

APPROVED
Acting Rector of Inha University
in Tashkent city
M. M. Djalalov
17.07.2023

**RULES FOR STUDENTS OF PREPARATORY COURSES OF THE
CONTINUING EDUCATION CENTER
INHA UNIVERSITY IN TASHKENT**

Inha Un

1 General provisions

1.1 These Rules of Internal Regulations for students of the Continuing Education Center of Inha University in Tashkent (hereinafter CEC), developed on the basis of in accordance with the Law of the Republic of Uzbekistan "On Education", № 464-I, 29.08.1997, Regulations on extracurricular institution, approved by the Cabinet of Ministers from February 18, 1995 № 59, State requirements for extracurricular education (reg. MJ № 2663 from 09.04.2015) and the Charter of IUT, specify the regulation of the internal regulations of the CEC in order to create the most favorable opportunities to meet the educational needs of students, the legitimate interests of all participants of the educational process, the fulfillment of their rights and obligations.

1.2 The Internal Regulations for Students (hereinafter referred to as the Regulations) are a local normative act of CEC, binding on all persons involved in the activities of CEC. The Internal Regulations shall be posted on the official website of Inha University, posted on information boards.

1.3 Internal regulations are aimed at:

- ensuring the full implementation of educational programs, compliance of the quality of training of students with the established standards, requirements, compliance of the applied forms, means, methods of training to the level of students;

- creation of safe training conditions in accordance with the established norms, ensuring the life and health of the students;

- observance of listeners' rights.

1.4 Classes are conducted in Uzbek and Russian languages according to the specially developed curriculum by the teaching staff and approved by the Rector of IUT.

1.5 Students shall be provided with teaching materials, teaching aids of the University. The use of teaching aids by students is carried out in accordance with the procedure established by the CEC.

1.6 While attending classes, students are obliged to comply with the admission and intra-object regimes, fire safety, safety equipment and these Rules.

1.7 Discipline at CEC is maintained on the basis of respect for the human dignity of students and teachers. The use of physical and (or) mental violence against students is not allowed.

1.8 For non-fulfillment or violation of the IUT Charter, Internal Regulations and other local normative acts on the organization and implementation of educational activities, students may be subject to disciplinary action - reprimand, expulsion from the IUT.

1.9 Students are expelled from the CEC, if:

- at his/her own will, formalized in an appropriate manner (personal application of the student);
- on the initiative of the CEC in connection with the violation of the provisions of the Charter of the University and the Internal Regulations of CEC in IUT, with the commission of an administrative offense, with failure to fulfill the terms of the concluded training agreement. Expulsion is formalized by order of the Rector of IUT.

1.10 No disciplinary action may be taken against students while they are sick.

1.11 When choosing a measure of disciplinary punishment, the CEC shall take into account the severity of the disciplinary offense, the reasons and circumstances under which it was committed, the previous behavior of the student, his/her psychophysical and emotional state.

1.12 By decision of the CEC for repeated commission of disciplinary offenses, the student may be expelled from the CEC as a disciplinary measure. Expulsion of a student is applied if other disciplinary measures and measures of pedagogical influence have failed and his/her further stay at the CEC has a negative impact on other students, violates their rights and the rights of CEC employees, as well as the normal functioning of the CEC.

2. Rights and obligations of students

2.1. Students have the right to:

- visiting CEC for the period of classes by ID Card and in accordance with the established admission regime;
- receiving consulting, methodological and information-analytical assistance;
- free use of educational and methodological literature, information resources and other means of education available at the CEC, and CEC services;
- participation in the cultural life of the Centre and in events organized there;
- to create favorable conditions for education;
- to be personally present during the proceedings of issues related to the personal behavior of the student;
- to keep confidential information about oneself;
- to use their own means of communication in any mode only for educational purposes with the permission of the instructor. Cell phone, other means of communication during the educational process should be put away in

bags or backpacks, means of communication should not lie on tables, be in the hands, should not distract from the educational process. Responsibility for the safety of the cellular (mobile) phone lies only with its owner (parents, legal representatives of the owner)

2.2 Students are obliged to:

-to comply with the Charter of the University, Internal Regulations and other internal documents of CEC;

-master the content of the program he/she has chosen;

-attend all types of classes provided for in the curriculum;

-take monthly midterm and trimester exams.

-to carry out independent preparation for classes, to carry out tasks given by teachers within the framework of the educational program;

-respect the honor and dignity of other students and employees of the University, do not create obstacles to the education of other students, in a conflict situation find the best correct solution;

-comply with the requirements of hygiene and labor protection, admission and intra-object regimes, fire safety rules;

-treat the University property with care.

Other duties of students may be established by the legislation of the Republic of Uzbekistan, local acts of the University and the agreement on the provision of paid educational services.

2.3 Prohibitions

The CEC is prohibited from:

-to bring and drink energy, alcoholic, alcohol-containing drinks and beer, to be in a state of alcoholic, narcotic or toxic intoxication, to bring, use and distribute narcotic drugs, psychotropic substances, as well as smoking mixtures containing narcotic drugs and psychotropic substances, to commit other actions for which the current legislation provides for administrative and other liability;

- bring explosive, flammable and toxic substances, firearms, gas and edged weapons; and

- play gambling

- play sports games outside of specially designated places (sports grounds);

- swearing;

- violate sanitary and hygienic rules and regulations;

- make any inscriptions and drawings on the walls, tables and other places, paste and post notices without the permission of the administration;

-damage the University's property or use it for other purposes, commit actions that violate cleanliness and order;

- to shout, make noise, play musical instruments, use sound reproducing equipment, violating the silence and interfering with the educational process without the appropriate permission of the administration of CEC;

- to be in classrooms at a time that is not set by the schedule of classes of his/her group;

- use cell phones during classes and exams;

- use prohibited Internet resources not related to the educational process to view on their own electronic devices;

- to move furniture, equipment and other material values from room to room without the permission of the administration.

Certain prohibitions may be excluded, changed, included in p. 2.3 of these rules by order of the administration of the Center.

3. Organization of the teaching time

3.1 Classes at the CEC are held in accordance with the schedule approved by the Rector of the University.

3.2 The organization of the educational process is regulated by the class schedule and the approved curriculum. Classes are held three times a week for 80 minutes, in two shifts:

- morning hours from 9:00 a.m. to 1:00 p.m. and evening hours from 2:00 p.m. to 8:00 p.m.

Sunday is the weekend.

3.3 The teacher has no right to detain students after the end of the class.

3.4. A valid excuse for a student's absence from class is:

- illness;

- a doctor's visit (a certificate is provided);

- emergency cases in the family that require personal participation of the trainee;

- industrial necessity of the legal entity that sent the trainee for training (upon the letter of the legal entity);

- skipping classes by agreement with the CEC administration.

A student who misses classes without excuses during the term of the educational program is allowed to attend classes only after a written explanation to the CEC manager.

3.5. Students must leave the University within 30 minutes of the end of class.

4. Rules for conducting educational process on preparatory courses at Inha University in Tashkent city

4.1. When signing the contract, the student of the preparatory course determines the chosen direction for admission to Inha University: SOCIE or SBL. For successful assimilation of materials, depending on the chosen direction, the following subjects should be selected:

SOCIE - math and physics compulsory, English (IELTS preparation) optional.

SBL - math compulsory, physics or English (IELTS preparation) optional.

4.2 If an SBL student has chosen one compulsory subject, he/she must submit an IELTS certificate before the start of the course, in case of absence of a certificate - before the start of the second trimester.

4.3 Prior to the beginning of training, the administration of the CEC organizes entrance exams in mathematics and English to determine the level of knowledge. Entrance exam in physics is not organized, by default, groups in physics of the 3rd level are formed.

4.4 Math proficiency levels:

Level 1 - 75 -100 points

Level 2 - 56 -74 points

Level 3 - below 56 points

4.5 English language proficiency levels (preparation for IELTS):

Level B- Intermediate - 50 and above points

Level A+ - Pre-Intermediate - 34-49 points

Level A - Elementary - 16-33 points

4.6. The study consists of 3 trimesters. Each trimester includes 36 academic hours for each subject (mathematics, physics, English). Every month the students take an intermediate exam, at the end of the 1st and 2nd trimester they take a trimester exam in the chosen field. Intermediate and 1st and 2nd trimester exams are organized by the administration of the CEC. The third trimester exams in mathematics and physics are organized by the Korean partners of Inha University and are considered to be the entrance exam for the preparatory courses at the same time. Students with financial arrears to the CEC are not allowed to take the trimester exams.

4.7. At the end of each trimester, the Student is reassigned to a proficiency level group.

4.8 If a student fails to attend the exam for a valid reason, he/she must present a supporting document (sick note or an explanatory receipt from a parent), he/she will be assigned a day to retake the exam.

4.9 Students have the right to take the IUT undergraduate entrance examinations, which are held three times, as well as to take the internal entrance exam for undergraduates, which are held by the Korean partners of Inha University. The schedule for the entrance examination is published annually at the end of February on the official website of Inha University. Only those students who have fully completed the academic year in their chosen fields, successfully passed all trimester examinations, and have no financial arrears for three trimesters will be admitted to the internal examination.

5. Rules of conduct for trimester examinations

5.1. In order to inform the students of preparatory courses about examinations, exam results, ranking and other announcements, an official telegram channel "Pre-University 20__-20__" (academic year) is created. The administrator of this Telegram channel is the manager of CEC.

5.2. If the student is not aware of the announcements published in the Telegram channel, the CEC administration is not responsible.

5.3. The examinees arrive at the trimester examination venue at least 45 minutes before the beginning of the examination.

5.4. If a student is late for the examination, he/she shall be admitted (but not more than half an hour), but the end of the examination shall not be prolonged for him/her, he/she shall complete his/her work as all other participants of the examination.

5.5 Prior to the examination, the administration of the CEC posts an announcement in the official Pre-University 20__ - 20__ (academic year) Telegram channel about the examination, the examination schedule (duration of the examination, time/place of the examination), the rules of the examination. In the same channel the students will be informed about the results of the exam.

5.6 What you should not do during the exam:

- communicate with each other;
- move freely around the classroom;
- change seats;
- use any mobile devices (phone, camera, dictaphone gadgets, etc.);
- leave the classroom unaccompanied;
- deliberately deface forms;
- pass something to each other;
- use written notes (cheat sheets) or other means of storing and transmitting information

5.7 All personal belongings (not intended for the examination) may be left in specially equipped places of the examination center with the participation of the CEC administration.

Violation of these rules leads to disqualification from the exam, which deprives the student of the opportunity to take the final exam!! Previously earned points will be canceled.

In case of any violations on the part of exam participants, removal from the room may take place, the exam paper will be canceled!

Manager of the CEC

N. Yermakova

AGREED

**General Manager for Financial
and Economic issues**

R. Kazakov

Head of the Legal department

Kh. Akramova