the class schedule, communicates with the teacher, submits completed work, etc.

3) Teachers involved in the process of distance learning on the MOODLE platform are required to fill in the course content in accordance with the requirements for the design of the educational and methodological complex (EMCD) on the distance course portal.

## **5.3 Educational trajectories of students**

### **5.3.1 Academic freedom of students**

1) The curriculum of the educational program is drawn up for the entire period of study with a fixation of the number of credits for academic periods based on a competency-based approach and consists of a university component and an elective component.

### **5.3.2 Academic counseling**

1) An inseparable part of the academic process is academic counseling or support for students in the process of their studies at the institute. This problem is solved by a tutor at the institute.

2) The service of tutors is created in all faculties of the Institute. The activities of tutors are coordinated by the deans of the faculties.

3) In the first years, students' supervisors and tutors are identified for students who help first-year students adapt to the conditions of study, understand the structure of the university, the evaluation system, the basic requirements and features of the organization of the academic process. Each students' supervisor is assigned one academic group of students. The list of supervisors is approved by the order of the dean of the faculty. Supervisors spend curatorial hours, hold individual meetings and advise on any emerging issues, including academic ones.

4) The list of tutors is approved by the order of the dean of the faculty.

5) For 1-3 courses, the maximum number of credits included in the WC (working curriculum) of the student should not exceed the maximum number of credits established in the MC (Model Curriculum) for one term.

### **5.3.3 Student workload**

- 1) For 1-3 courses, the volume of the study load of students is measured in credits mastered during the academic year for each academic discipline. For the entire period of study at the institute, the student must master the required number of credits. For 4-6 courses, the volume of the study load of students is measured in academic hours.
- 2) The study load of students is determined by the duration of the academic hour and the amount of study hours (80 minutes each) accompanying the academic hours for different types of educational work; the academic hours of the student's classroom work are supplemented by the corresponding number of hours of SSSW.

## **6. Admission policy**

The order of students' admission to the institute

- 1) It is based on the principles of openness and transparency. The Institute strives to treat applications in an objective, fair and appropriate manner to the extent possible for all visitors.
- 2) The implementation of the rules and procedures for admission, requirements for admission is carried out in accordance with the model rules for admission to higher education institutions.

Additional requirements for admission, the procedure for passing exams are regulated on the basis of the Decree of the Cabinet of Ministers "On the procedure for admitting students to the bachelor's degree in higher educational institutions."

- 3) The Institute strives for honesty and objectivity of entrance examinations. The admission committee ensures maximum objectivity of the exam results and timely notification of applicants about the exam results in accordance with the rules for conducting the exam at the university.
- 4) The procedure for conducting internal examinations is based on well-defined criteria, according to which a decision is made on the selection of students.
- 5) The Institute is interested in accepting talented applicants and persons capable of achieving high results in the professional field in the future.
- 6) Detailed information can be obtained in the "Information for Applicants" section of the Institute's official website or by calling the institute's call center.
- 7) With enrolled applicants and persons, an agreement is concluded on the provision of educational services (hereinafter referred to as the agreement). If the applicant is under 18 at the time of signing the contract, his legal representative or guarantor must be present at the conclusion of the contract. The representative of the applicant must have with him the original and a copy of the identity card, as well as documents confirming his rights as a legal representative or guarantor. When a student is 18 years old, an additional agreement to the main agreement must be concluded with him.
- 8) Citizens with disabilities of the first or second group, children with disabilities, as well as disabled since childhood, must submit the conclusion of the medical and social examination to the admission committee of the university about the absence of contraindications for studying in the chosen course.
- 9) Documents submitted in a foreign language (diploma, certificate, passport) must have two notarized copies of the translation in the state or Russian languages. Foreign citizens submit one copy of the documents to the selection committee, the second copy and the original remain with the student to undergo the procedure of notification of education documents. Documents on education issued by foreign educational organizations are notarized in the manner prescribed by the legislation of the Republic of Uzbekistan during the first semester after admission.

## **7. Rules for the transfer, restoration, deductions of students, granting academic leave.**

Reason: Resolution of the President of the Republic of Uzbekistan No. 279, Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated June 20, 2017 No. 393, Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated June 20, 2017 No. 344. June 3, 2021

## **7.1 General rules**

1. This Regulation determines the procedure for the transfer, restoration and expulsion of students of higher educational institutions in accordance with the laws of the Republic of Uzbekistan "On Education", "On the National Training Program" and other legislative acts in the field of higher education.

(paragraph 1 as amended by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated April 4, 2022 No. 153 - National Legislative Database, 04/05/2022, No. 09/22/153/0266)

See previous edit.

2. This Regulation does not apply to the Academy of Public Administration under the President of the Republic of Uzbekistan, the Academy of Law Enforcement Agencies of the Republic of Uzbekistan, the Academy of Banking and Finance of the Republic of Uzbekistan, higher military and paramilitary educational institutions.

(paragraph 2 as amended by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated April 6, 2023 No. 143 - National Database of Legislative Information, 04/07/2023, No. 09/23/143/0199)

See previous edit.

21. Transfer ( reinstatement ) of studies of foreign citizens from foreign higher educational institutions to higher educational institutions of the Republic of Uzbekistan is carried out on the basis of an interview. The amount of their payment and contractual means is determined in accordance with the law.

(paragraph 21 as amended by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated April 4, 2022 No. 153 - National Legislative Database, 04/05/2022, No. 09/22/153/0266)

3. In order to ensure the transparency of the procedure for transferring, reinstating and expelling students of higher educational institutions and the activities of commissions, a separate database will be created on the websites of the Ministry of Higher and Secondary Specialized Education, ministries and departments in charge of higher educational institutions.

See previous edit.

The database consists of these Regulations, a list of higher educational institutions in which regional working groups will be organized and samples of documents provided to them, dates and addresses of exams for those wishing to transfer to study from foreign higher educational institutions.

(The second paragraph of paragraph 3 was supplemented by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated April 27, 2019 No. 360 - National Base of Legal Documents, 04/29/2019, No. 19/09/360 /3030)

## **7. 2 Procedure for transfer/recovery from another organization education, including from a foreign organization**

Implement the following procedure for transferring students to study at state higher educational institutions:

a) when transferring the studies of students from higher educational institutions operating in foreign countries (including those included in the top 1000 internationally recognized ratings) to the corresponding and related areas of education of state higher educational institutions:

professional (creative) examinations are held in areas of education that require special talent from students, and tests are conducted in other areas of education. At the same time, professional (creative) exams are conducted by the relevant higher educational institutions but tests are conducted by the State Testing Center;

passing scores for tests and professional (creative) exams are determined annually until July 15 by the Ministry of Higher and Secondary Specialized Education and ministries and departments in charge of higher educational institutions, and are published on the official website of the State Testing Center;



students who scored below the passing score are accepted to study on the basis of a differentiated paid contract in the manner established for admission to undergraduate studies;  
the results of tests and professional (creative) exams are published on the official websites of the State Testing Center and the corresponding higher educational institution;

b) the transfer of studies of students from higher educational organizations operating in foreign countries to areas of education of state higher educational institutions of the Republic of Uzbekistan that are not relevant and related is not allowed;

c) transfer of studies from one state higher educational institution to another is allowed only in the following cases:

when a student applies for transfer to study at a higher educational institution at the place of permanent residence of his/her spouse in connection with the creation of a family;

when employees of state bodies apply for the transfer of education of a spouse or a minor child in the event of a change of job based on the presentation of the head of the relevant ministry (department);

d) the transfer of students from branches and non-state higher educational organizations is carried out:

to the relevant and related areas of education of state higher educational institutions of the Republic of Uzbekistan - in the manner provided for in subparagraph "a" of this paragraph;

for the directions of education of state higher educational institutions that are not relevant and related - in the prescribed manner on the basis of a one-time payment equal to the minimum size of a differentiated paid contract determined for the corresponding direction of undergraduate education;

Applications for the transfer and restoration of students' education to higher educational institutions of the republic are accepted through the following electronic systems:

- my.dtm.uz - from foreign and non-state higher educational institutions.

The admission will last from July 15 to August 5 (inclusive).

Students who wish to transfer to study from foreign and non-state higher educational institutions have the opportunity to register online through the website of the State Testing Center my.dtm.uz, students who wish to transfer to study from one higher educational institution to another in the republic or within the same university, through the site transfer.edu.uz.

### **7.3 The procedure for transferring from an institute to another organization of education and science**

On the territory of Uzbekistan, when a student applies for transfer to study from one state higher educational institution to another in connection with the creation of a family at the place of permanent residence of his spouse (a), transfer to study at a higher educational institution of study of a spouse or a minor child in case of change places of work of employees of state bodies is allowed on the basis of the recommendation of the head of the relevant ministry (department). In other cases, transfer of studies is not allowed.

Submission of applications for transfer to study is held from August 5 to August 30 of each year;

The transfer of students' studies can be carried out before the start of educational activities in the spring semester if there are the following reasons. Wherein:

Submission of an application for transfer to study - from December 20 of each year to January 20 of the next year;

consideration and decision-making on the application for transfer to study - is carried out annually from January 25 to February 15.

A citizen who has expressed a desire to transfer to study submits the following documents statement;

copies of the student's rating book or academic certificate of the established form;  
copy of the passport.

When establishing differences in subjects in the curricula, the student is accepted for training as an academic debtor.

#### **7.4 Students' reinstatement (those who previously studied at the institute)**

Submission and consideration of applications for the restoration of studies is carried out twice a year:

submission of an application for the restoration of studies for the autumn semester - from July 15 to August 5 of each year;

application for the restoration of studies for the spring semester - lasts from January 15 to January 25 of each year.

Reinstatement solution:

for the restoration of studies for the autumn semester - from August 5 to August 30 of each year;

for the restoration of studies for the spring semester - from January 25 to February 15 of each year.

Citizens expelled from the number of students have the right to apply for a transfer to study at another higher educational institution in the relevant and related educational areas (specialties). In this case, documents on the procedure for transferring studies are submitted to the application. Restoration to the ranks of students in all forms of education is carried out on a paid-contract basis.

Orphans, disabled people of groups I and II, as well as persons who have completed military service, returned from academic leave on time, students sent to study abroad by order of the state and returned on time, as an exception instead of state grants for education (at a specific rate) can be restored.

It is not allowed to restore (transfer) a student to the course during the academic year in which he was expelled from the course. When reinstating the number of students, the consent of the educational institution in which the student previously studied is not required.

#### **7.5 Course to course transfer**

In higher education institutions, the academic year is usually divided into two semesters, each of which ends with a summing up of students' learning outcomes. The transfer of students from one course to another is carried out by order of the head of the higher educational institution on the proposal of the dean of the faculty.

#### **7.6 Expulsion from the institute**

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

a) at their own request;

b) in connection with the transfer of education to another educational institution;

See previous edit.

(Subparagraph "c" of paragraph 36 of the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated June 3, 2021 No. 344 - National Legislative Information Base, 04/06/2021, No. 09/21 / 344/0521

d) for offense of academic discipline and internal regulations of the university, as well as the rules of ethical conduct;

e) due to non-attendance of classes without a valid reason for more than 74 hours during one semester;

due to non-fulfillment of tuition fees on time (for students on a paid-contract basis);

g) in connection with the deprivation of liberty of a student on the basis of a court verdict;

h) upon establishing, on the basis of a court decision, a violation by a student of the established procedure at entrance examinations (in this case, those expelled from the number of students are not restored back);

i) due to death.

See previous edit.

During the period of military service, restoration of health, pregnancy and childbirth, as well as leave to care for children or a sick family member (father, mother or person replacing them), a student may be granted academic leave in the manner approved by the Ministry of Higher and Secondary Specialized Education (Paragraph eleven of paragraph 36 as amended by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated June 3, 2021 No. 344 - National database of legislative information, 04/06/2021, No. 09/21/344/0521)) (Clause 36 as amended by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated April 27, 2019 No. 360 - National Database of Legal Documents, 04/29/2019, No. 09/19/360/3030)  
See previous edit..

#### **7.7. Granting / withdrawing from academic leave**

A student who is an academic debtor (who has not mastered the subjects on time) is left on the course by order of the rector of the university. A student who is left on a course due to academic debt can start studying on a paid-contract basis on the course below from the beginning of the corresponding semester.

In universities with an implemented credit system, students who are left on the course due to academic debt, starting from the corresponding semester of the next course, can re-study only those subjects (modules) that they have not mastered. A student left on the course may be excluded from the number of students in the presence of the circumstances of paragraph 36 of these conditions.

#### **8. Registration of educational achievements of students**

Evaluation of students' educational achievements is an important element of activity in the educational process, which determines the level and quality of students' preparation in educational programs, as well as the competencies that graduates possess upon graduation. The complex of methods, forms, types and criteria for evaluation and scoring constitutes a system for assessing the professional and scientific progress of students. The policy and procedure for evaluating learning outcomes within the framework of curricula are carried out in strict accordance with the provisions and conditions in this area, this is the "Condition on the system for monitoring and assessing the knowledge of students of medical universities" (Appendix 1).

#### **9. Organization of current control, intermediate certification of students**

Conducting current monitoring of progress, intermediate and final certification of students is carried out in accordance with the condition established by the Ministry of Higher Education, the system for assessing the accounting of educational achievements of students in accordance with Appendix 1 of the Academic Policy.

Assessment of knowledge, skills and practical skills of students is carried out at the following levels: this is primarily a current (daily) assessment at practical; intermediate assessment (IA) - surveys and tests upon completion of the study of certain sections of the disciplines, the final assessment, which takes place, in oral or written form, as well as in the form of testing at the Student Knowledge Assessment Center, as well as the state final certification, at the end of all courses of study .

##### **9.1 The procedure for organizing and conducting ongoing monitoring of progress**

At each practical or seminar lesson in the course of the current assessment of knowledge, skills and abilities in the discipline, the following are held: discussion of the main sections of the topic, implementation of the practical part, testing and solving situational problems for clinical disciplines. Depending on the type of occupation, current control may include one or more forms of control. Forms of current control are necessarily fixed in the work program of the discipline. Assessment of students' knowledge in practical classes by teachers is carried out in accordance with the requirements and conditions of the institute on the system for assessing the quality of

assimilation of the material passed, then the current grade for the lesson is set by the teacher, the results are in the student group journal, and in the electronic journal TashPMI (EJ). Checking the level of mastery of practical skills formed in practical classes is carried out in practical classes on thematic patients or on robot simulators of the training and simulation center. When assessing practical skills and abilities in simulated conditions (OSCE), evaluation sheets developed by employees of the departments of the institute are used. When performing a task stipulated by the conditions of the clinical situation, emphasis is placed on the realism of the simulated environment.

## **9.2 The procedure for organizing and conducting intermediate and final control and certification of students.**

The principles, methods and criteria for assessing students' knowledge in exams and tests, the form of conducting, passing scores, the number of allowed retakes are enshrined in the Charter on assessing students' knowledge. Intermediate certification is carried out using the assessment tools presented in the work program of the subject. In order to ensure reliability and validity, assessment tools for intermediate certification undergo an examination, the results of which are drawn up in the form of 2 reviews.

A student who has not passed an exam in a subject has the right to retake the exam twice within the time limits set by the dean's office. The third retake is accepted by the commission, which consists of at least two experienced teachers of the department (professors, associate professors) and a representative of the dean's office.

The specific list of tests for the State Final Attestation is determined by the work program of the discipline; the timing of the State certification and the composition of the examination commissions are approved by order of the ministry. Experienced professors are members of state commissions. The competence of the examiners is ensured by their experience, as well as advanced training.

A student who has successfully mastered all the disciplines of the curriculum is admitted to the state final certification. The criteria for assessing competencies at the state exam are set out in the regulation of the SAC. The state exam is held in 2 stages, stage 1 is testing in all disciplines of the curriculum, the second stage is OSCE.

## **9.3 Supervision during the period of intermediate and final certification**

Every year, TashPMI analyzes the principles, methods and practices used to assess students' knowledge - assessment tools (exam questions, situational tasks, a list of practical skills and a bank of test tasks). The results of the analysis are discussed at the Central Methodological Council (CMS) and brought to the attention of the departments.

As a result of a broad discussion, faculty members determine a list of knowledge, skills, mastery of which confirms the acquisition of competencies by students, and assessment methods used for this. The database of situational tasks is revised annually in accordance with the introduction of new clinical guidelines, treatment and diagnostic standards.

Summative assessment of students in each discipline is carried out through a comprehensive exam that combines the testing of theoretical knowledge, practical skills, competencies and abilities. In addition to the result obtained during the final assessment, when calculating the final grade for the discipline, the average annual grade, portfolio and others are taken into account.

## **10. Regulations on the preparation of master's theses**

### **10.1. General regulations**

1). Regulations on the preparation of master's theses (hereinafter - the Regulations) determine the procedure for the preparation of works studying under the programs of the Ministry of Higher Education - master's programs. Master's thesis is the result of research work carried out on the basis of theoretical and practical knowledge obtained by a master's student in the process of learning and mastering curricula.

2). The management of master's theses is carried out by teachers in the field and (or) specialists, corresponding scientific degrees, professors, doctors of sciences, associate professors, candidates of sciences, Doctor of Philosophy (PhD), working in higher educational institutions, scientists of scientific institutions of the Republic of Uzbekistan, highly qualified and experienced specialists of organizations, as well as, in the prescribed manner, by foreign specialists with master's degrees, scientific degrees or academic titles.

3). In the case of the appointment of a scientific adviser not from among the employees of a higher educational institution in which a master's student is studying, he is additionally assigned a scientific consultant from among the teaching staff of the corresponding department.

As part of the implementation of the master's thesis in accordance with the established requirements, the scientific consultant has the same responsibility as the supervisor.

The supervisor (scientific consultant) of the undergraduate must have an academic degree (doctor or candidate of science) or an academic degree of doctor PhD / in the field and be actively engaged in scientific research in this field of science (in the specialty of undergraduate education).

4). A professor or doctor of science can supervise master's theses for up to five students, and an associate professor, candidate of science and a specialist for up to three master's students.

5). The topics of master's theses for master's students and their supervisors (and scientific consultants) represented by the departments, after discussion at the educational and methodological council of a higher educational institution or faculty in October-November of the first year of study of a master's student, are approved by the rector of the higher educational institution, on the proposal of the vice-rector for scientific work.

## **10.2 Preparation of a master's thesis (dissertation).**

1) The responsibilities of the scientific supervisor include the following:

scheduling consultations to provide systematic assistance on emerging issues within the research topic;

participation in the choice of research methods and assistance to the master's student in their application;

monitoring the performance of work and the timely preparation of a master's thesis according to the established work schedule of a master's student;

issuance of a conclusion for a master's thesis before preliminary defense.

2). The master's thesis (dissertation) should consist of the following structural parts:

title page;

a brief annotation to the master's thesis in two languages (the language of instruction and English);

content;

introduction;

main part;

conclusion;

bibliography;

application (if available).

3). The introduction should include a brief description of: the validity of the topic of the master's thesis and its relevance;

object and subject of research;

goals and objectives of the study;

scientific novelty;

the main objectives and hypotheses of the study;

review (analysis) of literature on the research topic;

characteristics of the methods used in the study;

theoretical and practical significance of the research results;

characteristics of the work structure.

4). The main part of the master's thesis consists of at least three chapters, while the volumes of the chapters of the main part must be mutually proportional and include the following: critical analysis of theoretical, applied and empirical results presented in other sources regarding the research topic;

description of research methods and practical part of the work;

presentation of the main results of the study, with a description of the personal contribution of the master's student to the solution of the problem under study.

5). The final part of the master's thesis outlines the scientific and practical significance of the results obtained, reflected in all chapters, as well as conclusions on solving the problems of scientific research. The final part should not exceed 4 pages.

6). Applications of the master's thesis may be materials containing additional information that is necessary for the direct presentation of the content of the master's thesis. The volume of applications should not exceed 1/3 of the total volume of the master's thesis.

7). When working on a master's thesis, master's students must comply with the rules of professional ethics (plagiarism, falsification of data, and false quotations are not allowed).

8). The text of the dissertation should be typed on standard paper in compliance with the following rules:

line spacing - 1.5 cm;

top and bottom margins - 2 cm, indents on the left side - 3 cm, on the right side - 2 cm;

Spacing between paragraphs is 5 or 6 points.

The text of the master's thesis is recommended to be printed in Times New Roman font in the Microsoft Word text editor.

9). The recommended volume of the master's thesis is 70 - 80 pages, except for the title page, content, bibliography and appendices.

10). The master's thesis is prepared in the language of instruction of the student of the magistracy (on the recommendation of the department or department of the magistracy - in a foreign language). An abstract in the state language is attached to the master's thesis, written in a foreign language. Preliminary and official defenses of the master's thesis are carried out with translation.

11). Taking into account the specifics of the specialty of the magistracy, the volume and content of the structural parts of the master's thesis can be changed and expanded by the decision of the Faculty's Educational and Methodological Council.

12) A master's thesis is the basis for awarding a graduate an academic degree of a master in the relevant specialty.

The master's thesis must meet the following requirements:

- contain new scientifically substantiated theoretical and (or) experimental results that allow solving a theoretical / applied problem or are a major achievement in the development of specific scientific areas;

- correspond to the main problems of the specialty in which the master's thesis is defended;

- contain scientific novelty and practical significance;

- be based on modern theoretical, methodological, practical and technological achievements of science, technology and production, contain specific practical recommendations, independent solutions to management problems of a complex, cross-functional nature.

- be based on modern methods of processing and interpreting data using computer technology.

- be carried out using modern methods of scientific research and advanced information technologies.

- contain research/experimental research (methodological, practical) sections on the main protected provisions;

- be based on advanced international experience in the relevant field of knowledge.

13) The main results of the master's thesis submitted for defense must be presented in at least two publications and / or reported at a scientific and practical conference. Abstracts of regional, republican, international conferences, symposiums, meetings, overview information reports, analytical reviews and pre-patents (patents) can be equated to publications.

14) The dissertation must be written individually, contain a set of new and reliable scientific results and provisions put forward by the author for public defense, have internal unity, determined by the presence of a connection between the results obtained in the work within the framework of a developed or studied theoretical or applied task, testify to the author's personal contribution to science and/or practice.

15) New solutions proposed by the author must be strictly argued and critically evaluated in comparison with known solutions.

16) Master's thesis must be checked for plagiarism.

17) After the defense, master's theses are transferred to the library, to the acquisition department (one copy of the dissertation). The second copy of the dissertation remains with the undergraduate.

18) It is forbidden to transfer the original master's theses to third-party organizations and individuals.

#### 11. Student practice

1) Practice is a mandatory component of all educational programs of the institute and is carried out in accordance with the schedule and individual curriculum of the student.

2) The Institute defines the following main types of practices: educational, industrial, undergraduate, pedagogical; research, field trip.

3) The practice is carried out on the basis of the approved curriculum.

4) Based on the results of each type of practice, students submit a report that is checked by the head of the practice and defended before a commission created by the order of the head of the institute.

5) The procedure for organizing and implementing practices is regulated in the Rules for Organizing Practices (Appendix 2).

### 12. Final certification of students

#### 12.1 General provisions of the final certification at all levels of education

1) The final state certification is the final stage in assessing the quality of a student's mastering the main educational program for master's training and should give an objective assessment of the graduate's in-depth fundamental professional readiness for independent research and teaching activities.

2. Persons who have successfully completed the full course of study in the main educational program for preparing a master in the relevant direction, in accordance with the requirements of working and individual curricula and the educational program, passing a scientific internship for undergraduates, are allowed to the final state certification.

3. Certification is carried out by the State Certification Commission (SCC), which includes examination commissions (SEC) in accordance with the list of certification tests. The composition of the commissions is approved by the order of the rector of the educational institution.

4. A student in an educational program who has final grades in academic disciplines and other types of educational activities "5"- 86-100 points "excellent", "4"- 71-85 points "good", "3"- 56-70 "satisfactory", undergraduates who received grades below "3"- 56 points "2"- 0-55 points are considered not to have mastered the curriculum.

5. The procedure for conducting the final state certification is brought to the attention of undergraduate students no later than six months before its start.

6. The final state attestation cannot be replaced by an assessment of the level of preparation based on the current control of progress and intermediate attestations of the student.

7. Students who do not pass all or individual tests that are part of the final state attestation within the established period without good reason are expelled from the university. Their reinstatement is carried out in accordance with the current rules for enrolling persons who previously studied at the university.

8) At the end of the Attestation, the Master's Department prepares a report and submits it at a meeting of the Academic Council within a month. The report of the magistracy department on attestation includes the results of the final attestation of students, graduates and a comparative analysis of the graduation of the previous and reporting period and an explanatory note. The explanatory note of the report of the head of the magistracy department reflects:

- 1) analysis of the quality of training for this EP;
- 2) the quality of performance of final works (projects);
- 3) correspondence of the topics of diploma works (projects) to the current state of science, and to the demands of the labor market;
- 4) specific recommendations for further improvement of the training of specialists in a higher educational institution.

## **12.2. Final certification of master students**

1) The final certification of students in the magistracy of the university is carried out in accordance with the regulations on the magistracy in the form of submitting reports, protocols and relevant documents and defending a master's thesis (project), or a doctoral dissertation. The programs of the state final exams and the forms of their conduct are approved by the order of the rector and brought to the attention of undergraduate students.

The main tasks of the final state attestation commission are the following:

- a comprehensive assessment of the compliance of the level of knowledge, qualifications and skills of graduates with the requirements of state educational standards;
- resolving the issue of awarding graduates the academic degree of bachelor (master) based on the results of the final state certification;
- analysis of the results of the commission's activities and development on their basis of proposals for improving the training of personnel with higher education.

2) In order to provide certification and take an exam for students of the magistracy at the university, an attestation commission is formed in the person of members of the magistracy department and the head of the magistracy department, and is approved by order of the rector. Undergraduate students who have completed a fully individual curriculum for specialized training are allowed to pass state exams. The composition of the final state attestation commissions includes scientific and pedagogical personnel of a higher educational institution that trains specialists (up to 50 percent of the total composition of the attestation commission), as well as highly qualified specialists from enterprises, organizations and institutions that are consumers of personnel in this area, leading professors and teachers composition and scientists of related higher educational institutions, scientists of relevant branches of the system of the Academy of Sciences of the Republic of Uzbekistan. The composition of the final state attestation commissions for final state attestation tests is approved by the rector of a higher educational institution (branch director) no later than one month before the start of the graduation semester.

3) The schedule of work of the AC is compiled by the department of the magistracy in accordance with the curriculum in the specialty, the curriculum is approved at the beginning of the academic year by the rector of the institute and brought to general attention no later than two weeks before the start of the work of the AC.

6) Admission to attestation of undergraduates is carried out on the basis of statements from the departments where the master is studying. As soon as the master receives the appropriate grades and points for academic performance in his specialty, the master is admitted to certification.

7) The exam in the specialty includes the disciplines of the cycle of basic and major disciplines of the educational program of the magistracy.

8) According to the result of the exam, a statement is filled in, which is filled in by specialty for each undergraduate student.

9) A master student who has passed the exam is allowed to defend a master's thesis (project).



- 12) Admission to the defense of a master's thesis is issued by order of the head of the university on the basis of the presentation of the chairman of the SAC on passing the SES exam and an extract from the decision of the meeting of the department on the recommendation of the master's thesis for defense, signed by the head of the graduating department.
- 13) Master's theses (projects) are independently checked by the university for plagiarism.
- 14) The supervisor of the master's thesis (project) and reviewers are issued by order of the head of the university for each student indicating the topic based on the decision of the Scientific Council.
- 15) The program of the state exam in the specialty is approved by the vice-rector for educational activities of the university.
- 16) If the supervisor gives a negative conclusion "not allowed to defend", the master student is not allowed to defend the thesis (project).
- 17) The student is allowed to defend the thesis (project) both with a positive and negative conclusion of the reviewer.
- 18) Undergraduates who have passed certification and confirmed the development of the relevant educational program of the magistracy, after successfully passing the State exams and defense, by order of the rector of the university are awarded the degree of "master" in the relevant specialty.
- 19) At the end of the work of the AC in the magistracy, its chairman writes a report on the attestation of undergraduates, which is discussed and approved at a meeting of the Academic Council within a month from the date of completion of the work of the AC.

### **12.3. Final certification of students of clinical residency**

1. Certification of students of clinical residency and internship (at specialized targeted primary courses) is carried out in accordance with the provisions of Appendix No. 2 of the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan, dated 12/18/2009 No. 319.
2. After the acceptance of the report on the work done at the meeting of the department of clinical residents and interns, permission is given to participate in the semi-annual, annual and final certification. The report is approved by the head of the department and submitted to the attestation commission.
3. After the completion of the educational program of the current academic year, in accordance with the results of the certification, taking into account the control of the rating of knowledge and skills, the certification committee decides to conduct from the course to the courses of residents, expel from studies or complete the residency.
4. The decision of the final attestation commission on assessing the degree of preparation of clinical residents and intern is read out at the Scientific Council of the university.
5. Persons who have successfully completed clinical internship, in accordance with the established procedure, are issued a certificate of the established form in accordance with the appendix to this Regulation, which entitles them to carry out professional activities in the acquired medical specialty. The certificate indicates the average total assessment of the degree of mastering the specialty.

### **13. Academic mobility**

- 1) Academic mobility - short-term internships for teachers and students (hereinafter referred to as "students") to study or conduct research for a certain academic period (semester or academic year, but not less than 1 year) to another higher education institution (domestic or abroad) with obligatory transfer for students of mastered educational programs in their higher educational institution or to continue their studies in another higher educational institution.
- 2) The goals of academic mobility are to improve the quality of education, introduce new forms and technologies of education, participate in the international education system, create conditions for the subsequent expansion of employment areas for graduates of the institute, ensure their

competitiveness in the international labor market, as well as increase the prestige of the institute in the educational market.

### **13.1. Organization of academic mobility**

1) Academic mobility of students is carried out on the basis of international agreements (international programs, memoranda and cooperation agreements, exchange and scholarship programs) and agreements between educational organizations of the Republic of Uzbekistan and foreign countries. Partner universities, clinics and research centers of their educational programs must be accredited in their country and included in the register of accredited educational organizations and accredited educational programs.

2) The Department of International Relations of the Institute, through the dean's offices, distributes information about the acceptance of applications for open programs: during the academic year.

3) Students submit the required package of documents to the Department of International Relations before the specified deadline. The requested documents may differ depending on the chosen program and university.

4) After receiving a complete package of documents, the Department of International Relations organizes the work of the Commission for holding a competition among students. The organization of the work of the Commission is described in the SOPs on academic mobility. The main criteria for competitive selection are: completion of one academic semester at the Institute, GPA performance above the established score, good command of the relevant foreign language (a certificate of passing a test in a foreign language is preferable).

5) The Department of International Relations assists students in choosing and coordinating programs, with the Charter of the Cabinet of Ministers of the Republic of Uzbekistan "On the procedure for short-term academic mobility and internships for teachers, employees and students of higher educational institutions", then the program is signed by the Vice-Rector for Academic Affairs, the Dean of the sending and receiving university, educational -methodical department and student.

6) Prior to departure, the student must be familiar with the transfer rules and be aware that the disciplines studied during the mobility programs must be from related specialties or disciplines of the institute. Deans of faculties, clinics of the institute, scientific centers, as well as their clinical bases, determine how much the disciplines offered by the host university for study correlate with the curriculum for the same period of study.

7) Selected students are required to submit an application addressed to the rector of the institute indicating the program, terms of study and compulsory disciplines that they will have to complete remotely (hereinafter DOT). The application is approved in the following order:

1) The Department of International Relations confirms the student's participation in the academic mobility program;

2) The Vice-Rector for Academic Affairs confirms that the discipline is a university component and informs the student about further actions regarding the development of the university component.

3) Before departure, students are required to complete the university component approved for the current academic year on the academic difference.

4) Students at the host university independently go through the administrative procedures for enrollment in accordance with the rules of the host institution.

5) After completing their studies at the host institution, students submit a report to their institution (in the case of studying at the expense of a state grant or other scholarship programs). The student is responsible for the learning outcomes at the host university. When re-crediting, the grade that was obtained based on the results of training is put. In cases of unsuccessful passing of exams at the host university, the student assumes responsibility and expenses for covering the repeated period of study.

8) At the end of the academic year, the Institute provides the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan with information on the number of students enrolled in academic mobility programs and information on partner universities, research centers indicating data on university accreditation, educational programs and their validity periods (on request).

### **13.2 Financing academic mobility**

1) Academic mobility can be financed through:

-state budget funds;

-extra budgetary funds of the university;

-grants from national companies, social partners, international foundations (El-Yurt Umid Foundation);

-own funds of participants of academic mobility, etc.

2) As part of external academic mobility, students are exempted from paying tuition fees, unless otherwise stated in a specific Agreement .

3) Students traveling under academic mobility programs at the expense of the republican budget conclude a bilateral agreement on the mandatory implementation of the training plan, scientific or educational internship and targeted use of budgetary funds. Failure to comply with the approved training plan, as well as improper use of budgetary funds, serves as a basis for holding the student accountable and returning the used budgetary funds.

### **14. The procedure for awarding vacant educational grants released in the process of obtaining higher education**

1) Vacant educational grants released in the process of obtaining higher education, in the context of the specialties of study, are awarded on a competitive basis to students on a paid basis in this specialty.

2) All students of the contractual department who do not have academic debt and the difference in the program, financial debt for education can participate in the competition for vacant educational grants.

3) The award of vacant educational grants released in the process of obtaining higher education is carried out during the summer and winter holidays, for available vacancies on a competitive basis, in the following order:

1) a student on a paid basis submits an application addressed to the rector of the institute with a request to be allowed to participate in the competition for further education on an educational grant;

2) the authorized body in the field of education considers the received documents in the context of specialties, forms and terms of study, taking into account the year of admission and, if the issue is resolved positively, issues an order to award an educational grant;

4) on the basis of the order of the authorized body in the field of education, a certificate of award of an educational grant is issued;

5) on the basis of the issued certificate of awarding an educational grant, the rector issues an order for further education on an educational grant.

### **15. The procedure for paying state scholarships**

1 The procedure for paying state scholarships is determined on the basis of the Decree of the Cabinet of Ministers dated January 31, 2020 No. 59 "On determining the amount of scholarships paid to students of higher educational institutions, and on measures to improve the procedure for awarding and paying scholarships."

2. The state scholarship is awarded to students, interns, undergraduates studying under the state educational order, as well as those transferred to study under the state educational order, who received the results of the examination session or intermediate certification with the equivalent

of grades corresponding to "good", "excellent", and paid monthly from the first day of the month following the examination session or intermediate certification of students, inclusive until the end of the month in which the semester ends. If the module discipline has a duration of one academic year, then the scholarship is paid according to the final grades of the disciplines of the first semester included in the module;

3. First-year students, in accordance with the results of the criteria (assessments) of progress in the subjects of the first semester, are assigned a basic scholarship and paid.

4. Scholarship - a monthly amount of money paid to students on a grant and monetary contract basis in higher educational institutions in isolation from work (hereinafter referred to as full-time education)) (excluding foreign students) not taking into account the payment of certain legislative documents);

5. The awarding of scholarships for masters is carried out according to the planned procedures of the charter on the assignment of state Presidential and certain students to receive personal scholarships named after Ibn Sino, Ulugbek, Imom al-Bukhoriy, T'ylepbergen Kaipbergenov, Ibroim Yusupov, Navoiy of the Republic of Uzbekistan by law No.226 and "On awarding and financial incentives to talented young people of Uzbekistan" dated October 13, 2008. As amended by Law No. 674 of 2021 on November 4 of the Cabinet of Ministers of the Republic of Uzbekistan - National Legislative Database, 04.11.2021, 09/21 / No. 674/1029);

6. Based on Law No.3655 "On measures to improve the system of remuneration for the work of employees of higher education and research institutions of the Republic of Uzbekistan" of the President of the Republic of Uzbekistan dated April 5, 2018:

Persons studying in basic doctoral studies are paid scholarships compared to the basic amount of the salary of a junior researcher who does not have a scientific title and scientific degree (having 2 years of experience in scientific activity);

Persons studying in doctoral studies are paid scholarships in the amount of the salary of the position of a leading researcher or candidate of science (or those who have a PhD and other scientific degrees comparable in this specialty of foreign countries).

## **16. Tuition fees**

The determination of the cost of education is approved on the basis of the Decree of the President of the Republic of Uzbekistan, dated December 24, 2021 No. PD-60 "On additional measures to ensure the academic and organizational and managerial independence of state higher educational institutions", Decree of the President of the Republic of Uzbekistan, dated December 24, 2021. No. PD-61 "On measures to provide financial independence to state higher educational institutions" in terms of admission to study in the specialties of bachelor's, master's and clinical residency, when establishing and determining differentiated amounts of paid contractual cost, taking into account demand in the educational services market the cost of training is set and approved independently in agreement with the Supervisory Board of the Institute.

In the 2022-2023 academic year, agreed payment is differentiated and introduced in accordance with Act No. 3 dated August 31, 2022 of the State Commission for the Coordination of Admission Processes to State Higher Educational Institutions of the Republic of Uzbekistan and the administrative letter of the Ministry of Higher Education dated September 12, 2022 No. 4 / 21-2 / 20-352

## **17. Public information**

1) The Institute publishes information about its activities, including the implementation of educational programs. Information provided to the public is clear, accurate, objective, current and accessible.

2) The implementation of the information policy is provided by the Press Service of TashPMI together with various structural divisions, whose functions include determining the priority areas of the information policy, formulating plans for its implementation using all available information sources, ensuring the completeness and timeliness of information, developing

existing and searching for new media , as well as media monitoring in order to correct information activities.

3) The Institute provides information to the public about its activities through the official website ([www.tashpmi.uz](http://www.tashpmi.uz)), the official channel in the Telegram messenger ([https://t.me/tashpmi\\_press](https://t.me/tashpmi_press)), official pages on social networks Facebook (<https://facebook.com/tashpmi.press>) and Instagram ([https://instagram.com/tashpmi\\_press](https://instagram.com/tashpmi_press)) as well as local and republican media.

## 18. Conclusion

The document is open and accessible to everyone and reflects the general approaches of the institute to the formation of academic processes and procedures.

## 19. Applications

Annex 1

### Regulations on the system for monitoring and evaluating the knowledge of students of medical universities

 "I approve" Rector of TashPMI B.T.Daminov _____ 2022	 "Agreed" Vice-Rector for Academic Affairs TashPMI K.N. Khaitov _____ " " _____ 2022
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"Regulations on the system for monitoring and evaluating students' knowledge in medical institutions of higher education" was developed at the Tashkent Pediatric Medical Institute in accordance with the Regulations of the Ministry of Higher and Secondary Specialized Education "On the system for monitoring and evaluating students' knowledge in higher educational institutions" (registered by the Ministry of Justice of the Republic of Uzbekistan dated September 26, 2018 Registration No. 3069) for the 2022-2023 academic year and applies to students of I, II, III courses.

### Regulations on the system for monitoring and evaluating students' knowledge in medical institutions of higher education

This provision has been developed in accordance with the Regulations "On the system for monitoring and assessing the knowledge of students in higher educational institutions", which was registered by the Ministry of Justice on September 26, 2018 under registration number No. 3069 and approved by order of Higher and Secondary Specialized Education No. 820 of September 29, 2018.

## CHAPTER 1. GENERAL PROVISIONS

1. This Regulation is applied in the control and assessment of the knowledge of students admitted to study at higher educational institutions in the 2018-2019 academic year.

2. This Regulation does not apply to the control and assessment of students' knowledge in higher educational institutions, the educational process of which, in accordance with the law, is based on a modular system.

3. At the first lesson, students must be familiarized with the requirements of these Regulations by professors-teachers of a higher educational institution.

4. When assessing the knowledge of students in qualifying practice, term paper, state subject (intersubjective) certification, final qualifying work, as well as in research and scientific-pedagogical work and master's thesis in the magistracy, the criteria defined in this Regulation are applied.

## CHAPTER 2. TYPES OF CONTROL AND EVALUATION CRITERIA

### § 1. Types of control

5. Control of students' knowledge is carried out by conducting current, intermediate and final types of control.

6. An intermediate type of control is carried out during the semester after the end of the relevant section of the work program on the subject during training sessions in order to assess the knowledge and practical skills of the student.

7. An intermediate type of control can be carried out for each subject up to 2 times, based on the characteristics of the subject.

8. The form and duration of the intermediate type of control is determined by the relevant department, based on the characteristics of the subject and the hours allocated for the subject.

9. An intermediate type of control is not carried out for subjects that have less than 4 academic hours per week during the semester,

10. The teacher in the subject evaluates the student's performance of practical, seminar, laboratory classes and tasks of independent education, as well as his activity in these classes. The assessment is carried out on the basis of the criteria provided in the paragraph 15 of this Regulation.

11. The final control is carried out at the end of the subject hours in order to assess the level of assimilation of theoretical knowledge and practical skills of the student in the relevant subject.

12. The form of the final type of control is determined by the central methodological council of the higher educational institution and approved by the order of the university.

13. The type of final control is carried out in accordance with the schedule for the types of final control, developed by the educational and methodological department and approved by the Vice-Rector for Academic Affairs.

14. Evaluation of types of intermediate and final control can be carried out in the form of a systematic clinical trial or objectively regulated simple forms.

### § 2. Criteria for assessing students' knowledge

15. Students' knowledge is evaluated according to the following criteria:

**5 (excellent)**- the student draws independent conclusions and makes independent decisions, thinks creatively, conducts independent observations, is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea about the discipline (subject);

**4 (good)** - the student conducts independent observations, is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea about the discipline (subject);

**3 (satisfactory)**- the student is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea about the discipline (subject);

**2 (unsatisfactory)** - the student has not mastered the curriculum, does not understand the content of the discipline (subject), and also has no idea about the discipline (subject).

16. The content of tasks compiled for conducting types of control should make it possible to objectively and accurately assess the knowledge of students.

### **CHAPTER 3. Assessment of students' knowledge**

17. Assessment of students' knowledge is carried out according to a 5-point system

18. Conducting intermediate and final types of control, as well as assessing the knowledge of students, is carried out by a commission organized by the head of the relevant department.

- the composition of the commission is formed by the teaching staff of the relevant subject and other specialists in this field.

- by agreement, experts in this field from other organizations may be involved in the commission.

19. The implementation of types of control in a higher education institution is constantly studied by the education quality control department of the corresponding higher education institution.

- in cases where it is established that the procedure for conducting types of control is violated, the results of the types of control carried out can be canceled and all relevant types of control can be repeated.

20. A student who has missed lectures, practical, laboratory and seminar classes, or who has received an unsatisfactory grade and has not corrected it, is not allowed to the final control.

Students must pass an intermediate control before the final control in the relevant subject.

21. Student, who did not pass the intermediate type of control, as well as rated "2" (unsatisfactory) for this type of control, is not allowed for the final type of control.

- a student who did not come or was not admitted to the final control, as well as rated at "2" (unsatisfactory) for this type of control, is an academic debtor.

22. In the case that a student fails to come for an intermediate and (or) final type of control for good reasons, it is allowed to retake the corresponding type of control on the basis of the order of the dean of the faculty.

23. It is not allowed to conduct more than 1 type of final control in one day. Conducting types of final control should be scheduled with an interval of at least 2 days.

24. Graduate students who have an academic debt of up to 3 subjects are given the following time to retake: following the results of the autumn semester - 1 month; at the end of the spring semester - 1 month from the beginning of the next academic year

- Appeal commission provides bringing the relevant decision to the dean of the faculty and the student.

### **CHAPTER 4. Registration of evaluation results**

34. The assessment of students' knowledge is recorded by the professor-teacher of the relevant subject in the journal of student progress in subjects (hereinafter referred to as the Journal). In addition, a professor-teacher can assess students' knowledge in an electronic system.

The grades given to the student are recorded by the professor-teacher on the same day in the journal. If the assessment of the student's knowledge was carried out in the form of a written work, then the professor-teacher must record the students' results in a journal within 3 days.

35. When evaluating a student's knowledge of the type of control with a grade of "3" (satisfactory) or "4" (good) or "5" (excellent), re-taking the type of control is not allowed.

36. In cases where a student does not participate without good reason in the types of control, the Register is marked as "0".

37. The register is signed by the professor-teacher in the subject, the head of the department and the dean of the faculty, and is kept in the dean's office. The dean of the faculty is responsible for keeping the register.

38. When registering grades of students of the final control in the register, grades must be recorded on the same day in the student's rating book.

The indicator of the student's assimilation of the passed subject is derived from the arithmetic mean of the current, intermediate and final control and must be expressed as whole

numbers. In this case, the student must receive a minimum grade of 3 "satisfactory" for each type of control.

According to the curriculum, the result of the student's mastering the subjects taught for several semesters in an unfinished semester is recorded in the rating book (record) as a "credit".

According to the results of the semester, a student who did not appear or was not admitted to the intermediate control for unfinished subjects, as well as rated "2" (unsatisfactory) for this type of control, is an academic debtor.

39. In cases where the student's knowledge is rated at "2" (unsatisfactory) or the mark "0" is put in the register, this mark or mark is not entered in the student's rating book.

40. For the timely, correct, and complete keeping of the register, as well as for not making unreasonable changes to estimates and other information are responsible for Dean of the faculty and professor-teacher of the relevant subject.

41. At the end of the corresponding academic year, a student who has received a grade of "3" (satisfactory) or "4" (good), or "5" (excellent) in the subjects of the working curriculum is transferred to the next course on the basis of the order of the rector (branch director) of the higher educational institution.

42. The results of the assessment are regularly discussed at meetings of departments, councils of faculties and universities and appropriate decisions are made.

43. Comparison of the system for monitoring and assessing the knowledge of students in educational institutions of the Republic of Uzbekistan with a 5-point or 100-point system and an assessment system used in the higher education system of advanced foreign countries and transfer to them is carried out on the basis of tables in accordance with the annex to this REGULATION .

The student rating by modules is determined as follows:

Score	ECTS grade	ECTS CLASSIFICATION	Grade	Definition
86-100	A	"excellent" – excellent result with minimal errors	5	Great
81-85	B	"Very good" -above average result, with some errors	4	FINE
71-80	C	"good" - average result, with some errors		
60-70	D	"satisfactorily"-bad result, with some mistakes	3	Satisfactorily
55-59	E	"average" is equal to the minimum result		
31-54	FX	"Unsatisfactory" - additional self-study is required to obtain a minimum level of knowledge	2	Unsatisfactory
0-30	F	"absolutely unsatisfactory" - complete retraining required		

#### CHAPTER 5. Final Regulation

44. This Regulation has been agreed with the State Testing Center under the Cabinet of Ministers of the Republic of Uzbekistan, the Ministry of Public Education, the Inspectorate for Quality Control of Education under the Cabinet of Ministers, the Ministry of Health, the



Ministry of Economy, the Ministry of Finance, the Ministry of Foreign Affairs, the Ministry of Development of Information Technologies and Communications, the Ministry of Culture , the Ministry of Physical Culture and Sports, the Ministry of Construction, JSC "Uzbekiston Temir Yollari", the State Committee of Highways, the State Enterprise "Navoi Mining and Metallurgical Plant", the Academy of Arts of Uzbekistan and the State Tax Committee.

"I approve"  
Rector of TashPMI  
  
B.T. Daminov  
" \_\_\_\_\_ " 2022

"Agreed"  
Vice-Rector for Academic Affairs  
TashPMI  
  
K.N. Khaitov  
" \_\_\_\_\_ " 2022

"Regulations on the system for monitoring and evaluating students' knowledge in medical institutions of higher education" was developed at the Tashkent Pediatric Medical Institute in accordance with the Regulations of the Ministry of Higher and Secondary Specialized Education "On the system for monitoring and evaluating students' knowledge in higher educational institutions" (registered by the Ministry of Justice of the Republic of Uzbekistan dated September 26, 2018 Registration No. 3069) for the 2022-2023 academic year and applies to students of the IV-V courses.

### **Regulations on the system for monitoring and evaluating students' knowledge in medical institutions of higher education**

This provision has been developed in accordance with the Regulations "On the system for monitoring and assessing the knowledge of students in higher educational institutions", which was registered by the Ministry of Justice on September 26, 2018 under registration number No. 3069 and approved by order of Higher and Secondary Specialized Education No. 820 of September 29, 2018.

## **CHAPTER 1. GENERAL PROVISIONS**

1. This Regulation is applied in the control and assessment of the knowledge of students admitted to study at higher educational institutions in the 2018-2019 academic year.
2. This Regulation does not apply to the control and assessment of students' knowledge in higher educational institutions, the educational process of which, in accordance with the law, is based on a modular system.
3. At the first lesson, students must be familiarized with the requirements of these Regulations by professors-teachers of a higher educational institution.
4. When assessing the knowledge of students in qualifying practice, term paper, state subject (intersubject) certification, final qualifying work, as well as in research and scientific-pedagogical work and master's thesis in the magistracy, the criteria defined in this Regulation are applied.

## **CHAPTER 2. TYPES OF CONTROL AND EVALUATION CRITERIA**

### **§ 1. Types of control**

5. Control of students' knowledge is carried out by conducting current, intermediate and final types of control.

6. An intermediate type of control is carried out during the semester after the end of the relevant section of the work program on the subject during training sessions in order to assess the knowledge and practical skills of the student.

7. An intermediate type of control can be carried out for each subject up to 2 times, based on the characteristics of the subject.

8. The form and duration of the intermediate type of control is determined by the relevant department, based on the characteristics of the subject and the hours allocated for the subject.

9. For subjects for which less than 4 academic hours (72 hours) per week are allocated during the semester, an intermediate type of control is not carried out.

10. The teacher in the subject evaluates the student's performance of practical, seminar, laboratory classes and tasks of independent education, as well as his activity in these classes. The assessment is carried out on the basis of the criteria provided for in paragraph 15 of these Regulations.

11. The final control is carried out at the end of the subject in order to assess the level of assimilation of theoretical knowledge and practical skills of the student in the relevant subject.

12. The form of the final type of control is determined by the central methodological council of the higher educational institution and approved by the order of the university.

13. The type of final control is carried out in accordance with the schedule for the types of final control, developed by the educational and methodological department and approved by the Vice-Rector for Academic Affairs.

14. Evaluation of types of intermediate and final control can be carried out in the form of a systematic clinical trial or objectively regulated simple forms.

## **§ 2. Criteria for assessing students' knowledge**

15. Students' knowledge is evaluated according to the following criteria:

**5 (excellent)** - the student draws independent conclusions and makes independent decisions, thinks creatively, conducts independent observations, is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea about the discipline (subject);

**4 (good)** - the student conducts independent observations, is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea about the discipline (subject);

**3 (satisfactory)** - the student is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea about the discipline (subject);

**2 (unsatisfactory)** - the student has not mastered the curriculum, does not understand the content of the discipline (subject), and also has no idea about the discipline (subject).

16. The content of the tasks, compiled for the types of control, should make it possible to assess the knowledge of students objectively and accurately.

## **CHAPTER 3. Assessment of students' knowledge**

17. Assessment of students' knowledge is carried out on a 5-point system

18. Intermediate and final types of control, as well as the assessment of students' knowledge is carried out by a commission organized by the head of the relevant department.

-The composition of the commission is formed from the teaching staff of the relevant subject and other specialists in the field.

-By agreement, the commission may include specialists in the field from other organizations.

19. Carrying out types of control in higher education institution is constantly studied by the department of quality control of education, the corresponding higher education institution.

- In cases where it is established that the order of carrying out types of control is violated, the results of the conducted types of control can be canceled and all relevant types of control can be repeated.

20. A student who has missed lecture, practical, laboratory and seminar classes or who has received an unsatisfactory grade and has not passed it again, is not allowed to the final control. Students must pass the intermediate control before the final control of the proper course.

21. A student who fails to pass the intermediate control or who is rated "2" (unsatisfactory) in this type of control is not allowed to take the final control.

- A student who fails to come or is not allowed to attend the final control, as well as the grade of "2" (unsatisfactory) for this type of control, is an academic debtor.

22. In the case of a student's failure to appear for the intermediate and (or) final type of control for valid reasons, it is allowed to retake the corresponding type of control on the basis of the order of the Dean of the Faculty.

23. It is not allowed to conduct more than 1 type of final control in one day. The final control types must be scheduled at least 2 days apart.

24. In cases when students, who are not graduates, have academic debts up to 3 subjects, a period of up to 1 month is given. In this case, according to the results of the spring semester, the student who has academic debts, retake intermediate and (or) final types of control at the beginning of the new academic year.

Graduating students who have academic debts in the subject(s) based on the results of the spring semester are allowed to retake them before the start of the final state certification.

Students who have academic debts in 4 subjects or more are not allowed to retake the course and are suspended from the course based on the order of the rector (director of the branch) of the higher education institution.

25. During the period of time given to the student to retake the intermediate and (or) final type of control, the number of repeated examinations by the student should be no more than 2 times.

-In cases when a student fails to pass the intermediate and final examinations for the first time, the Dean of the Faculty establishes a commission. The composition of the commission is formed from among the teaching staff of the corresponding faculty.

26. The dean of the faculty notifies the rector (head, director of the branch) of the university about the student who failed to pass the existing debts for the specified period, and this student remains in the course on the basis of the order of the rector (head, director of the branch).

27. In cases when a student without valid reasons did not participate in the qualification practice, as well as was evaluated on the assessment "2" (unsatisfactory) on the results of qualification practice, he/she is considered to have an academic debt and remains on the course.

28. A student left in the course continues his/her studies in accordance with the curriculum approved for the corresponding semester of the academic year on a paid-contract basis from the beginning of the semester in which he/she did not master the subject(s).

29. Students who are dissatisfied with the results of the assessment have the right to appeal to the Appeals Commission, which is established by the Dean of the Faculty.

30. The Appeals Commission includes the chairperson of the Commission and at least four members from among the faculty members of the relevant disciplines not involved in the evaluation of the student.

31. In case of dissatisfaction with the result of the evaluation, the student may appeal within 24 hours from the moment the results of the evaluation are announced. The appeal filed by the student shall be considered by the Appeals Committee within 2 days.

32. The student has the right to participate in the consideration of the student's appeal.

33. The Appeals Committee shall consider the student's appeal and make an appropriate decision on its results. The decision shall indicate whether or not the student has mastered the relevant course. The Appeals Committee ensures that the relevant decision is communicated to the Dean of the Faculty and the student.

#### **CHAPTER 4. Recording evaluation results**

34. The assessment of students' knowledge is recorded by the professor-teacher of the subject in the Register of students' progress by subject (hereinafter - the Register). In addition, the professor-teacher may assess students' knowledge in the electronic system.

The grades given to the student are recorded by the professor-teacher on the same day in the register. If a student's knowledge was assessed in the form of written work, the professor-teacher must record the student's results in the register within 3 days.

35. If a student's knowledge is evaluated by a grade of "3" (satisfactory) or "4" (good) or "5" (excellent), the student may not retake the control type.

36. In cases when a student does not participate in the type of control without a valid reason, a mark "0" is put in the register.

37. The register is signed by the professor-teacher of the subject, the head of the department and the dean of the faculty, and is kept in the dean's office. The Dean of the Faculty is responsible for keeping the register.

38. When students' grades of the final control are recorded in the register, the grades must be recorded on the same day in the student's rating book.

The indicator of student's mastery of the course is derived from the arithmetic mean of the current, intermediate and final control and must be expressed in whole numbers. In this case, the student must receive a minimum grade of 3 "satisfactory" for each type of control.

According to the curriculum, the result of the student's mastery of courses taught over several semesters in an incomplete semester is recorded in the rating book (credit) as "credit".

According to the results of the semester, a student who did not come or was not admitted to the intermediate control of incomplete courses, as well as, evaluated by "2" (unsatisfactory) on this type of control, is an academic debtor.

39. In cases when a student's knowledge is evaluated by "2" (unsatisfactory) or a mark "0" is put in the register, this evaluation or mark is not entered in the student's rating book.

40. The Dean of the Faculty and the professor-teacher of the corresponding subject are responsible for the timely, correct and complete keeping of the register, as well as for not making unjustified changes to grades and other information.

41. At the end of the relevant academic year, a student who has received a grade of "3" (satisfactory) or "4" (good) or "5" (excellent) in the subjects of the working curriculum is transferred to the next course on the basis of the order of the rector (director of the branch) of a higher education institution.

42. Evaluation results are regularly discussed at the meetings of departments, faculty and university councils and appropriate decisions are made.

43. Comparison of the system of control and evaluation of students' knowledge in general educational institutions of the Republic of Uzbekistan with 5-point or 100-point system and evaluation system applied in the higher education system of advanced foreign countries and transfer to them is carried out on the basis of tables in accordance with the annex to the present Regulations

#### **CHAPTER 5. Final clause**

44. This Regulation is coordinated with the State Testing Center under the Cabinet of Ministers of the Republic of Uzbekistan, the Ministry of National Education, the Inspectorate for Quality Control of Education under the Cabinet of Ministers, and the Ministry of Health, Ministry of Economy, Ministry of Finance, Ministry of Foreign Affairs, Ministry of Information Technology and Communications Development, Ministry of Culture, Ministry of Physical Culture and Sports, Ministry of Construction, Uzbekistan Temir Yollari JSC, State Committee of Motor Roads, Navoi Mining and Metallurgical Plant, Academy of Arts of Uzbekistan and State Tax Committee.

## Regulations on the system of control and evaluation of knowledge of students of medical universities


 "I approve"  
 Rector of TashPMI  
  
 B.T. Daminov  
 " \_\_\_\_\_ " 2022


 "Agreed"  
 Vice-Rector for Academic Affairs  
 TashPMI  
  
 K.N. Khaitov  
 " \_\_\_\_\_ " 2022

"Regulations on the system of control and evaluation of students' knowledge in medical institutions of higher education" is developed in Tashkent Pediatric Medical Institute in accordance with the Regulations of the Ministry of Higher and Secondary Special Education "On the system of control and evaluation of students' knowledge in higher educational institutions" (registered by the Ministry of Justice of the Republic of Uzbekistan on July 10, 2009. Registration № 1981) for 2022-2023 academic year and applies to students of VI year.

### **Regulations on the system of control and evaluation of students' knowledge in medical institutions of higher education**

(This Regulation is approved by the order of the Ministry of Higher and Higher Specialized Education of the Republic of Uzbekistan from June 11, 2009 № 204 and approved by the Ministry of Education of the Republic of Uzbekistan on July 10, 2009 for № 1981.

According to the order of the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan dated August 25, 2010 (Order No. 333, the Regulation was amended and re-registered with the Ministry of Justice of the Republic of Uzbekistan on August 26, 2010 under No. 1981-1).

The present Regulation corresponds to the Regulations of the Republic of Uzbekistan "On Education" (Vedomosti Oliy Majlis of the Republic of Uzbekistan, 1997, No. 9, Art. 225) and "On the National Personnel Training Program" (Vedomosti Oliy Majlis of the Republic of Uzbekistan.) Oliy Majlis of the Republic of Uzbekistan, 11-1997, No. 12, Art. 295), as well as the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 343 of August 16, 2001 "On Approval of State Educational Standards" (Collection of Legislative Acts of the Republic of Uzbekistan. 2001, No. 15-16, Art. 104) regulates the rating system of control and evaluation of students' knowledge with the relevant higher education institutions.

### **CHAPTER 1. GENERAL PROVISIONS**

1. To control students' knowledge and evaluate the quality of education through oral evaluation of the rating system, to train competitive personnel through student quality management, to eliminate the gaps in students' knowledge assimilation.

2. The main tasks of the rating system are:

- a) To control and analyze the level of formation of relevant knowledge, experience and skills of students according to the State Educational Standards;
- b) The basic principles of assessment of knowledge, skills and abilities are based on the State Educational Standards, ensuring reliability and fairness of assessment;
- c) Ensure that subjects are completed by students in an orderly and timely manner;
- d) Improve students' independent work, as well as students' effective use of information technology
- e) Fair assessment of students' knowledge and timely announcement of its results
- f) Effective use of computer technology in teaching;

3. Assessment of students' knowledge of the subjects is carried out on the basis of rating control tables every semester.

## **CHAPTER 2. TYPES OF CONTROLS AND EVALUATION CRITERIA**

4. In the working program of the subject along with the types of training and control are approved by the Methodological Department of TashPMI under the guidance of the head of the department.

5. Students at the first session are announced the form of rating control, the maximum number of points awarded for each control and information about the qualification points of current and intermediate control;

6. It is taken into account that the educational level of students and the level of work of students correspond to the state technical standards:

Current control is a method of determining the assessment of the level of knowledge and practical skills of students in the subjects of current control: conversation, control work, colloquium, homework and other similar forms can be conducted.

Intermediate survey - Intermediate type of control is carried out during the semester after the end of the relevant section of the working program on the subject during training sessions in order to assess the knowledge and practical skills of the student. Intermediate control can be carried out for each subject up to 2 times, based on the peculiarities of the subject. The form and term of the intermediate control is determined by the relevant department, based on the specifics of the subject and the hours allocated to the subject. For subjects for which less than 4 academic hours per week are allocated during the semester, no intermediate control is conducted. The course instructor evaluates the student's performance in practical, seminar, laboratory classes and independent study assignments, as well as his/her activity in these classes. The evaluation is carried out on the basis of the criteria stipulated in paragraph 15 of this Regulation.

final control - is conducted at the end of the course in order to assess the level of assimilation of theoretical knowledge and practical skills of the student in the relevant subject.

Due to the high level of education and specialization of certain subjects, based on the decision of the Institute Council, final examinations of up to 40% of subjects may be conducted in other forms (oral, credit, etc.).

7. The interim survey, as well as the assessment of students' knowledge is carried out by a commission organized by the head of the department. In case of violation of the rules of intermediate survey is conducted again.

8. According to the order of the head of the HEI, the process of transfer of the final control is periodically conducted with the participation of the commission formed under the guidance of the department of internal control and monitoring, and in cases of violation of the order of transfer, the conditions of the final control are canceled and a repeat transfer is conducted;

9. After the end of the academic year according to the results of the rating control is decided on the transfer of students to the next course.

## **Chapter 3: Criteria for assessing students' knowledge**

10. Based on the rating system of controlling the level of education, skills and abilities of students, the degree of specialization of each subject is expressed in points.

11 For each course, the student's performance during the semester is evaluated according to a 100-point system.

These 100 points are distributed by type of control:

Final survey - 30 points;

Current and interim surveys - 50 and 20 points

12. In the student's credit book practical classes, the State Final Attestation of the course, and for Master's students scientific and scientific and pedagogical works, Master's thesis are evaluated according to the 100-point system;

13. A description of the major performance criteria (referred to above as performance criteria) in monitoring a student's desired performance in the subject:

(a) 86-100 is given to a student based on the following criteria:

the student draws independent conclusions and makes independent decisions, thinks creatively, makes independent observations,

is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an understanding of the discipline (subject);

(b) For 71-85 is given to the student based on the following criteria:

the student conducts independent observations, is able to apply the acquired knowledge in practice, understands the content of the discipline (topic),

knows, can explain, retell and has an understanding of the discipline (subject);

(c) 55-70 is given to the student according to the following criteria:

the student is able to apply the acquired knowledge in practice, understands the content of the discipline (topic), knows, can explain, retell and has an idea of the discipline (subject);

(d) In some cases, the student's level is 0-54. The student has not mastered the curriculum, does not know the content of the discipline (subject), and has no idea about the discipline (subject).

14. Based on the model criteria developed a certain discipline and developed a number of criteria for the relevant departments. It is approved by the head of the department and distributed to students.

15. In accordance with the model criteria, criteria for the evaluation of young people by higher education institutions in specialized subjects have been developed. It is approved by the scientific and methodological head of the higher education institution and assigned to the relevant educational institutions.

16. The self-study work of students in the academic subject is evaluated on the basis of the fulfillment of the relevant instructions and the points accrued to it in the primary, intermediate and final control.

17. Student's progress in the course according to the rating for one semester:

$$R1 - \frac{V * O1}{100}$$

100

V - total number of hours allocated to the subject (in hours)

O1 - degree of assimilation in the subject (in points).

18. In TashPMI students who scored 55% and above in the course on the current and interim surveys are admitted to the final survey.

19. The student's cumulative scores on the semester assignment course are calculated according to the criteria established for each category.

#### **CHAPTER 4. Timing of the types of controls**

20. Intermediate and final surveys are conducted according to the calendar-thematic plan and are prepared by the dean's office according to the plan. Final control is carried out during the last 2 weeks of the semester.

21. The student is obliged to pass the course project (work) before the final grade is calculated.

22. A student who has not received a passing grade on the current and interim surveys is allowed to retake the course before the final control.

Students who missed classes, as well as the final and interim surveys due to illness, by the decision of the dean of the faculty is issued an order to pass the course within 2 weeks from the beginning of the study.

23. If a student's scores on current and final controls during the semester are more than 55% of the total number of these controls, they are counted during the semester. If the total score is 55 points is considered an academic debt.

In medical higher education institutions at the end of the semester, if a student has scored less than the passing score on the current and interim surveys, he/she is considered to be academic debtor.

After the end of the semester, students with academic arrears are given a period of one month to pass the course. Students in case of failure to pass the course are expelled from the university by the rector's order in accordance with the established procedure.

24. In case of dissatisfaction with the result of the assessment, the student may submit an application to the dean within 24 hours of the announcement of the assessment results. In such cases, the dean of the faculty, by order of the rector, shall constitute an appeal committee of 3 persons.

The appeals committee shall render a decision on the same day.

25. Ensure that the assessment is carried out within the established time frame based on the established requirements and is formalized by the dean of the faculty, head of the department, academic unit and controlled by the internal inspection and monitoring department.

#### **Chapter V. Recording the rating outcome and analyzing the results**

26. The points taken by the student in the course are entered in the grade book in whole numbers. In the grade book, the "Hours Allocated in the Curriculum" section contains the total number of hours of instruction allocated to the course for the semester, and the "Course Grade" section is assigned a 100-point system. A student's performance below the qualifying grade will not be recorded in the grade book.

27. The results of the types of controls conducted in each course will be published in the group journal on the same day and communicated to the students. And if written work within two (2) days.

28. According to the results of the first control, the teacher enters the credit book and fills in the required part.

29. The student's rating determines the level of knowledge, skills and abilities. The total student rating for the semester is determined by the sum of all courses.

30. The total student rating is announced after the end of each semester and academic year.

31. When a diploma supplement or academic certificate is issued by the dean's office, if the course lasted for several semesters, the total sum of grades is given.

Advanced Placement courses are required at the end of each semester for graduation with honors.

32. The results achieved by students by types of control are recorded in the memory of the computer systems of the departments and teaching and methodological units and are regularly discussed.

33. The results of the current, intermediate and final control are regularly discussed at the department meetings, at the faculties, at the Academic Council of the university.

#### **CHAPTER 5. Final clause**

34. The Ministry of Higher and Secondary Education of the Republic of Uzbekistan and the State Testing Center under the Cabinet of Ministers of the Republic of Uzbekistan are responsible for organizing and controlling the verification of the correctness of test scores and rating scales.

35. Disputes arising on issues specified in this Regulation shall be resolved on the basis of documents of title. 37. The present Regulation is coordinated with the State Test Center under the Cabinet of Ministers of the Republic of Uzbekistan, the Ministry of Public Education, the Inspectorate for Quality Control of Education under the Cabinet of Ministers, the Ministry of Health, the Ministry of Economy, the Ministry of Finance, the Ministry of Foreign Affairs, the Ministry of Development of Information Technologies and Communications, the Ministry of Culture, the Ministry of Physical Culture and Sports, the Ministry of Construction, JSC "Uzbekistan Temir Yollari", the State Committee of the Autonomous Republic of Uzbekistan, the Ministry of Education, the Ministry of Education and Science, the Ministry of Education and



Science, the Ministry of Education and Science of the Republic of Uzbekistan, the Ministry of Health, the Ministry of Education and Science of the Republic of Uzbekistan, the Ministry of Education and Science of the Republic of Uzbekistan, the Ministry of Education and Science of the Republic of Uzbekistan

## **Annex 2**

### **Rules for the organization of practice**

#### **1. general regulations**

- 1) Practice is a mandatory component of the educational program.
- 2) The practice of students is conducted in accordance with the approved schedule and individual study plan of the student in the volume established by the State Compulsory Standard of Higher Education and specialty.
- 3) Each type of practice has goals, objectives and program, based on which the appropriate practice base is determined. The content of the program developed by the Institute and the base of professional practice shall correspond to the profile of the specialty (educational program).
- 4) The Institute and the student shall conclude an individual tripartite contract with the practice base, in accordance with the form of a model contract for the organization of professional practice.
- 5) The Institute concludes contracts with the bases of practice, in accordance with the form of a model contract on the organization of professional practice, on the basis of which makes an individual allocation of students to practice, concluding a contract between the Institute and the student.
- 6) Referral to all types of professional practice is formalized by the order of the Rector of the Institute with the indication of the terms, base and head of practice and is given to the student in hand.
- 7) Students at the end of each type of practice submit a report to the appropriate department, which is checked by the head of practice and defended before the commission established by order of the Rector of the Institute from among the teachers assigned to manage practices. The results of the report defense are evaluated according to the point-rating system.
- 8) This Regulation is the basis for the development of the program of practical training.

#### **2. Types, terms and content of professional practice**

- 1) Types, timing and content of professional practice are determined by the direction of training specialist, curriculum students.
- 2) As a base for conducting professional practice of students are defined organizations, whose statutory activities correspond to the profile of training specialists and the requirements of the educational program, having qualified personnel to manage professional practice and material and technical base.

#### **3. organization and management of practice**

- 1) General educational and methodical management of practice is carried out by the department.
- 2) The department develops programs for professional practice. Discussion of the program is held at the meeting of the department, approval at the meeting of the CMC. The terms of practice are determined by the schedule. When the student is sent to the professional practice, the student is given a direction to practice, a working plan-schedule of professional practice and a form of diary-report on the practice.
- 3) Heads of departments appoint professors, associate professors and experienced teachers who know the specifics of the profession and the activities of the practice bases as practice supervisors.
- 4) Practice supervisors control the organization and conduct of practice of students directly at the place of practice, as well as compliance with its timing and content.
- 5) The responsibility for the organization and conduct of internship is borne by the departments and deans.

6) Prior to the beginning of the practice is an installation conference in the form of an extended meeting of the department, where students are familiarized with the program of practice, the requirements for reporting documentation. The results of the meeting are formalized by the protocol.

#### **4. Organization of practice in organizations and enterprises - bases of practice**

1) Responsibility for the organization of practice at the enterprise, institution or organization is stipulated in the contract and is assigned to the heads of enterprises, institutions, organizations that are the bases of practice with the appointment of a supervisor (supervisor) from the base of practice.

2) Students shall be provided with places of practice, providing the greatest efficiency of practice in accordance with the chosen specialty.

3) Organizations, enterprises - bases of practice: - create conditions for obtaining knowledge and skills in the specialty by the students during the practice; - comply with the agreed with the Institute calendar schedules of practice and adopted in place safety standards and occupational safety; - assist in the selection of material for the preparation of reports; - ensure compliance with the rules of internal labor regulations established by the organization, enterprise; - impose (if necessary) penalties on students who violated the rules of internal labor regulations;

4) At the end of the practice supervisors from the organization / enterprise make a brief conclusion on the results of the practice of each student in the Diary-Report. Conclusion, as a rule, contains information about the implementation of the internship program, the attitude to work, compliance with internal regulations, mastering practical skills, assessment of knowledge during the internship.

#### **5. Responsibilities of the head of practice from the department:**

1) Exercises control over the provision of normal working and living conditions at the base enterprises, institutions, organizations.

2) Monitors the practical training of students in accordance with curricula and programs, the performance of individual tasks by trainees, monitors the timeliness and quality of preparation of the report on the results of practice.

3) Reports at the department meeting recommendations for improving the practice, eliminating deficiencies in its organization and conduct.

#### **6. Rights and duties of the student**

1) The student has the right: - to be enrolled in a permanent, temporary work on the profile of the specialty in the presence of vacancies in paid positions; - not to participate in work not provided by the program of practice.

2) The trainee shall be obliged to: - get acquainted with the activities of the enterprise; - fully perform the tasks provided by the practice program: to collect the necessary materials; - to make a report on each section of the practice program and submit it to the head of practice of the enterprise at least once a week; - to study the experience of conducting industrial meetings, business meetings, negotiations; - to participate in the social life of the organization, enterprise; - to maintain the image of the Institute; - to comply with the internal regulations of the practice base;

- to finish the internship in time and arrive at the Institute in due time; - within three days after the end of the internship to submit a report on the results of the internship to the department; - to pass the procedure of defense of the report before the commission for acceptance of reports on practice.

#### **7. Results of the internship**

1) At the end of the internship, the student shall make a report on the results of the internship. The report on the internship should contain information useful both for the trainees, supervisors of internships and the Institute.

2) The report should contain information about the work performed, a brief description of the practice base (no more than one page): the main activities and methods of work.

3) The report shall be accompanied by a Diary, which reflects a brief conclusion of the head of the internship from the enterprise about the work of the intern, signed and sealed.

4) The volume of the report with all the appendices should be no more than 10-12, for most specialties is enough 5-8 pages of computer text, in accordance with the requirements for the design of the report, given in the program. At the end of the practice, the student after receiving a positive conclusion of the head of the base of practice is certified (defends the report) before the commission, with grading on a point system. 5) It is recommended to discuss the results of practice at the meeting of the department. The general results of the internship are summarized at the Faculty Council, Academic Council of the Institute with the participation, if possible, of the representatives of the internship bases.

#### 20. List of registration of changes

№ п/п	sheet numbers			Basis for amendments changes	signature	Full name	date	Date introduction changes
	replaced	new	canceled					

#### 21. Familiarization sheet

№ п/п	Full name	Position	Date	Signature